

COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

KATHERINE J. MARTINIS, CPA Auditor-Controller E-mail: kmartini@placer.ca.gov

ANDREW C. SISK, CPA Assistant Auditor-Controller E-mail: asisk@placer.ca.gov

February 1, 2011

Ms. Mary George Director of Library Services 350 Nevada St. Auburn, CA 95603

Re: Transfer of Accountability of the Library's Assets

Dear Ms. George:

The purpose of our review was to determine whether there has been a proper transfer of accountability of the assets that were under the control of the former Director, Mark Parker, to the new Director, Mary George. We visited a majority of the Library branches, physically verified cash and equipment, and reviewed supporting asset documentation as of December 30, 2010 and January 4, 2011.

As a result of our review, the accountability of the assets of the Library has been properly transferred.

In addition, the Internal Audit Division of the Auditor-Controller's Office performed a review of credit card purchases made by the Library Department (Department) during the period from May 1, 2010 through October 31, 2010.

The objectives of our review were to determine whether (a) proper department internal controls regarding the use of county credit cards have been designed to prevent and/or detect fraud or abuse from occurring, and whether those internal controls have been placed into operation and are operating as designed; (b) credit card purchases were made in accordance with the County's Credit Card Program Policies and Procedures Manual; (c) credit card purchases were valid and had proper supporting documentation substantiating the expenditure; (d) proper review and approval of monthly department credit card charges were made by the approving official; and (e) department credit card charges were properly reconciled and recorded to the appropriate general ledger account via department journal vouchers.

The Department made purchases of \$4,924.86 during our review period. Based on our review, which consisted of inquiries of accounting staff regarding current processes, procedures employed by the Department, and physical inspection of supporting credit card documentation, we feel the internal controls are operating as designed within the Library.

We appreciate the courtesy and cooperation of the Library's staff throughout the course of this review.

Nicole C. Howard, CPA Internal Audit Manager

cc: Diane McDonnell, Administrative Services Officer, Library Placer County Audit Committee