



PETER HUGHES, Ph.D., CPA, CIA, CFE, CITP  
Director

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## INTERNAL AUDIT DEPARTMENT

File No. 2311

December 30, 2003

TO: Lisa Bohan-Johnston, Director  
District Attorney Administrative Services

SUBJECT: Report on Audit of the Spousal Abuser Prosecution Program

Attached are three copies of our report on Audit of the District Attorney Spousal Abuser Prosecution Program for the year ended June 30, 2003. Please forward one copy to the State of California Department of Justice as required by the grant documents.

Respectfully submitted,

A handwritten signature in cursive script that reads "Peter Hughes".

Dr. Peter Hughes, CPA  
Director, Internal Audit

/PH:ts

Attachments

cc: Members, Board of Supervisors  
Members, Audit Oversight Committee  
James D. Ruth, County Executive Officer  
Darlene J. Bloom, Clerk of the Board of Supervisors  
Foreman, Grand Jury

**COUNTY OF ORANGE  
DISTRICT ATTORNEY  
SPOUSAL ABUSER PROSECUTION PROGRAM  
(GRANT AWARD NO. 02SA09B017)**

**REPORT ON AUDIT  
FOR THE YEAR ENDED JUNE 30, 2003**

**REPORT DATE: December 24, 2003**

**Audit Number 2311**

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**Audit Director: Dr. Peter Hughes, CPA  
Deputy Director: Eli Littner, CPA  
Audit Manager: Alan Marcum, CPA  
Auditor In-Charge: Toni Smart, CPA**



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**COUNTY OF ORANGE  
INTERNAL AUDIT DEPARTMENT**

**COUNTY OF ORANGE**  
**DISTRICT ATTORNEY**  
**SPOUSAL ABUSER PROSECUTION PROGRAM**  
**REPORT ON AUDIT**  
**FOR THE PERIOD JULY 1, 2002 THROUGH JUNE 30, 2003**

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400 Civic Center Drive West  
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(714) 834-5475 Fax: (714) 834-2880

File No. 2311

## INDEPENDENT AUDITOR'S REPORT

December 24, 2003

California Department of Justice  
P.O. Box 944255  
1300 I Street, Room 1020-4  
Sacramento, California 94244-2550

Attention: Rebecca Daniel, Coordinator

We have audited the accompanying Schedule of Approved Budget and Cumulative Expenditures and the Schedule of Costs Claimed and Accepted (financial statements) of the Spousal Abuser Prosecution Program of the County of Orange District Attorney, a grant funded by the California Department of Justice, for the period July 1, 2002 through June 30, 2003. The financial statements are the responsibility of the District Attorney Spousal Abuser Prosecution Program's management. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

On this date, and in accordance with Government Auditing Standards, we have also issued a report on our consideration of internal control structure related matters and compliance with laws and regulations based on an audit of the financial statement of the Spousal Abuser Prosecution Program. The internal control and compliance reports are an integral part of this audit and should be considered with the results of our report on the financial statement.

Ms. Rebecca Daniel  
California Department of Justice  
December 24, 2003

In our opinion the Schedule of Approved Budget and Cumulative Expenditures and the Schedule of Costs Claimed and Accepted referred to in the first paragraph present fairly, in all material respects, the approved budget, cumulative expenditures, and allowable costs of the Spousal Abuser Prosecution Program of the County of Orange District Attorney for the period July 1, 2002 through June 30, 2003, in accordance with accounting principles generally accepted in the United States of America.

This report is intended for the information of the management of the County of Orange District Attorney and the California Department of Justice and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

A handwritten signature in cursive script, reading "Peter Hughes".

