

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



**DEPARTMENT OF BEHAVIORAL HEALTH:
REVIEW OF CERTIFIED STATEMENT OF ASSETS TRANSFERRED
DATE OF TRANSFER—DECEMBER 18, 2021**

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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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Department of Behavioral Health: Review of Certified Statement of Assets Transferred

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March 22, 2022

Dr. Georgina Yoshioka, Interim Director
Department of Behavioral Health
303 E. Vanderbilt Way
San Bernardino, CA 92415

RE: Review of Certified Statement of Assets Transferred
Date of Transfer December 18, 2021

We have completed a review of the Department of Behavioral Health (Department)’s Certified Statement of Assets Transferred (CSAT) form for the incoming official Dr. Georgina Yoshioka, Interim Director, as of the date of transfer of December 18, 2021. 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 Department of Behavioral Health 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: March 22, 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 Department of Behavioral Health for the incoming official Dr. Georgina Yoshioka, Interim Director, as of the date of transfer of December 18, 2021.

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 Department of Behavioral Health reported:

Asset	Amount
Cash	\$10,100
Fiduciary Funds	365,440
Fixed Assets	5,267,740
Other Assets	30,872

Assigned County credit cards and/or Cal-Cards for the outgoing official have been canceled with the Purchasing Department. 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 December 28, 2021; however, the CSAT form was submitted on January 25, 2022. Therefore, the CSAT form was 17 business days late.
- Cash funds of \$10,100 were reported on the CSAT form; however, the amount did not agree to the cash fund control records. Cash reported in the cash fund control records as of the date of transfer of December 18, 2021, totaled \$10,200. Therefore, the amount reported on the CSAT form was \$100 lower than the cash fund control records.
- Fixed assets of \$5,267,740 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 December 18, 2021, totaled \$5,281,813. Therefore, the amount reported on the CSAT form was \$14,073 lower than official County records.

Conclusion

The Department's CSAT form for the incoming official Dr. Georgina Yoshioka, Interim Director, with the transfer date of December 18, 2021, was complete, however it was not filed by the required 5 days, 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.