COLUMBIA COUNTY
GEORGIA

Audit Committee Meeting
Minutes for Tuesday, June 11, 2024 at 8:30 AM
Evans Government Center Auditorium, Evans, Georgia

Present at the meeting included:

Connie M. Melear, Chairman
Donald Skinner, Sr., Vice Chairman
Douglas R. Duncan, Member
Alison G. Couch, Member
Michael W. Carraway, Member
County Manager Scott Johnson
Deputy County Manager Glenn Kennedy
Deputy County Manager Matt Schlachter
County Attorney Chris Driver
County Clerk Patrice R. Crawley

Division Directors:
Leanne Reece - Internal Services
Scott Sterling - Planning Services
Michael Blanchard - Technology Services
Chief Jeremy Wallen – Fire Services
Kyle Titus – Engineering Services
Paul Scarbary – Development Services
County Staff
Members of the Media and Public

A. CALL TO ORDER
Chairman Melear called the meeting to order at 8:30 a.m.

B. INVOCATION
Chairman Melear gave the invocation.

C. PLEDGE OF ALLEGIANCE
County Manager Johnson led the Pledge of Allegiance to the flag.

D. ROLL CALL / QUORUM
Chairman Melear declared a quorum with five members present.

E. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

(E1) March 12, 2024
Member Couch made a motion to approve the minutes from the March 12, 2024 Audit Committee meeting. Member Duncan seconded the motion. The motion carried unanimously.

F. APPROVAL OF THE AGENDA
Chairman Melear presented the agenda.

G. DEBATE AGENDA

(G1) New Business

(G1a) Management Services

(G1a1) Draft Reports
John Snider from Serotta Maddocks Evans & Company presented the committee with the following draft reports: Fleet Management, Public Transit and Code Enforcement.

Each of the draft reports are attached to the minutes.

(G1a2) Internal Audit Update

Mr. Snider stated that audits have started or are being finalized for Magistrate Court, Probate Court, Building Standards and another group of selected hotels/motels for Lodging Tax.

H. COMMISSIONERS' AND PUBLIC COMMENTS AND PARTICIPATION

I. EXECUTIVE SESSION

J. ADJOURNMENT

Chairman Melear adjourned the meeting at 8:41 a.m.

Connie M. Melear, Chairman

Patrice R. Crawley, County Clerk

COLUMBIA COUNTY, GEORGIA
FLEET SERVICES DEPARTMENT
INTERNAL AUDIT

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Michelle Bennett, CPA
Rick L. Evans, CPA
E.J. Maddocks, CPA
Jay Sanders, CPA
Wanda F. Scott, CPA
Abram J. Serotta, CPA
Joel R. Stewart, CPA
Andrea Usry, CPA
David Ussery, CPA
Paul Wade, CPA

Members of Audit Committee
Board of Commissioners
Columbia County
Evans, Georgia

We have performed consulting services for Columbia County (the "County") relating to the evaluation of certain internal controls and operating procedures of the Fleet Services Department's collection of funds, compliance with County requirements for work orders, expenditure of funds, and other general operating policies and procedures. Columbia County's management is responsible for the Department's internal controls and operating procedures. The evaluation procedures were those approved by the County. Our analysis and report do not include evaluating all internal controls over the Fleet Services Department.

The sufficiency of these procedures is solely the responsibility of the Audit Committee and management of the County. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

Our procedures, results, and recommendations are outlined throughout this report.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the financial statements, or an element of a financial statement. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Audit Committee and management of the County and should not be used by anyone other than the specified parties.

We would be pleased to review these and any other matters further with you.

Serotta Maddocks Evans & Co.

SEROTTA MADDOCKS EVANS & CO., CPAs

Augusta, Georgia
June 11, 2024

INTERNAL AUDIT OBJECTIVES

Our internal audit objectives were designed to:

- Obtain an understanding of the County's internal control system for the Fleet Services Department relating to the collection of funds, compliance with County requirements for work orders, expenditure of funds, and other general operating policies and procedures, and the Fleet Services Department's adherence to internal policies and procedures.
- Design and execute tests of the policies and procedures for monitoring collection of funds, compliance with County requirements for work orders, expenditure of funds, and adherence to internal policies and procedures.
- Determine if there are adequate controls to provide a reasonable assurance that the County's assets are being properly safeguarded and errors or irregularities can be prevented or can be detected in a timely manner.
- Make recommendations to the County based upon our understanding of the internal control system and as a result of our testing of those internal controls.

SCOPE

Our internal audit scope was limited to the Fleet Services Department and the evaluation of certain internal controls and operating procedures of the Fleet Services Department's collection of funds, compliance with County requirements for work orders, expenditure of funds, and adherence to internal policies and procedures. The internal audit focused primarily on the period January 1, 2023 through October 31, 2023; but certain analyses were performed outside of this time period. Specific scopes and time frames of testing are stated within the procedures and results section of this report, as identified in the table of contents.

