

COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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October 13, 2011

Mr. Marshall Hopper, Chief Probation Officer Placer County Probation Department 2929 Richardson Drive, Suite B Auburn, CA 95603

Re: Countywide Gift Card Audit – Six Month Follow-Up

Dear Mr. Hopper:

The Internal Audit Division of the Auditor-Controller's Office performed a six month follow-up to our prior review of internal controls over gift cards in the Probation Department (Department). The objectives of our follow-up procedures were to determine how recommendations from the previous review were implemented to strengthen internal controls. Our procedures included inquiries of Department personnel regarding deficiencies in internal control, how recommendations were implemented along with actions taken. We also conducted a physical count of the current inventory on hand.

We noted improvement in the Department's internal controls and procedures since our last review and feel they have addressed most of the findings with acceptable solutions. We reviewed their revised Gift Card Tracking Forms and have reminded the Department to always fill them out completely and to include any supporting documentation.

We recommend the Department:

- use up current inventory (approximately \$3,100 worth) before any further purchases as they
 recently had to remove gift cards from inventory because they expired or were not able to be
 redeemed.
- track expiration dates on their forms to ensure the oldest inventory is used first, and
- submit the quarterly reconciliation to the Auditor-Controller's Office in a timely manner.

We appreciate the Department staff's courtesy and cooperation throughout the course of this followup.

Sincerely.

Nicole C. Howard, CPA
Internal Audit Manager

cc:

Chris Artim, Senior Administrative Services Officer, Probation

Placer County Audit Committee