Dr. Peter Hughes, CPA  
Director, Internal Audit Department

/PH:ts

**COUNTY OF ORANGE**  
**DISTRICT ATTORNEY**  
**SPOUSAL ABUSER PROSECUTION PROGRAM**  
**SCHEDULE OF APPROVED BUDGET AND CUMULATIVE EXPENDITURES**  
**FOR THE PERIOD OF JULY 1, 2002 THROUGH JUNE 30, 2003**

	<u>Approved Budget</u>		<u>Cumulative Expenditures Claimed</u>		<u>Over (Under) Budget</u>	
	<u>State</u>	<u>In-Kind Match</u>	<u>State</u>	<u>In-Kind Match</u>	<u>State</u>	<u>In-Kind Match</u>
<u>Expenditures:</u>						
Personal Services	\$ 94,480	\$ 18,896	\$ 94,480	\$ 18,896	\$ -	\$ -
Operating Expenditures	<u>553</u>	<u>111</u>	<u>553</u>	<u>111</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ 95,033</u>	<u>\$ 19,007</u>	<u>\$ 95,033</u>	<u>\$ 19,007</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report and notes to financial statements.

**COUNTY OF ORANGE**  
**DISTRICT ATTORNEY**  
**SPOUSAL ABUSER PROSECUTION PROGRAM**  
**SCHEDULE OF COSTS CLAIMED AND ACCEPTED**  
**FOR THE PERIOD OF JULY 1, 2002 THROUGH JUNE 30, 2003**

	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended For Disallowance
Personal Services	\$ 94,480	\$ 94,480	\$ -	\$ -
Operating Expenditures	<u>553</u>	<u>553</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ 95,033</u>	<u>\$ 95,033</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report and notes to financial statements.

**COUNTY OF ORANGE**  
**DISTRICT ATTORNEY**  
**SPOUSAL ABUSER PROSECUTION PROGRAM**

**NOTES TO FINANCIAL STATEMENTS**

**FOR THE PERIOD JULY 1, 2002 THROUGH JUNE 30, 2003**

1. Background

The Spousal Abuser Prosecution Program, under the direction of the County of Orange District Attorney, was developed in 1994 to enhance the abilities of local prosecutors to prosecute spousal abuse cases and to minimize the emotional trauma for victims during legal proceedings. These objectives are achieved through vertical prosecution of abuse cases, reduced caseloads, assignment of highly qualified investigators and prosecutors, utilization of trained counselors, and coordination with local victim support agencies.

2. Significant Accounting Policies

The District Attorney records its revenues and expenditures on the modified accrual basis. Revenues are recognized in the period they become measurable and available and expenditures are recognized when incurred. However, because of the timing of transactions in this period the effect is essentially the same as a full accrual presentation.

- A. Reporting Entity. The financial statements are intended to present the results of operations of only those transactions attributable to the Program.
- B. Personal Services. These expenditures include salaries and benefits of attorneys and attorney clerks directly involved with the Program.
- C. Operating Expenditures. These expenditures include mileage reimbursement to employees assigned to work on the Program plus audit costs.
- D. Costs Claimed and Accepted. These amounts represent the program costs claimed by the County of Orange District Attorney and accepted by the State.

3. Funding Summary

Grant funding was provided by the California Department of Justice. The grant award covered the period July 1, 2002 through June 30, 2003, and totaled \$95,033. *Ored?*

As required by Penal Code section 273.81(d), the County of Orange District Attorney provided a 20% in-kind match, funded by the County General Fund. All monies awarded were expended during the grant. Allowable expenditures were limited to those identified in the grant proposal. A new grant for the period July 1, 2003 through June 30, 2004 was approved on November 13, 2003 by the California Department of Justice.

See Independent Auditor's Report



## **OTHER REPORTS**



PETER HUGHES, Ph.D., CPA, CIA, CFE, CITP  
Director

Internal Audit Department  
400 Civic Center Drive West  
Building 12, Room 232  
Santa Ana, California 92701-4521  
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December 24, 2003

INDEPENDENT AUDITOR'S REPORT ON THE  
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN  
AUDIT OF THE FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

California Department of Justice  
P.O. Box 944255  
1300 I Street, Room 1020-4  
Sacramento, California 94244-2550

Attention: Rebecca Daniel, Coordinator

We have audited the Schedule of Approved Budget and Cumulative Expenditures and the Schedule of Costs Claimed and Accepted (financial statements) of the Spousal Abuser Prosecution Program of the County of Orange District Attorney, a grant funded by the California Department of Justice, for the period July 1, 2002 through June 30, 2003, and have issued our report thereon dated December 24, 2003.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the financial statements for the period July 1, 2002 through June 30, 2003, we considered the organization's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the above financial statements and not to provide assurance on internal controls over financial reporting.

