

FINANCE DEPARTMENT



INTEROFFICE MEMORANDUM

TO: Anthony Nicks, County Auditor
FROM: Hakeem Oshikoya, Finance Director
DATE: March 15, 2019
SUBJECT: Response to Gift Card Audit Findings

We want to thank you and your staff on the efforts expended to conduct audit of the County Gift Card program. In response to your audit findings, the following is provided for your consideration:

Finding 1 – Gift Card Purpose Not Stated

We have contacted and notified the two departments that did not list the purpose of their events, of this finding. Although the purpose of the gift card request wasn't stated in the proper location of the form, the use of the gift cards was listed under the program name in a different section of the form. We have sent out a revised requisition form to all departments that are receiving gift cards with highlights of all sections that must be completed before submission to Treasury Office for gift card acquisition.

Audit Concern 1 – Best Practices Not Implemented In Procedures

It is my understanding that the County Manager authorized a department to use gift card for hospitality. The reason for the approval was because P-Cards for all departments were shut down at the end of the year as part of our year end process and the department was allowed to obtain gift cards needed to purchase food and accessories for their end of the year Arts contest. In the future we'll advise departments to plan ahead to purchase what is needed before the P-Cards are closed, and/or consider the option of allowing P-Cards to remain open at the end of the year.

Please contact me with any questions on this matter.

C: Ray Turner, Deputy Finance Director
Sabrinna McTier, Controller
Bryce Riddle, Investment Officer
Rex Croff, Revenue Administrator