



Fw: Veterans' Services Audit

08/06/2015 11:33 AM

From:
To:

[Redacted]

[Redacted]

----- Forwarded by [Redacted] on 08/06/2015 11:33 AM -----

From:
To:
Cc:
Date:
Subject:

[Redacted]
08/06/2015 11:27 AM
Fw: Veterans' Services Audit

See below.

----- Forwarded by [Redacted] on 08/06/2015 11:28 AM -----

From:
To:
Cc:
Date:
Subject:

[Redacted] AC/COSLO
Dan Bucksh/Admin/COSLO@Wings.
[Redacted] AC/COSLO@Wings, [Redacted] AC/COSLO@Wings
08/06/2015 10:55 AM
Veterans' Services Audit

Hi Dan,

[Redacted] asked me to respond to your question regarding the Veterans' Services audit report. This is our first full audit of Veterans' Services. Our prior discussion with Dana was based on a complaint we received from Treasury, but was not an official audit. I've attached the write-up of the initial discussion below along with the final audit report.

That being said, the issues were similar and, because this was a full audit, more far reaching.

The similar issues are:

- Receipts were not being issued for donations or other cash/check receipts
- Deposits were not being made timely
- Cash Handling Policy acknowledgement was not signed
- Numerous small purchases were being made on Dana's personal credit card and being submitted for reimbursement

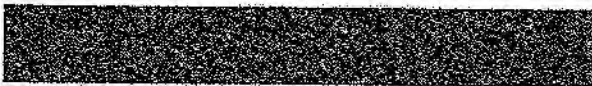
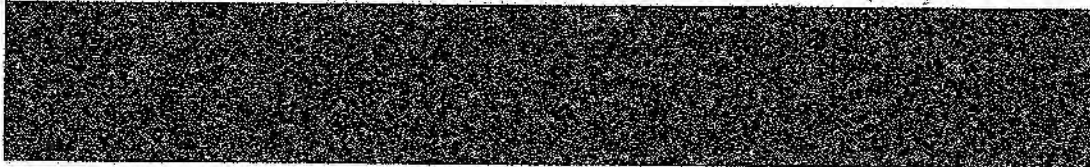
New issues were:



- Cash handling functions were primarily being handled only by Dana; there were no segregation of cash handling duties
- The need for a log to track gift incentives (bus passes) which are equivalent to cash

- County receipt book had been lost
- No acknowledgement of the Information Technology Acceptable Use Policy

Please let me know if you have any questions or require further information.

Thanks,



Auditor-Controller-Treasurer-Tax Collector-Public Administrator's Office
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