The management of the Spousal Abuser Prosecution Program is responsible for establishing and maintaining internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control policies and procedures. The objectives of internal controls are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized

Ms. Rebecca Daniel  
California Department of Justice  
December 24, 2003

use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America. Because of inherent limitations in any internal control process, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the internal controls to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purposes of this report, we have classified the significant internal control policies and procedures in the following categories:


Payroll  
Expenditures  
Revenues/Receipts  
Administrative Controls

For all internal control categories listed above, we obtained an understanding of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses under standards established by the American Institute of Certified Public Accountants.

A material weakness is a condition in which the design or operation of the specific internal control components does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of the management of the County of Orange District Attorney and the California Department of Justice and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.



Dr. Peter Hughes, CPA  
Director, Internal Audit

/PH:ts



PETER HUGHES, Ph.D., CPA, CIA, CFE, CITP  
Director  
Internal Audit Department  
400 Civic Center Drive West  
Building 12, Room 232  
Santa Ana, California 92701-4521  
(714) 834-5475 Fax: (714) 834-2880

December 24, 2003

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH LAWS AND REGULATIONS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

California Department of Justice  
P.O. Box 944255  
1300 I Street, Room 1020-4  
Sacramento, California 94244-2550

Attention: Rebecca Daniel, Coordinator

We have audited the Schedule of Approved Budget and Cumulative Expenditures and the Schedule of Costs Claimed and Accepted (financial statements) of the Spousal Abuser Prosecution Program of the County of Orange District Attorney, a grant funded by the California Department of Justice, for the period July 1, 2002 through June 30, 2003, and have issued our report thereon dated December 24, 2003.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Spousal Abuser Prosecution Program is the responsibility of the Program's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Program's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests indicate that, with respect to the items tested, program management complied in all material respects, except for the following, with the provisions referred to in the preceding paragraph. With respect to the items not tested, nothing came to our attention that caused us to believe that program management had not complied, in all material respects, with those provisions.

Ms. Rebecca Daniel  
California Department of Justice  
December 24, 2003

### **Reporting of "Grant Personnel" on Quarterly Progress Reports**

The California Department of Justice Spousal Abuser Prosecution (SAP) Program Guidelines Section 1010, requires the reporting of all prosecutors, investigators, and counselors working on the SAP Program, receiving SAP Program or other funding, must be listed on the quarterly Progress Reports. The reporting of grant personnel on the quarterly Progress Reports is a new reporting requirement included in the SAP Program Guidelines.

Our review of the four quarterly Progress Reports submitted for the period July 1, 2002 through June 30, 2003, noted that several personnel working on the SAP Program, funded by other sources, were not listed in the Grant Personnel section of the report.

### **Recommendation**

We recommend that District Attorney management ensure that the quarterly Progress Reports include all grant personnel working on the SAP Program as required by SAP Program Guidelines.


### **District Attorney Management Response**

We concur. The reporting of the in-kind match personnel was inadvertently excluded from the quarterly Progress Reports submitted to State Department of Justice (DOJ).

The Office subsequently contacted State DOJ inquiring if a revision to the original reports has been necessary and was advised that revised Progress Reports are not needed due to this immaterial omission since the program activity numbers remain unchanged.

This report is intended for the information of the management of the County of Orange District Attorney and the California Department of Justice and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



Dr. Peter Hughes, CPA  
Director, Internal Audit

/PH:ts



OFFICE OF THE  
**DISTRICT ATTORNEY**  
ORANGE COUNTY, CALIFORNIA  
TONY RACKAUCKAS, DISTRICT ATTORNEY

**CHARLES MIDDLETON**  
CHIEF ASSISTANT D.A.

**BRYAN BROWN**  
SENIOR ASSISTANT D.A.  
FELONY OPERATIONS 1

**WILLIAM FECCIA**  
SENIOR ASSISTANT D.A.  
FELONY OPERATIONS 2

**JIM TANIZAKI**  
SENIOR ASSISTANT D.A.  
BRANCH COURT OPERATIONS

**DONALD BLANKENSHIP**  
CHIEF  
BUREAU OF INVESTIGATION

**LISA BOHAN - JOHNSTON**  
DIRECTOR  
ADMINISTRATIVE SERVICES

December 29, 2003

TO: Dr. Peter Hughes, CPA  
Director, Internal Audit

SUBJECT: Spousal Abuser Prosecution Grant Audit for Fiscal Year ending 6/30/03

This letter is written in response to the audit finding pertaining to the above program for Fiscal Year ending June 30, 2003.

**Reporting of "Grant Personnel" on Quarterly Progress Reports**

The California Department of Justice Spousal Abuser Prosecution (SAP) Program Guidelines Section 1010, requires the reporting of all prosecutors, investigators, and counselors working on the SAP Program, receiving SAP Program or other funding, must be listed on the quarterly Progress Reports. The reporting of grant personnel on the quarterly Progress Reports is a new reporting requirement included in the SAP Program Guidelines.

Our review of the four quarterly Progress Reports submitted for the period July 1, 2002 through June 30, 2003, noted that several personnel working on the SAP Program, funded by other sources, were not listed in the Grant Personnel section of the report.

**Recommendation**

We recommend that District Attorney management ensure that the quarterly Progress Reports include all grant personnel working on the SAP Program as required by SAP Program Guidelines.

**District Attorney Management Response**

We concur. The reporting of the in-kind match personnel was inadvertently excluded from the quarterly Progress Reports submitted to State Department of Justice (DOJ).

REPLY TO: ORANGE COUNTY DISTRICT ATTORNEY'S OFFICE  
<http://www.oc.ca.gov/da/>


WEB PAGE:

<input checked="" type="checkbox"/> MAIN OFFICE	<input type="checkbox"/> NORTH OFFICE	<input type="checkbox"/> WEST OFFICE	<input type="checkbox"/> SOUTH OFFICE	<input type="checkbox"/> HARBOR OFFICE	<input type="checkbox"/> JUVENILE OFFICE	<input type="checkbox"/>
CENTRAL OFFICE	1275 N. BERKELEY AVE.	8141 13 <sup>TH</sup> STREET	30143 CROWN VALLEY PKWY.	4801 JAMBORREE BLVD	341 CITY DRIVE SOUTH	700
401 CIVIC CENTER DR. W	FULLERTON, CA 92631	WESTMINSTER, CA 92683	LAGUNA NIGUEL, CA 92677	NEWPORT BEACH, CA 92663	ORANGE, CA 92668	P.O.
P.O. BOX 808						
BOX 308						
SANTA ANA, CA 92701	(714) 773-4450	(714) 886-7281	(949) 249-5028	(949) 476-4650	(714) 835-7624	(714)
(714) 834-3000						
834-3800						

The Office subsequently contacted State DOJ inquiring if a revision to the original reports has been necessary and was advised that revised Progress Reports are not needed due to this immaterial omission since the program activity numbers remain unchanged.

If you have any questions, please do not hesitate to contact me at (714) 347-8550. We appreciate your staff's professionalism and courtesy extended during the audit fieldwork. Thank you.

Sincerely,

  
Jo Escobar  
Assistant District Attorney  
Family Violence Unit

cc: Bryan Brown, Senior Assistant District Attorney, DA  
Lisa Bohan-Johnston, Director, Administrative Services, DA  
Kim Dinh, Manager, Financial Services, DA