



INTEROFFICE MEMORANDUM

TO: Anthony Knicks, County Auditor

FROM: Hakeem Oshikoya, Director of Finance *HKO*

DATE: March 18, 2024

SUBJECT: FY2022 Purchase Card Audit

The Department of Finance has reviewed the discoveries and recommendations, and our responses are detailed below:

FINDINGS AND RECOMMENDATIONS

Finding 3 Failure to Approve Reconciliations Reports by Evidence of Signature

The Department of Finance concurs with the finding.

During the review, Finance Department staff's signatures were missing in two of the twelve documents selected for review. This is an improvement when compared to last year's audit, and we'll continue to stress to staff members the importance of adherence to County policies and procedures pertaining to the Purchase Card program.

cc: Sharon Whitmore, CFO