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### **MONTHLY PERFORMANCE REPORT OF CAATS:**

AUDITOR-CONTROLLER, TREASURER-TAX COLLECTOR, HUMAN RESOURCES, & COUNTY PROCUREMENT OFFICE

# AUDIT FOR DUPLICATE VENDOR PAYMENTS AND OTHER PERIODIC ROUTINES

(Cited as a Best Practice by the Institute of Internal Auditors)

## For the Month: March 2010

We analyzed 10,143 vendor invoices paid in February 2010 amounting to about \$164 million and found 100% of the invoices were paid only once.

Of the \$164 million vendor invoices, we identified no potential duplicate payments made to vendors.

To date we have identified \$939,653 in duplicate vendor payments, of which \$845,560 has been recovered.

AUDIT NO: 2941-I REPORT DATE: MARCH 30, 2010

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Deputy Director: Eli Littner, CPA, CIA, CISA
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#### **RISK BASED AUDITING**

GAO & IIA Peer Review Compliant - 2001, 2004, 2007



2009 Association of Certified Fraud Examiners' Hubbard Award to Dr. Hughes for the Most Outstanding Article of the Year

2008 Association of Local Government Auditors' Bronze Website Award



2005 Institute of Internal Auditors' Award for Recognition of Commitment to Professional Excellence, Quality, and Outreach



GAO & IIA Peer Review Compliant - 2001, 2004, 2007

**Providing Facts and Perspectives Countywide** 

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OC Fraud Hotline (714) 834-3608

### **Letter from Director Peter Hughes**





#### **Transmittal Letter**

Audit No. 2941-I March 30, 2010

TO: David Sundstrom, Auditor-Controller Chriss Street, Treasurer-Tax Collector Carl Crown, Director, Human Resources Department Ronald C. Vienna, County Purchasing

Agent, County Procurement Office

**SUBJECT:** Monthly Performance Report of CAATS:

Auditor-Controller, Treasurer-Tax Collector, Human Resources, & CEO/Purchasing – Duplicate Vendor Payments & Other Periodic

Routines

We have completed the March 2010 report of the results of our Monthly Performance Report of CAATS (Computer-Assisted Audit Techniques). The final report is attached for your information. Recoveries to date from duplicate vendor payments are **\$845,560**.

Each month I submit an **Audit Status Report** to the Board of Supervisors (BOS) where I detail any material and significant audit issues released in reports during the prior month and the implementation status of audit recommendations as disclosed by our Follow-Up Audits. Accordingly, the results of this audit will be included in a future status report to the BOS.

As always, the Internal Audit Department is available to partner with your staff so that they can successfully implement or mitigate difficult audit recommendations. Please feel free to call me should you wish to discuss any aspect of our audit report.

We appreciate the courtesy and cooperation extended to us by the personnel of your offices. If we can be of further assistance, please contact me or Eli Littner, Deputy Director at (714) 834-5899, or Autumn McKinney, Senior Audit Manager at (714) 834-6106.

Respectfully Submitted,

Dr. Peter Hughes, CPA, Director

Internal Audit Department

**Attachment** 

## **Letter from Director Peter Hughes**



Distribution Pursuant to Audit Oversight Committee Procedure No. 1:

Members, Board of Supervisors
Members, Audit Oversight Committee
Thomas G. Mauk, County Executive Officer
Jan Grimes, Director, Auditor-Controller/Central Accounting Operations
Victoria Ross, Senior Manager, Auditor-Controller/Claims & Disbursing Section
Bill Malohn, A-C/Information Technology/CAPS G/L System Support
Paul Gorman, Chief Assistant Treasurer-Tax Collector
Jennifer Burkhart, Assistant Treasurer-Tax Collector
Shelley Carlucci, Assistant Director, Human Resources/Administration
Bob Leys, Assistant Director, Human Resources/Services and Support
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Laurence McCabe, Admin. Manager II, Human Resources
Foreperson, Grand Jury
Darlene J. Bloom, Clerk of the Board of Supervisors

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### **OC Internal Auditor's Report**



Audit No. 2941-I

March 30, 2010

TO: David Sundstrom, Auditor-Controller

Chriss Street, Treasurer-Tax Collector

Carl Crown, Director, Human Resources Department

Ronald C. Vienna, County Purchasing Agent

County Procurement Office

FROM: Dr. Peter Hughes, CPA, Director

Internal Audit Department

SUBJECT: Monthly Performance Report of CAATS:

Auditor-Controller, Treasurer-Tax Collector, Human Resources, & CEO/Purchasing –

**Duplicate Vendor Payments and Other Periodic Routines** 

#### **Audit Highlight**

We analyzed 10,143 vendor invoices paid in February 2010 amounting to about \$164 million and found 100% of the invoices were only paid once.