Our testing focused on the following areas:

- Inquiries and Observations
- Revenues
    - Other Government Agencies' Invoices
- Expenditures
    - Purchase Card Transactions
    - Purchase Requisitions
- Miscellaneous Items
    - Work Orders
    - Timesheets
    - Fuelman Cards
    - New Vehicle Procedures

METHODOLOGY

Our audit methodology included the identification, evaluation and testing of internal controls as they relate to the areas identified in the scope above. General audit procedures included:

- Interviewing Fleet Services Department personnel.
- Observing operations and conducting walk-through interviews.
- Testing documentation for entering purchase requisitions, purchase card transactions, fund collections, employee timesheets, Fuelman reports, general ledger entries and data, Munis reports, and other applicable data and documentation.

INQUIRIES AND OBSERVATIONS

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

DEPOSITS

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

OTHER GOVERNMENT AGENCIES' WORK ORDERS

- Of the ten intergovernmental work orders selected for testing, we noted four were not invoiced timely after the work was completed.

WORK ORDERS

- Of the 20 workorders selected for testing, we noted one work order included a duplicate parts charge in the amount of $393.82. Two work orders did not have the receipt for parts uploaded in Munis.

PURCHASE REQUISITIONS

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

PURCHASE CARD TRANSACTIONS

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

TIMESHEETS

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

FUELMAN CARDS

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

NEW VEHICLE PROCEDURES

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

Inquires and Observations

Background and Procedures
We made various inquiries and observations of the Fleet Services Department.

Testing
SME made the following inquiries and observations:

- SME observed that there are several operational functions in Fleet Services
- From fiscal year 2020 to fiscal year 2023 completed work orders have increased twenty four percent. Work orders are projected to increase five percent in fiscal year 2024. During this time, a generator program was added to fleet services and was fully implemented in 2022, a full time on-call position for light and heavy equipment was added in 2020, and an additional technician and four part-time intern positions have been added to fleet services to manage repairs from the Sheriff's training center and up-fitting vehicles.

Results
We noted no exceptions in our testing and observation of the internal control procedures identified by management.

Deposits

Background and Procedures
The Fleet Services Department does not receive payment for the services provided to other Columbia County Departments. However, the Fleet Services Department receives payments for work orders for other government agencies. In these cases, a copy of the signed invoice is kept on file at the Fleet Services Department. A "Receipt of Funds" form is completed by the Fleet Analyst. A copy of the invoice is sent to the Finance Department along with the check and the "Receipt of Funds" form.

Testing
We obtained the general ledger detail of all revenues from other governments for the Fleet Services Department for the time period January 1, 2023 to October 31,2023. We selected five items to test. We reviewed the "Receipt of Funds" form for proper approvals. We agreed the amount of the deposit to the general ledger and to the validated deposit slip. We noted the deposit was posted to the proper account.

Results
We noted no exceptions to the items selected for testing.

Other Governmental Agencies' Work Orders

Background and Procedures
The Fleet Services Department invoices other governmental agencies (the City of Harlem, Columbia County Community Connections, Columbia County Cares and Department of Forestry) for services rendered on these government agencies' vehicles by Columbia County. When a work order is complete, an invoice is mailed to the other governmental agency (the City of Harlem, Columbia County Community Connections, Columbia County Cares or Department of Forestry). The invoices are completed outside of the Munis System. Per discussion with the Fleet Services Manager, these invoices are typically processed (and payment received) within 30 days of completing the work order.

Other Governmental Agencies' Work Orders *(continued)*

When payment is received, the Fleet Analyst codes the check, retains a copy of the check, and forwards the original check along with a copy of the invoice to the Finance Department.

Testing
We requested a listing of all other governmental agencies' work orders from the Fleet Analyst. We selected ten work orders and agreed the invoices submitted to the governmental agency to the general ledger and work orders. We tested whether invoices were submitted in a timely manner (30 days from the work order completion date).

Results
Of the ten intergovernmental work orders selected for testing, we noted four were not invoiced within the 30-day timeframe identified by management. For instance, we noted the City of Harlem was only invoiced once between January 1, 2023 and June 12, 2023. The June 12th invoice included approximately 45 work orders for work performed throughout this period. One work order from March of 2023, in the amount of $79.86, was not included on the June 12th invoice and, as of the time of our procedures, had not yet been invoiced.

Additional inquiry with management revealed staffing constraints during the first half of 2023. SME noted no exceptions among the intergovernmental work orders selected outside of this time period.

Recommendations
We recommend the addition of administrative staff in the Fleet services department. The addition of staff will play a role in the even distribution of the workload, reduce bottlenecks in the flow of inter-governmental billing, and contribute to a more efficient billing process within the division.

Managements' Response
Fleet was aware of the delay in billing and has been working to correct the backlog of work orders and invoicing. Fleet worked with the City of Harlem to clear up the delayed billing and all of the issues have been resolved at this time. Fleet agrees wholeheartedly with the audit recommendations and has requested the addition of an office supervisor in the FY 24/25 budget. This request was made prior to the findings of this audit. Fleet continues to work to prevent these delays and management believes the addition of office personnel will alleviate future backlogs and prevent issues in the event office staff is out for extended periods of time.

