

**SAN BERNARDINO COUNTY
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
INTERNAL AUDITS DIVISION**



**LAND USE SERVICES DEPARTMENT:
REVIEW OF CERTIFIED STATEMENT OF ASSETS TRANSFERRED
DATE OF TRANSFER—JANUARY 11, 2022**

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Mission Statement

This office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.

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**Land Use Services Department:
Review of Certified Statement of Assets Transferred**

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San Bernardino County

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November 23, 2022

David Doublet, Director
Land Use Services
385 N. Arrowhead Avenue, 1st Floor
San Bernardino, CA 92415-0187

RE: Review of Certified Statement of Assets Transferred
Date of Transfer January 11, 2022

We have completed a review of the Land Use Services Department’s (Department) Certified Statement of Assets Transferred (CSAT) form for the incoming official David Doublet, Director, as of the date of transfer of January 11, 2022. The primary objectives of the review were to determine if the CSAT form was accurate, complete, and filed timely with the Auditor-Controller/Treasurer/Tax Collector (ATC).

Our review determined that the form was complete, however, was not filed in a timely manner, and there were amounts that were reported inaccurately.

The Department is responsible for correcting the amounts on the CSAT form within 30 days of receipt of this report. The updated CSAT form should be maintained at the department level and available upon request.

We would like to express our appreciation to the personnel at the Land Use Services Department who assisted and cooperated with us during this engagement.

Respectfully submitted,

Ensen Mason CPA, CFA
Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By 

Denise Mejico, CFE
Chief Deputy Auditor

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Date Report Distributed: November 23, 2022

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Purpose

Each County officer or employee in charge of any office, department, service, or institution of the County, and the executive head of each special district whose affairs and funds are under the supervision and control of the Board of Supervisors or for which the Board is ex-officio, is required to make and file with ATC a complete detailed inventory of all property belonging or pertaining to his/her office within five days after assuming the duties of the office.

Departments are responsible for completing their own CSAT form when there is a change in Department Head. The 2018 Internal Controls and Cash Manual (ICCM) Chapter 17-Transfer of Assets and Other Property states that incoming officials must complete and submit the CSAT form and worksheet to the ATC's Internal Audits Division (IAD).

Scope and Objectives

Our review examined the CSAT form completed by the Land Use Services Department for the incoming official David Doublet, Director, as of the date of transfer of January 11, 2022.

The objectives of our review were to determine whether the form was accurate, complete, and filed timely.

Methodology

The CSAT form and supporting documentation provided by the Department were reviewed to verify that the amounts entered on the CSAT form were correctly stated in accordance with the ICCM Chapter 17-Transfer of Assets and Other Property.

Purpose, Scope, Objectives, and Methodology



The following procedures were performed in accordance with the related ICCM requirements:

ICCM Requirement	Procedure Performed
ICCM Chapter 17-2 states that incoming officials must total all money not held in the County Treasury that the department is responsible for.	Department-provided cash amounts were compared to the cash fund control records.
ICCM Chapter 17-2 states that amounts of all fiduciary funds must be reconciled to the amount as of the transfer date.	Auditor obtained fiduciary fund amounts in SAP (Enterprise Financial Management System) and compared to the amounts provided by the Department, if any.
ICCM Chapter 17-3 states that fixed asset amounts from the quarterly equipment, vehicle, and software reports from General Accounting should be reconciled as of the transfer date.	Department-provided fixed assets amounts were compared to SAP fixed assets reports.

Additionally, we determined whether the annual reporting of sensitive equipment was filed with ATC-IAD, a Signature/Fund Custodian Authorization form was submitted to the ATC Accounts Payable Section, and whether the assigned County credit cards and/or Cal-Cards were canceled with the Purchasing Department.

Summary

The Land Use Services Department reported:

Asset	Amount
Cash	\$2,475
Fiduciary Funds	7,811,732
Fixed Assets	4,321,698
Other Assets	6,059,764

A Signature/Fund Custodian Authorization form was submitted to the ATC Accounts Payable Section to cancel the outgoing officer's signature authority. Assigned County credit cards and/or Cal-Cards were not issued for the outgoing official. A sensitive equipment listing has been filed with IAD within the last year.

