

County of San Bernardino

**Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section**

**Workforce Development Department:
Review of
Certified Statement of Assets Transferred
Date of Transfer – August 3, 2020**



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Auditor-Controller/Treasurer/Tax Collector

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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Workforce Development

Review of Certified Statement of Assets Transferred

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December 11, 2020

Marlena Sessions, Director
Workforce Development Department
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San Bernardino, CA 92415-0046

**SUBJECT: Review of Certified Statements of Assets Transferred
Date of Transfer August 3, 2020**

In compliance with Article V, Section 1, of the San Bernardino County Charter, we have completed a review of the Workforce Development Department’s (Department) Certified Statement of Assets Transferred (CSAT) form for the incoming official Marlena Sessions, Director, as of the date of transfer of August 3, 2020. 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), as required by the County Charter.

Our review determined that the form was filed in a timely manner, however was incomplete, and there were balances which 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.

Respectfully submitted,

Ensen Mason CPA, CFA

Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By:

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Date Report Distributed: December 11, 2020

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Purpose

In accordance with Article V, Section 1 of the San Bernardino County Charter, 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 the Auditor-Controller/Treasurer/Tax Collector (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 Certified Statement of Assets Transferred (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 Section (IAS).

Scope and Objectives

Our review examined the CSAT form completed by the Workforce Development Department for the incoming official Marlina Sessions, Director as of the date of transfer of August 3, 2020.

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 IAS Cash Database.
ICCM Chapter 17-2 states that amounts of all trust and agency funds must be reconciled to the amount as of the transfer date.	Auditor obtained trust and agency 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 the ATC, a Signature/Fund Custodian Authorization form was submitted to ATC Accounts Payable and whether the assigned County credit cards and/or Cal-Card were cancelled with the Purchasing Department.

Summary and Conclusion



Summary

The Workforce Development Department reported:

Asset	Amount
Cash	\$ 1,000
Agency Funds	1,409,443
Fixed Assets	182,703

A sensitive equipment listing has been filed with the Internal Audits Section (IAS) within the last year.

The following conditions were noted:

- The CSAT form was incomplete. While the Department submitted a signed CSAT Cover Sheet, the Department did not submit the CSAT worksheet and supporting documentation.
- As of August 10, 2020, Signature/Fund Custodian Authorization form has not been submitted to the ATC's Accounts Payable Section cancelling the outgoing officer's signature authority.
- As of August 10, 2020, assigned County credit cards and/or Cal-Cards were not cancelled with the Purchasing Department or returned.
- Agency funds were reported as \$1,409,443 on the CSAT. However, the SAP crosswalk does not list any agency funds for the Department. IAS compared the fund number reported to the County Budget Book and determined that it was a special revenue fund, and not an agency fund. Therefore, the amount reported on the CSAT was \$1,409,443 higher than official County records.
- Fixed assets of \$182,703 were reported on the CSAT form; however, the amount did not agree to the SAP Fixed Assets records. The SAP reports from the Transfer Date of August 3, 2020 total \$192,702. Therefore, the amount reported on the CSAT was \$9,999 lower than official County records.



Conclusion

The Department's CSAT form for the incoming official Marlana Sessions, Director with the transfer date of August 3, 2020 was filed timely. However, the form was incomplete and there were balances that did not agree to official County records. In addition, the Signature/Fund Custodian Authorization form has not been submitted to the ATC's Accounts Payable Section to cancel the outgoing officer's signature authority. Furthermore, the assigned County credit cards and/or Cal-Cards were not cancelled by the Department or outgoing officer.

We recommend that the Department investigate the differences and ensure that Department records can be reconciled to County official records for all asset categories. We further recommend that the Department submit a Signature/Fund Custodian Authorization form to ATC's Accounts Payable Section to cancel the outgoing officer's signature authority immediately. Lastly, we recommend that the Department cancel and return assigned County credit cards and/or Cal-Cards to the Purchasing Department immediately, if they have not already been returned.