



Finance-Internal Audit & Licensing

Cornelia Louis
Acting Deputy Director of Finance

Chief Executive Officer

W. Burrell Ellis, Jr.

Board of Commissioners

District 1
Elaine Boyer

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Sharon Barnes Sutton

District 5
Lee May

District 6
Kathie Gannon

District 7
Stan Watson

DATE: August 9, 2011
TO: Kelvin Walton, Director of Purchasing & Contracting
FROM: Acting Deputy Director of Finance, Internal Audit & Licensing
SUBJECT: P-Card Audit
RE: Law Department

General Information

On August 9, 2011, Internal Audit conducted a Purchasing Card (P-Card) compliance audit of the Law Department. Internal Audit reviewed the Law Department's P-Card transactions for the period December 31, 2010 through May 31, 2011.

Purpose and Scope

The purpose of this audit was to determine if the Law Department complied with County P-Card policies and procedures.

We reviewed cardholder transactions, signoff reports and invoices/receipts to determine that:

- (1) Cardholder maintained the transaction log on a monthly basis and attached applicable receipts.
- (2) P-Card Administrator properly maintained and reconciled transactions on a monthly basis.
- (3) Transactions were appropriate for the department's business.
- (4) Individual transactions did not exceed the amount specified by County P-Card policies and procedures (\$1,000 maximum per individual purchase).
- (5) Total monthly transactions did not exceed amount specified by the County P-Card policies and procedures (\$2,000 maximum per month).
- (6) Cardholders were not using the P-Card for non-business related goods and services.
- (7) The transactions were approved (Manager and/or Department Head).

Opinion

In our opinion, the Law Department did not comply with DeKalb County P-Card policies and procedures.

Deficiency

P-Card Transaction Logs were not approved and signed by the Cardholder's Manager or Director.

Recommendation

To ensure appropriate hierarchical review and approval of transactions by someone with supervisory authority over the cardholder, Transaction Logs are to be reviewed and approved by the Cardholder's Manager or Director.

Comment

We reviewed the corresponding general ledger accounts to ensure that all transactions are classified in the appropriate account. In one instance, filing fees for the removal of a court case from one court district to another was charged to the "operating supplies" account. Such transactions should be charged to the "legal fees" account.

Please feel free to contact me if you have any questions or concerns relating to this audit report.



Cornelia Louis

CL/CCH

CC: Richard Stogner, Chief Operating Officer/Executive Assistant
Joel Gottlieb, Finance Director/Chief Financial Officer
Lisa E Chang, County Attorney, Law Department
Dale Dague, Purchase Card Administrator