The following conditions were noted:

- The Department was required to submit the CSAT form no later than January 19, 2022, and the CSAT form was submitted on April 22, 2022, therefore it was 66 business days late.
- Fiduciary funds of \$7,811,732 were reported on the CSAT form; however, the amount did not agree to the SAP fiduciary funds amount. SAP fiduciary funds from the date of transfer of January 11, 2022, totaled \$3,652,248. Therefore, the amount reported on the CSAT form was \$4,159,484 higher than official County records.
- Fixed assets of \$4,321,698 were reported on the CSAT form; however, the amount did not agree to the SAP fixed assets records. The SAP reports from the date of transfer of January 11, 2022, totaled \$4,371,515. Therefore, the amount reported on the CSAT form was \$49,817 lower than official County records.

Conclusion

The Department's CSAT form for the incoming official David Doublet, Director, with the transfer date of January 11, 2022, was complete, however, was not filed in a timely manner, and there were amounts that were reported inaccurately.

We recommend that the Department investigate the differences and ensure that department records can be reconciled to official County records for all asset categories.



Interoffice Memo

DATE: February 21, 2023

PHONE: 382-3183

FROM: *DM*
DENISE MEJICO, Chief Deputy Auditor
Auditor-Controller/Treasurer/Tax Collector

TO: **CHAD NOTTINGHAM**, Interim Director
Land Use Services Department

SUBJECT: **CERTIFIED STATEMENT OF ASSETS TRANSFERRED – DAVID DOUBLET DATE OF TRANSFER 1/11/22 REVIEW**

The Internal Audits Division of the Office of the Auditor-Controller/Treasurer/Tax Collector (ATC-IAD) performed a review of the Certified Statement of Assets Transferred (CSAT) – David Doublet Date of Transfer 1/11/22. Upon issuance of the final report, the Department expressed concerns related to two amounts reported on the CSAT. Those amounts have been researched and the results are documented below.

Our CSAT review included comparing fiduciary funds and fixed assets amounts reported on the CSAT form by the Land Use Services Department to SAP, the County's Financial Accounting System.

Fiduciary Fund Balance:

The fiduciary funds were reported on the CSAT form, the Department used the 300 Fund Equity amount as of January 31, 2022 (\$7,811,732), instead of the 10000000 Equity Pool Cash amount as of January 11, 2022 (\$8,444,295), the date of transfer. This should have resulted in a variance of \$632,563. However, when the fund balances were queried in SAP by the Internal Audits Division, Fund 9156 was excluded in the total balance, this led to a variance of \$4,159,484, which was incorrectly reported in the CSAT Review Report issued on November 23, 2022. The correct variance for fiduciary funds as of January 11, 2022, is \$632,563. Department records should be corrected to indicate a cash balance of \$8,444,295 as of January 11, 2022.

Fixed Assets:

The Department used a fixed asset listing provided by ATC to complete the fixed asset acquisition cost on the CSAT Form. This listing was not reconciled by the Department to departmental records to verify all fixed assets were included. As a result, one SAP Department ID was missing from that listing. The amount reported by the Department on the CSAT Form was \$49,817 lower than the official county records. This variance was correctly reported in the CSAT Review Report issued on November 23, 2022. Department records should be corrected to include the missing SAP Department ID.

Asset	Department CSAT Form Amounts	SAP Amounts	Difference in Department CSAT Form and SAP
Cash	\$2,475	\$2,475	-
Fiduciary Funds	7,811,732	8,444,295	632,563
Fixed Assets	4,321,698	4,371,515	49,817
Other Assets	6,059,764	6,059,764	-

We recommend the Department ensure that departmental records are reconciled to official County records for all asset categories.

We would like to express our appreciation to the personnel at the Department who assisted and cooperated with us during this engagement. If you have any questions or require additional information regarding this memo, please contact Denise Mejico at Denise.Mejico@sbcountyatc.gov or (909) 382-3183.

EM:DLM:SWE:oac