



FINANCE DEPARTMENT INTEROFFICE MEMORANDUM

TO: Anthony Nicks, County Auditor
FROM: Hakeem Oshikoya, Finance Director
DATE: May 31, 2019
SUBJECT: Response to Business License – Georgia Security & Immigration Compliance Act Audit Findings

Your office recently conducted an audit of documentation obtained from random sample of businesses currently with County business license for compliance with Georgia State Security and Immigration Compliance statute. The audit revealed that one applicant's form was not accurately notarized, and Avenu Insights and Analytics Company, the third party vendor processing our business license applications, failed to verify that the affidavit form was completed properly. This is against Fulton County Policies and Procedures, Standard Number 100-28, which requires affidavits to be notarized in order to ensure that the vendor has registered and utilizes E-Verify, and businesses do not obtain business licenses inadvertently without proper and adequate documentation.

Finding 1 – Incomplete Notary Section

Recommendation:

Finance Department needs to strengthen its review process to guarantee all forms are properly completed prior to issuing Business Occupational Tax Certificates.

Finance Department Response:

We have contacted and notified the Servicer, Avenu Insights & Analytical Company of the incomplete notary section finding from the sample of businesses selected for audit. The finding was on an affidavit dated February 8, 2018 where the notary section was incomplete. The selected audit sample documentation date preceded the action we took in April 2018 when it came to our attention that incomplete information was being relied upon by Avenu Insights and Analytical Company on issuance of business licenses. At that time we developed the following four step process and procedures for use going forward when there is incomplete information in any application:

1. Call Business Owner
2. Email Business owner
3. Send a hard copy letter - Notify Fulton County at steps 1, 2 and 3
4. Place License issuance on client HOLD until missing/incomplete information is received.

The Servicer was notified to inform all staff processing business licenses for Unincorporated Fulton County that licenses were to only be processed on complete applications.

Please contact me with any questions.

C: Sharon Whitmore, Chief Financial Officer
Ray Turner, Deputy Finance Director
Jane Simon, Accounts Receivable Manager