AUDIT HIGHLIGHT   September 30, 2009
INTERNAL AUDITOR'S REPORT TO THE BOARD OF SUPERVISORS

MONTHLY PERFORMANCE REPORT OF CAATS:
A-C, Human Resources, & CEO/Purchasing – Duplicate Vendor Payments and Other Periodic Routines
Audit No. 2941-C

WHAT WE FOUND?

Our review of $206 million vendor disbursements processed during August 2009 found that 99.65% of invoices were paid only once. Of the 8,261 invoices processed during August 2009, we identified 29 potential duplicate payments made to vendors totaling $23,033, or .011% of the $206 million.

Our review of working retiree/extra help hours for FY 09-10 is in progress. As of September 21, 2009, no working retirees have exceeded annual limits.

No findings resulted from the other CAAT routines performed this month.

WHY IS THIS ANALYSIS IMPORTANT?

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 inappropriate payment activity.

The CAAT routines allow us to identify and recover inappropriate payments, such as duplicate payments made to vendors doing business with the County. To date, we have identified **$893,552** in duplicate payments of which the Auditor-Controller has collected **$825,518** or **95%**.

BACKGROUND INFORMATION (SEE COMPLETE REPORT FOR DETAIL)

CAATS (Computer Assisted Audit Techniques) are automated queries using a proprietary industry recognized software product applied to large amounts of electronic data searching for specified characteristics. Resulting exceptions or findings are forwarded to the appropriate department for validation and/or resolution.

CAATS - Cited as a Best Practice by the Institute of Internal Auditors

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