

Summit County Fiscal Office
Personnel Department
1st Audit Follow-up General Report

Prepared For:

Kristen M. Scalise
Audit Committee

Approved by Audit Committee
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Summit County
Internal Audit Department
175 South Main Street
Akron, Ohio 44308

Lisa L. Skapura, Director
Jon Keenan, Audit Supervisor
Brandon Schmidt, Senior Auditor
Amanda Winkelman, Staff Auditor

Summit County Fiscal Office
Personnel Department
1st Audit Follow-up – General Report

Auditors:

Lisa Skapura, Director; Jon Keenan, Audit Supervisor; Brandon Schmidt, Senior Auditor; and Amanda Winkelman, Staff Auditor.

Objectives and Methodology:

To determine if management has implemented their management action plans as stated in the previously issued audit reports.

Follow-up audits are not required to be conducted under GAO Yellow Book Standards. Due to the nature of this engagement (e.g., following up on issues noted in the prior audit reports with limited planning/assessment of risk and no new issues identified), this audit follow-up was not conducted in accordance with generally accepted government auditing standards.

Scope:

An overview and evaluation of policies, processes, and procedures implemented by the department/agency because of management actions stated in the management action plans during the prior audit process.

Testing Procedures:

The following were the major audit steps performed:

1. Review the prior audit final reports to gain an understanding of IAD issues, recommendations, and subsequent management action plans completed by the audited department/agency.
2. Review the work papers from the prior audit.
3. Review any departmental/agency response documentation provided to IAD with management action plan responses following the prior audit.
4. Identify management actions through discussions/interviews with appropriate departmental personnel to gain an understanding of the updates/actions taken.
5. Review applicable support to evaluate management actions.
6. Determine implementation status of management action plans.
7. Complete the audit follow-up report noting the status of previously noted management actions.

Summary:

Of the three (3) issues and the corresponding management action plans noted in the prior audit report which required follow-up action, the Fiscal Office Personnel Department fully implemented three (3) management action plans.

Based on the above-noted information, IAD believes the Fiscal Office Personnel Department has made a positive effort towards implementing the management action plans as stated in response to the issues identified in the preliminary audit and no further follow up is needed.

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Listed below is a summary of the issues noted in the audit follow-up report and their status. Each issue number is in reference to the previously-issued audit report:

MANAGEMENT ACTION PLANS FULLY IMPLEMENTED

Issue 1 - Per the Personnel Department Policy and Procedure Manual, background checks are required for all final applicants to the Fiscal Office; however, upon discussion with personnel, this is not the current process and background checks are not required for all final applicants.

Upon review of the Personnel Department Policy and Procedure Manual, IAD noted the manual stated background checks may be conducted for all final applicants.

Issue 2 - Upon review of the personnel file checklist and through detail testing, IAD noted the checklist did not contain the following items noted within the files:

- Personal Data Reference Form
- Auditor of State's System for Reporting Fraud Acknowledgement (ORC §117.103)
- Fair Labor Standards Act (FLSA) Exemption from Overtime Form (FLSA Regulations)

Upon review of the personnel file checklist, IAD noted that the checklist contains the following items:

- *Personal Data Reference Form*
- *Fair Labor Standards Act (FLSA) Exemption from Overtime Form*

In addition, IAD noted the Auditor of State's System for Reporting Fraud Acknowledgement is now included in the Personnel Department Policy and Procedure Manual which is reviewed and acknowledged by the employee.

Issue 3 - Upon detail testing of personnel files, IAD noted eight (8) of seventy-two (72), or eleven percent (11%), files that were incomplete. Additionally, none of the applicable files (34) contained an acknowledgement of the Auditor of State's System for Reporting Fraud as required by ORC §117.103. It is noted that all incomplete files were less than fourteen percent (14%) incomplete.

Upon detail testing of personnel files, IAD noted the files contained all of the required documents.