



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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February 22, 2022

Mr. Chris Artim, Administrative and Fiscal Operations Manager
Placer County Probation Department
2929 Richardson Drive, Suite B
Auburn, CA 95603

Re: Countywide Procurement Card Program Monitoring Review

Dear Mr. Artim:

The Internal Audit Division of the Auditor-Controller's Office routinely reviews and/or audits the Procurement Card purchases. The objective of this monitoring review was to review Procurement Card usage during the statement period from March 13, 2021 through July 2, 2021 for compliance with County policies.

We reviewed a sample of the Probation Department's (Department) Procurement Card purchases and related documentation files to ensure the Department's compliance with current policies and procedures, and to determine if adequate internal controls are in place and operating as designed. Based on our monitoring review, we determined there were multiple instances of non-compliance with County policies and procedures related to Procurement Card purchases, as well as areas where internal controls could be strengthened. Accordingly, our observations and recommendations are as follows.

Observation #1– Supporting Documentation was Uploaded after the Reconciliation Period

We found an instance in which the supporting documentation was uploaded after the reconciliation period (e.g., after the grace period had ended) and we did not find documentation in Wells Fargo to explain the reason for the late submission.

Section 3.2 of the Procurement Card Policy (PCP) discusses the accountability of Cardholder and Approver and states, "Cardholders shall review their statement of transactions and provide the appropriate documentation for all purchases. All transactions must be submitted and reviewed by the Cardholder within the defined timeframe for each cycle period..... Approvers shall review the Cardholder's transactions and confirm that appropriate documentation is provided, the purchases is appropriately budgeted, and in accordance with County polies and procedures. All transactions must include the applicable department accounting information and be reviewed by the Approvers within the defined timeframe for each cycle period."

Section 3.1 of the Procurement Card Program Procedures Manual (PCPPM) states, "If the Cardholder is unable to review their statement within the required period, they must notify their Approver in advance."

In addition, Section 3.3 of the PCPPM states the Limited Program Administrator (LPA) shall “ensure that any needed documentation is attached to each cardholder statement and that the online documentation represents a full and complete summary of all the needed and required documentation to validate the purchases.”

Recommendation

We recommend Cardholders start the reconciliation process as soon as the purchase cycle has closed to ensure all related documentation is submitted in Wells Fargo within the reconciliation period. If the Cardholder cannot review their statements by the grace period, they must notify their Approver in advance and upload proof of the communication in Wells Fargo. Also, we recommend the Department designate a Reconciler to each Cardholder as the Reconciler can serve as a backup to reconcile and submit Cardholder statements.

Observation #2– Purchases were Approved without Adequate Documentation

We found an instance in which a cardholder statement was approved without adequate documentation. Specifically, we noted the purchases were not supported with receipts or supporting documentation in Wells Fargo.

Recommendation

We recommend Cardholders start the reconciliation process as soon as the purchase cycle has closed to ensure all related documentation is submitted into Wells Fargo within the reconciliation period. Further, we recommend the Approvers and LPAs perform a detailed review of the supporting documents to ensure completeness, accuracy, and compliance.

We appreciate the courtesy and cooperation of the Department’s staff throughout the course of the review.

Respectfully,



Nicole C. Howard, CPA
Assistant Auditor-Controller

cc: Marshall Hopper, Chief Probation Officer
Brett Wood, Purchasing Manager, County Executive Office
Placer County Audit Committee