



FINANCE DEPARTMENT

INTEROFFICE MEMORANDUM

TO: Anthony Nicks, County Auditor  
FROM: Hakeem Oshikoya, Finance Director *HKO*  
DATE: June 27, 2024  
SUBJECT: Response to Findings on Gift Cards 2024 Audit

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Thank you audit team for the detailed review and recommendations regarding the Treasury Gift Card Program. We appreciate your work and the opportunity to enhance our processes.

**Response to Audit Finding 1 “Management Review Over Gift Card Log”:**

We acknowledge that the provided gift card log breakdown may have been inaccurate. Prior to the audit, we missed the usual log review timing. These discrepancies show the need for a more robust and structured verification processes.

While the SOP calls for periodic reviews under dual control, we will consider including additional reviews, committed to and agreed upon by the Revenue Administrator, Accountant II, and Investment Officer. This approach will provide the following benefits:

**Consistency:** A set schedule ensures regular and timely reviews, reducing the risk of discrepancies going unnoticed.

**Accountability:** Clear timelines and responsibilities enhance accountability among staff.

**Improved Management Control:** Regular reviews help in early detection and resolution of issues, thereby improving overall management control and accuracy of the gift card log.

**Response to Audit Finding 2 “Proper Authorization on Gift Card Request Forms”:**

We understand the necessity of proper authorization to prevent unauthorized requests. This finding arose from a request that was received via email from a department head directed to me, forwarded to the Treasury Office, which was thought to be properly vetted. The Revenue Administrator took the email at face value and did not scrutinize the form in the normal way. Although this request was accepted as legitimate, it was not strictly in line with policy. Moving forward, we will ensure all requests strictly adhere to the established SOP.

Our corrective actions include:

**Strict SOP Adherence:** Reinforcing strict adherence to the SOP by ensuring that all gift card request forms are thoroughly reviewed for the required approvals.

**Clear Guidelines:** Developing clear guidelines and checklists for staff to follow during the review and approval process.

**Urgent Request Protocol:** Establishing an escalation procedure for handling urgent requests while still ensuring all necessary approvals are obtained.

We are committed to taking these corrective actions immediately to strengthen our internal controls and improve the efficiency of the Treasury Gift Card Program. We value the audit team's cooperation and assistance and look forward to implementing these improvements promptly.

Thank you for your attention, and I'm happy to discuss any further questions or guidance you might have.

CC: Ray Turner, Deputy Finance Director  
Kela Pryor, Controller  
Bryce Riddle, Investment Officer  
Philip Harden, Revenue Administrator