



INTERNAL AUDIT DEPARTMENT



Second & Final Close-Out Follow-Up Internal Control Audit: Countywide Audit of County Business Travel & Meeting Policy – Auditor-Controller

As of October 31, 2019

Audit No. 1939-P (Reference 1626-D-F2)
Report Date: December 30, 2019

Recommendation Status

1

Implemented

0

In Process

0

Not Implemented

0

Closed

OC Board of Supervisors

Chairwoman Lisa A. Bartlett
5th District

Vice Chair Michelle Steel
2nd District

Supervisor Andrew Do
1st District

Supervisor Donald P. Wagner
3rd District

Supervisor Doug Chaffee
4th District



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Audit No. 1939-P
(Reference 1626-D-F2)

December 30, 2019

To: Frank Davies, CPA
Auditor-Controller

From: Aggie Alonso, CPA, CIA, CRMA
Internal Audit Department Director

Subject: Second & Final Close-Out Follow-Up Internal Control Audit: Countywide Audit of
County Business Travel & Meeting Policy – Auditor-Controller

We have completed a follow-up audit of Auditor-Controller's (A-C) expenditures governed by the County Business Travel & Meeting Policy as of October 31, 2019, original Audit No. 1626-D, dated June 29, 2018. Details of our results immediately follow this letter. Additional information including background and our scope is included in Appendix A.

Our Second Follow-up Audit concluded that A-C implemented the one (1) remaining recommendation from the original audit. Because the recommendation was implemented, this report represents the final close-out of the original audit.

We appreciate the assistance extended to us by A-C personnel during our follow-up audit. If you have any questions, please contact me at 714.834.5442 or Assistant Director Scott Suzuki at 714.834.5509.

Attachments

Other recipients of this report:

- Members, Board of Supervisors
- Members, Audit Oversight Committee
- Auditor-Controller Distribution
- Foreperson, Grand Jury
- Robin Stieler, Clerk of the Board of Supervisors
- Eide Bailly, LLP, County External Auditor

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RESULTS

FINDING NO. 1	Personally Identifiable Information Displayed	
CATEGORY	Significant Control Weakness	
RECOMMENDATION	We recommend the Auditor-Controller identify all SSNs residing in its systems and restrict, mask, and encrypt them accordingly.	
CURRENT STATUS	<p>Implemented. We reviewed ERMI and the CAPS+ HR Database and verified the Auditor-Controller restricted and masked SSNs. In addition, A-C demonstrated encryption configurations that verified HR data in the database is fully encrypted.</p> <p>Based on the actions taken by A-C, we consider this recommendation to be implemented.</p>	
AUDIT TEAM	Scott Suzuki, CPA, CIA, CISA Michael Dean, CPA, CIA, CISA Zan Zaman, CPA, CIA Stephany Pantigoso	Assistant Director Senior Audit Manager Audit Manager Senior Auditor



APPENDIX A: ADDITIONAL INFORMATION

SCOPE	Our follow-up audit was limited to reviewing actions taken by A-C as of October 31, 2019 to implement the one (1) remaining recommendation from our First Follow-Up Audit No. 1839-D, dated March 26, 2019.
BACKGROUND	The original audit evaluated operational effectiveness of internal control for expenditures governed by the County Business Travel & Meeting Policy. The First Follow-Up Audit concluded A-C implemented five (5) recommendations, was in process of implementing one (1) recommendation, and closed one (1) recommendation.



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APPENDIX B: FOLLOW-UP AUDIT IMPLEMENTATION STATUS

Implemented	In Process	Not Implemented	Closed
The department has implemented our recommendation in all respects as verified by the follow-up audit. No further follow-up is required.	The department is in the process of implementing our recommendation. Additional follow-up may be required.	The department has taken no action to implement our recommendation. Additional follow-up may be required.	Circumstances have changed surrounding our original finding/ recommendation that: (1) make it no longer applicable or (2) the department has implemented and will only implement a portion of our recommendation. No further follow-up is required.

