

Monthly Report on
Computer-Assisted Audit Techniques
(CAAT)

For the Period: October 2004

Report Date: November 24, 2004

Report Number: 2416-J

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INTERNAL AUDIT DEPARTMENT
COUNTY OF ORANGE

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(CAAT)**

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**COUNTY OF ORANGE
INTERNAL AUDIT DEPARTMENT**

OFFICE OF THE DIRECTOR

*Integrity
Objectivity
Independence*

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Transmittal Letter

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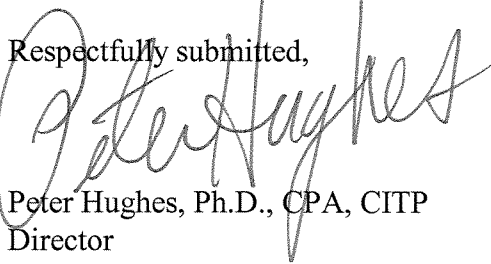
Members, Board of Supervisors
Hall of Administration Building
10 Civic Center Plaza
Santa Ana, CA 92701

Dear Honorable Board Members:

We have completed the October 2004 report of the results of our Computer-Assisted Audit Techniques (CAAT). The report is attached for your information.

We would like to acknowledge the courtesy and cooperation extended to us by the personnel of the Auditor-Controller's Office and the Human Resources Department. As always, I remain available to answer any questions you may have. Please contact me directly or Eli Littner, Deputy Director, at (714) 834-5899, or Autumn McKinney, Audit Manager, at (714) 834-6106, if we can be of further assistance.

Respectfully submitted,



Peter Hughes, Ph.D., CPA, CITP
Director

cc: Members, Audit Oversight Committee
Thomas G. Mauk, County Executive Officer
David Sundstrom, Auditor-Controller
Robert Leblow, Manager, Auditor-Controller/Claims & Disbursing Section
Bill Malohn, A-C/Information Technology/CAPS G/L System Support
Marcel Turner, Director, Human Resources
Gloria Phillips, Senior Analyst, Human Resources
Bill Rawlings, Director, CEO/Purchasing & Real Estate
Darlene J. Bloom, Clerk of the Board of Supervisors
Foreman, Grand Jury

CAAT Program: This report details the monthly activity and findings from establishing Computer-Assisted Auditing Techniques (known by the acronym CAAT) as part of our information technology audit coverage. We are using a proprietary, state-of-the-art/best practices and industry recognized software product to help us in this process. 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.

The CAAT is a continuing and evolving audit process with the goal of developing a toolset of computer-routines and techniques that will analyze patterns in the individual data elements of the County's financial data. The resulting data/exceptions will be subjected to further review, analysis, validation, recovery and evaluation of internal control enhancements whose purpose is to prevent future occurrences of the findings identified by the CAAT process.

1. **CAAT Performed:** We used a CAAT to identify potential duplicate payments made during September 2004.
Duplicate Payments

A. **Results:** No potential duplicate payments were identified in the September 2004 data. The table below summarizes the duplicate payment activity to date:

CAAT Report	Total		Not Duplicates		Recovered		In Process	
	#'s	\$'s	#'s	\$'s	#'s	\$'s	#'s	\$'s
2002	103	\$99,982	17	\$5,469	76	\$85,138	10	\$9,375
2003	50	\$33,304	5	\$10,089	32	\$19,263	13	\$3,952
January 2004	5	\$31,921	0	\$0	5	\$31,921	0	\$0
February 2004	2	\$1,120	1	\$145	1	\$975	0	\$0
March 2004	5	\$8,709	0	\$0	4	\$7,955	1	\$754
April 2004	3	\$435	0	\$0	3	\$435	0	\$0
May 2004	0	\$0	0	\$0	0	\$0	0	\$0
June 2004	1	\$2,450	0	\$0	1	\$2,450	0	\$0
July 2004	7	\$52,373	4	\$2,570	2	\$49,659	1	\$144
August 2004	2	\$780	0	\$0	2	\$780	0	\$0
September 2004	6	\$7,771	1	\$100	3	\$996	2	\$6,675
October 2004	0	\$0	0	\$0	0	\$0	0	\$0
TOTAL	184	\$238,845	28	\$18,373	129	\$199,572	27	\$20,900

B. **Background:** This CAAT concentrates on a sub-set of vendor invoices paid by the County that possess 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.).



The CAAT reviews the attributes and highlights potential duplicate payments for further review and verification. During the month of October 2004, 16,709 invoices for \$133,495,990 were added to this data sub-set representing September 2004 transactions. Currently, the data sub-set includes 986,625 invoices totaling \$7,488,619,877. The total data file from which the sub-set is derived includes 4,198,771 records totaling \$12,740,530,305.

2. CAAT Performed: Employee Vendor Match We used a CAAT to identify employees that are closely linked to a vendor as a result of sharing a similar address.

A. Results: We are in the process of analyzing the results of this CAAT routine. The table below tracks the status of employee/vendor matches identified so far that are currently being reviewed by HR.

CAAT Report Month	Data Matches Submitted to HR	In Progress	HR Disposition			
			Not a Valid Match	No Conflict Exists	Potential Conflict - Issue Resolved to HR's Satisfaction	Conflict - Issue Resolved to HR's Satisfaction
September 2004	2	0	0	1	0	1

3. CAAT Performed: Retiree/Extra Help Hours We used a CAAT to identify retirees working as extra help for more than 960 hours (maximum allowed for regular retirees) or more than 720 hours (maximum for early retirees) during a fiscal year 2003/2004.

A. Status: HR continues to work on refining their processes. This includes clarifying responsibilities and authority of OCERS versus the County and improving communications with the department HR staff and the applicable retiree.

4. CAAT Performed: Direct Deposits We used a CAAT application to review for multiple employee paychecks that are directly deposited to the same bank account.

A. Results: This CAAT was applied in October 2004 with no irregular deposit activity identified.

5. CAAT Performed: Deleted Vendors We used a CAAT to identify Vendors that have been deleted or removed from the Vendor Master List.

A. Results: This CAAT was applied in October 2004 with no significant findings.