Of the \$164 million vendor invoices, we identified no potential duplicate payments made to vendors.

To date we have identified \$939,653 in duplicate vendor payments, of which \$845,560 has been recovered.

#### **OBJECTIVES**

Each month, the Internal Audit Department conducts a variety of performance reviews of vendor payment and payroll activity utilizing Computer-Assisted Audit Techniques (known by the acronym CAAT). Our objectives are to analyze the selected vendor payment and payroll data to identify:

- Duplicate Payments: Duplicate payments made to vendors. This CAAT is performed monthly.
- 2. **Employee Vendor Match:** Employees that bought goods or issued contracts to themselves or a related vendor. This CAAT is currently performed quarterly.
- 3. **OC Working Retiree/Extra Help Hours:** County retirees working as extra help in excess of mandated hour limits of 960 or 720 hours for FY 09-10. The mandated limits required by Government Code Sections 31680.6 and 31641.04 are per fiscal year and this CAAT is performed monthly and annually.
- Payroll Direct Deposits: Multiple employee paychecks directly deposited to the same bank account which could be an indicator of inappropriate payments. This CAAT is performed monthly.
- Employee Delinquent Receivables: Delinquent amounts owed by employees to determine whether opportunities exist to improve the timely collection of amounts owed. This is a new routine and its ongoing merits will be evaluated upon completion.

### **OC Internal Auditor's Report**



#### **BACKGROUND**

CAATs are automated queries applied to large amounts of electronic data searching for specified characteristics. We use a proprietary, best practices and industry recognized software product to help us in this process.

CAATs differ from our traditional audits in that CAATs can query **100%** of a data universe whereas the traditional audits typically test but a **sample** of transactions from the population.

Resulting exceptions or findings are forwarded to the appropriate department for validation and/or resolution. Depending on the department's review, the exceptions may or may not be a finding.

Often there is additional data needed to validate the exception that is only known at the department level. We also partner with the departments to identify internal control enhancements with the purpose of preventing future occurrences of the type of findings identified by the CAATs.

We are keeping the details of our process and the vulnerabilities identified to a general discussion because of the risks associated with disclosing specific details of our financial and accounting processes.

#### SCOPE

This report details the CAAT work we performed in March 2010. Our analysis included a review of the following data:

- 1. **Duplicate Payments:** 10,143 vendor invoices totaling \$164,355,669 for potential duplicate payments.
- 2. **Employee Vendor Match:** Employee and vendor addresses at 6/30/09, 9/30/09 and 12/31/09 and employee and vendor phone numbers at 9/30/09 and 12/31/09 for potential conflicts of interest.
- 3. **OC Working Retiree/Extra Help Hours:** County working retiree/extra help hours worked as of 3/4/10 for individuals exceeding annual limits of 960 or 720 hours for FY 09-10, as mandated by Government Code Sections 31680.6 and 31641.04.
- 4. **Payroll Direct Deposits:** 37,137 payroll direct deposit transactions processed for pay periods 3 (1/15/10 1/28/10) and 4 1/29/10 2/11/10) for suspicious direct deposit activity.
- 5. **Employee Delinquent Receivables:** We are awaiting the centralized receivables data from Auditor-Controller/CUBS in order to perform our analysis.

### **OC Internal Auditor's Report**



#### **RESULTS**

For the month of March 2010, we found the following:

### Objective #1 - Duplicate Payments:

We identified no duplicate payments made to vendors of the **\$164 million** of vendor invoices processed during February 2010.

#### Value-added Information

Based on the to-date recoveries of **\$845,560** from the duplicate vendor payment routine, these computer assisted routines have paid for themselves and are returning monies to the County that may otherwise be lost. To date, we have issued 94 monthly performance reports for the CAATs.

#### Objective #2 – Employee Vendor Match:

In November 2009, we identified **7** potential employee/vendor matches. In January 2010, we identified an additional **5** potential employee/vendor matches. We have submitted them to Human Resources (HR) for further evaluation. As of March 22, 2010, HR determined that 6 were not a conflict. Their review is in process for the remaining 6 matches.

#### Objective #3 – OC Working Retiree/Extra Help Hours:

As of March 4, 2010, no working retirees have exceeded the annual limits of 960 or 720 hours for FY 09/10, as mandated by Government Code Sections 31680.6 and 31641.04.

#### **■** Objective #4 – Payroll Direct Deposits:

Analysis performed with no findings noted.

#### **■** Objective #5 – Employee Delinquent Receivables:

We are awaiting the centralized receivables data from Auditor-Controller/CUBS in order to perform our analysis.

See the Detailed Results section for further information.



#### 1. Duplicate Payments (Objective #1)

We used a CAAT routine to identify potential duplicate payments made to vendors during February 2010.

#### A. Results

We identified no duplicate payments of the \$164 million of vendor invoices processed during February 2010. The Auditor-Controller continues to investigate all duplicate payments and is pursuing collection. Currently, the County has a recovery rate of about **90%** on these duplicate payments that have been identified since the inception of the CAAT routines.

The table below summarizes the duplicate payment activity to date:

			Not						
CAAT Report		Total		Duplicates		Recovered		In Process	
	#'s	\$'s	#'s	\$'s	#'s	\$'s	#'s	\$'s	
2002	103	\$99,980	19	\$10,334	80	\$87,808	4	\$1,838	
2003	50	\$33,306	7	\$10,175	39	\$21,020	4	\$2,111	
2004	33	\$105,779	7	\$2,990	24	\$101,460	2	\$1,329	
2005	67	\$80,162	2	\$668	64	\$78,472	1	\$1,022	
2006	75	\$347,008	16	\$33,720	54	\$310,019	5	\$3,269	
2007	93	\$99,999	12	\$8,411	76	\$88,735	5	\$2,853	
2008	70	\$77,712	11	\$6,794	54	\$67,780	5	\$3,138	
January 2009	2	\$1,293	0	\$0	2	\$1,293	0	\$0	
February 2009	2	\$3,991	1	\$3,799	1	\$192	0	\$0	
March 2009	8	\$33,843	3	\$625	5	\$33,218	0	\$0	
April 2009	3	\$5,861	0	\$0	3	\$5,861	0	\$0	
May 2009	0	\$0	0	\$0	0	\$0	0	\$0	
June 2009	0	\$0	0	\$0	0	\$0	0	\$0	
July 2009	28	\$29,660	0	\$0	28	\$29,660	0	\$0	
August 2009	10	\$29,441	2	\$23,672	4	\$3,860	4	\$1,909	
September 2009	29	\$23,033	1	\$1,391	18	\$12,103	10	\$9,539	
October 2009	6	\$7,770	0	\$0	1	\$4,079	5	\$3,691	
November 2009	6	\$12,944	1	\$70	0	\$0	5	\$12,874	
December 2009	6	\$7,693	0	\$0	0	\$0	6	\$7,693	
January 2010	0	\$0	0	\$0	0	\$0	0	\$0	
February 2010	6	\$42,827	0	\$0	0	\$0	6	\$42,827	
March 2010	0	\$0	0	\$0	0	\$0	0	\$0	
TOTAL	597	\$1,042,302	82	\$102,649	453	\$845,560	62	\$94,093	

#### B. Background

This CAAT routine concentrates on a sub-set of vendor invoices paid by the County that possesses certain common attributes. The sub-set excludes one-time payments (such as election worker pay, jury duty pay, etc.) as well as recurring payments (periodic payments to the same payee for the same amount such as welfare, family support, etc.).



During the month of March 2010, 10,143 invoices for \$164,355,669 were added to this data sub-set representing February 2010 transactions. Currently, the data sub-set includes 1,001,973 invoices totaling \$10,385,811,653.

The total data file from which the sub-set is derived includes 2,994,731 records totaling \$21,137,220,790. For FY 08-09, established vendor payments were about \$1.1 billion.

Our prior research has indicated that the duplicate payments are typically caused by a compounded human clerical error.

#### 2. Employee Vendor Match (Objective #2)

We used a CAAT routine to identify employees that share a similar address or phone number as a vendor. This may identify employees buying goods or issuing contracts to themselves or a related vendor. This routine is performed quarterly.

#### Status:

In November 2009, we performed an analysis of employee and vendor addresses at 6/30/09 and 9/30/09, as well as an analysis of employee and vendor phone numbers at 9/30/09. In November 2009, we identified **7** potential employee-vendor matches.