Work Orders

Background and Procedures

The Fleet Services Department manages all service and minor repairs for the County fleet. The Fleet Services Department uses work orders to track all service or repairs performed on any fleet vehicle. When a County vehicle needs repairs or maintenance, the driver of the vehicle fills out and signs a service request form. The driver leaves the vehicle in the parking lot of the Fleet Services Department, along with the service request form on the dash of the vehicle. When the shop is ready for the vehicle, the Section Supervisor takes the service request form from the dash of the vehicle needing service and assigns it to the next available Mechanic or Technician.

The Mechanic or Technician inputs the information provided by the driver in the Work Order Quick Entry Screen of Munis and performs the work requested per the service request form. The service request becomes a work order once entered into Munis. If the service requested requires ordering a part(s), the Mechanic or Technician requests the part(s) from the Parts Manager. The Parts Manager prepares and places any necessary orders (unless the part(s) needed is in stock). Per discussion with management, there is not a separate Part Request Form -- the Mechanic or Technician lists the needed part(s) on the back of the original service request form. The part(s) is then ordered using the active Munis work order number established by the Mechanic or Technician.

When ordered parts arrive, the Parts Manager notes the work order number on the parts invoice. The parts are furnished to the Mechanic or Technician to complete the work for the work order. At this time, the Mechanic or Technician completes the work order. The Mechanic or Technician lists all work performed on the vehicle, signs the original service request form, and places the pink copy of the service request form in the vehicle for the driver's records. The white and yellow copies of the service request form go to the Section Supervisor.

The Section Supervisor enters the completed work order into Munis and includes the specific tasks completed by the Mechanic or Technician, the date work on the vehicle began, and the date the work was completed. After this information is entered into Munis, the Section Supervisor clicks the “user status” button in Munis to serve as his sign off. This is how review and approval of work orders are documented within Munis. Per discussions with management, the Supervisors are the only Technicians with access to the “user status” approval button in Munis.

For work orders requiring a part(s) order, the Section Supervisor sends the approved work order to the Parts Manager. The Parts Manager reviews the work order to make sure the part numbers purchased for the vehicle are on the work order, and that the purchase information on the work order matches the invoice received from the purchase of the part(s). The Parts Manager signs the service request form to indicate his approval. After review, the Parts Manager sends the work order with the attached service request and invoices (if any) to the Administrative Staff of the Fleet Services Department for final review.

After the Administrative Staff reviews the work order and any applicable invoices, the invoices are forwarded to the Finance Department for final approval and payment. Once the Finance Department approves the invoices for the parts, the Finance Department cuts a check to the appropriate vendor. The invoice numbers for the purchase of any parts related to a work order are automatically transferred to the work order by Munis at the time the Finance Department prepares a check.

Work Orders *(continued)*

Work orders performed for other departments are billed directly to the other departments via Munis when a work order is finalized. Fleet Services is reimbursed for parts and labor used for repair and service of the County's vehicles.

Upon final review and approval, the Fleet Services Administrative Staff prints all work order information from Munis and attaches it to the original service request.

Testing
We obtained from Munis a listing of work orders from July 1, 2022 to October 31, 2023. We selected twenty work orders to test for the following items:

a. The service request form was completed by the driver and agrees to the work listed in Munis.
b. A request form to order parts (if applicable) was attached to the work order and Munis report.
c. The Technician or Supervisor signed off on the original service request form.
d. The work order and applicable invoices include proper approval in Munis.
e. The original work order describes and quantifies parts installed and agrees to the invoice.
f. The original work order includes the number of the department being serviced along with the vehicle type and agrees to the work order in Munis.
g. The work order was completed in a timely manner.

Results
Of the twenty workorders selected for testing, we noted one work order included a duplicate parts charge in the amount of $393.82. Two work orders did not have the receipt for parts uploaded in Munis however, these receipts were attached to the related purchase card transactions and the purchases were otherwise in accordance with the County's procurement policy.

Additional inquiry with management revealed staffing constraints during the first half of 2023. SME noted no exceptions among the work orders selected outside of this time period.

Recommendations
We recommend the of addition administrative staff in the Fleet services department. The addition of staff will play a role in the even distribution of the workload, reduce bottlenecks in the flow of inter-governmental billing, and contribute to a more efficient billing process within the division.

Managements' Response
Fleet sends invoices to each department and departments have the opportunity to review the charges. Fleet management feels that while the duplicate charge was not brought to our attention at the time of the report it would have been corrected through our normal workflow process. Fleet has been working with Tyler and our IT department to fix some of the issues we are having with MUNIS and it is management's belief that the "missing" receipts may have failed to scan due to the MUNIS issues. It is important to understand that in the event the receipt was not scanned initially to the work order it was accessible through MUNIS on the credit card/accounts payable side and the work order was closed and billed properly. Fleet again agrees with the recommendations of the audit report, in that management believes the addition of an office supervisor will provide for additional oversight and the prevent missed scanning and duplicate charges.

Purchase Requisitions

Background and Procedures

Purchases up to $5,000 are allowed by employees authorized to purchase goods and services on behalf of the County. