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INTERNAL AUDIT DEPARTMENT

Audit No. 2322

March 19, 2003

TO: John Williams
Public Administrator/Public Guardian

SUBJECT: Secondary Follow-Up of Department Control Review of
Public Administrator/Public Guardian Cash Receipts Audit No. 2066

We have completed a secondary follow-up examination of the Public Administrator/Public Guardian (PA/PG) cash receipts process. Our examination was limited to a review, as of February 28, 2003, of PA/PG's planned actions stated in our initial follow-up audit report dated February 14, 2002. These planned actions stemmed from our original audit report dated March 30, 2001.

The initial follow-up audit report contained two recommendations not fully implemented from the original audit. Our second follow-up review indicated one of the recommendations was fully implemented and one recommendation was in progress of being fully implemented. The audit report recommendation not fully implemented is noted below along with a comment on the current status.

1. Inactive Trust Fund

Recommendation: PA/PG ensure unclaimed trust fund monies are handled in accordance with CAP No. 18 – *Escheatment of Unclaimed Money* and ensure the inactive trust fund is closed in accordance with CAP No. 30 – *Trust Funds*.

Initial Follow-Up Status: **In progress.** PA/PG has identified the unclaimed monies in the trust fund and is currently preparing the Schedule of Accounts, to be submitted to the Treasurer-Tax Collector by March 4, 2002, to properly escheat the monies in accordance with CAP 18. Upon escheatment, PA/PG will close the trust fund.

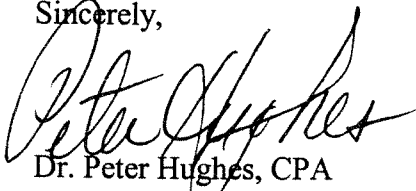
PA/PG Planned Action: The monies will be escheated and the fund closed within the next few months.

Secondary Follow-Up Status: In progress. The Schedule of Accounts was submitted to the Treasurer-Tax Collector on February 26, 2002, and the monies escheated in accordance with CAP No. 18. While the inactive trust fund maintains a zero balance as of our fieldwork, the trust fund has not been closed.

PA/PG Planned Action: Effective immediately, PA/PG will prepare a letter to the Auditor-Controller requesting closure of the inactive trust fund account.

We appreciate the cooperation and assistance extended to us by the staff of PA/PG during our review.

Sincerely,



Dr. Peter Hughes, CPA
Director, Internal Audit Department

/PH:srm

cc: Members, Board of Supervisors
Members, Audit Oversight Committee
James D. Ruth, Interim County Executive Officer
Juliette A. Poulson, Agency Director, HCA
Foreman, Grand Jury
Darlene J. Bloom, Clerk of the Board of Supervisors
Sandra Banstorp, PA/PG Accounting Manager