



# Internal Audit Department

O R A N G E C O U N T Y

**AUDIT HIGHLIGHT**

**JUNE 26, 2012**

## **INTERNAL CONTROL AUDIT: SOCIAL SERVICES AGENCY REVOLVING FUND PROCESS Audit No. 1128**

### **WHY IS THIS AUDIT IMPORTANT?**

Social Services Agency maintains two revolving funds in the amount of **\$247,750**. The funds are allocated between three accounts: Welfare and Assistance (\$127,750), Supplies and Services (\$100,000), and Family Discretionary Fund (\$20,000). During the period from December 1, 2010 through November 30, 2011, Social Services Agency expended **\$1,315,578**.

This audit evaluated Social Services Agency's internal controls to ensure revolving funds are adequately safeguarded; transactions are processed in accordance with County policy; and transactions are properly authorized, recorded completely, accurately, and processed timely.

### **WHAT THE AUDITORS FOUND?**

#### **Successes**

Our audit found internal controls are in place to ensure revolving funds are adequately safeguarded; transactions are processed in accordance with County policy; and transactions are properly authorized and recorded completely, accurately and timely.

#### **Audit Findings and Recommendations**

We identified **four (4) Control Findings** to enhance existing revolving funds process and controls in regards to the Mileage and Other Expenses Claim for cash advance not being submitted timely, the Cash Advance Request not being completed properly, the Revolving Cash Fund/Cash Advance Reimbursement form not being completed properly, and fund reconciliation not being initialed and dated by the preparer and by the supervisor to document review.