In January 2010, we performed an analysis of employee and vendor addresses and phone numbers as of 12/31/09. In January 2010, we identified **5** potential employeevendor matches.

Our results have been provided to the Human Resources Department (HR) for their evaluation as to whether any employee vendor conflicts exist in the matches identified. HR's review is currently in process. Status as of March 22, 2010:

			HR Disposition			
CAAT Report Month	Matches Submitted to HR	In Progress	Not a Valid Match	No Conflict Exists	No Conflict – Potential HR Policy Issue Resolved to HR's Satisfaction	Conflict – Issue Resolved to HR's Satisfaction
November 2009	7	5	0	2	0	0
January 2010	5	1	0	4	0	0
TOTAL	12	6	0	6	0	0

#### 3. OC Working Retiree/Extra Help Hours (Objective #3)

We performed an analysis of working retiree hours to identify retirees working as extra help in excess of Government Code Sections 31680.6 and 31641.04 mandated limits.

Our criteria are 960 hours (maximum allowed for regular retirees) or 720 hours (maximum for early retirees) during the fiscal year (FY).



#### Status:

The Government Code Section 31680.6 and 31641.04 mandated limits are per fiscal year and we perform this review monthly. To date in FY 09-10, there have been approximately 108 OC working retirees; non-County working retirees are excluded from these totals (e.g. Superior Court, OCERS, LAFCO, etc.). As of March 4, 2010, no individuals have exceeded the annual limits for FY 09-10.

For FY 09-10, OC working retiree/extra-help data as of March 4, 2010 is:

Department	No. of OC Working Retirees	Total FY Hours to Date
Sheriff-Coroner	77	20,226
Assessor	17	8,381
Health Care Agency	7	3,538
County Executive Office	2	1,166
OC Public Works	1	772
County Counsel	1	597
District Attorney	1	175
Treasurer-Tax Collector	1	174
Human Resources	1	64
Total	108	35,093

#### 4. Payroll Direct Deposits (Objective #4)

We used a CAAT to identify multiple employee paychecks directly deposited to the same bank account in the same pay period. We review results to determine there has been no irregular direct deposit activity. For FY 08-09, direct deposits for payroll were about \$1.3 billion.

#### Results:

This CAAT was applied in March 2010 with no significant findings.

#### 5. Employee Delinguent Receivables (Objective #5)

Prompted by a suggestion from a member of the Board of Supervisors, we performed an analysis of county employees owing monies to the County for delinquent or outstanding receivables.

The goal of the analysis is to identify delinquent amounts owed by employees and determine whether opportunities exist to improve the timely collection of amounts owed to the County.

As a starting point, we determined that a centralized source of delinquent or outstanding receivables would be the Treasurer-Tax Collector (T-TC). The T-TC has three primary types of receivables that it collects:

- Secured property taxes (real property)
- Unsecured property taxes (businesses, boats, etc.)
- Centralized collections recorded in the CUBS system.



CUBS is used by the T-TC to record and collect delinquent receivables submitted by the various County departments. Certain departments utilize the T-TC's collection services rather than perform their own collections in-house. Examples of receivables managed using CUBS includes: Non-sufficient funds checks, health inspection fees, hazardous waste fees, court ordered child investigation and mediation fees, Auditor-Controller invoices for County services to individuals and businesses, etc.

<u>Note</u>: CUBS does not include decentralized receivables data for County departments that perform their own collections in-house such as SSA, Probation, and Public Defender. At this time, the scope of our CAAT analysis does <u>not</u> include delinquent receivables for which collections are decentralized.

#### Status:

- <u>Centralized collections recorded in the CUBS</u>: We are awaiting the data files from Auditor-Controller/CUBS in order to perform our analysis. The Auditor-Controller provides system administration support for CUBS.
- <u>Delinquent Secured Property Taxes</u>: See results reported in the February 2010 CAAT report (Audit No. 2941-H).
- <u>Delinquent Unsecured Property Taxes</u>: See results reported in the February 2010 CAAT report (Audit No. 2941-H).

After our analysis is completed including the CUBS data, we will evaluate the merits of whether to continue analyzing delinquent employee receivables.

#### Attachments:

Details of Duplicate Payments provided to the Auditor-Controller/Claims & Disbursing Section, dated 3/4/10.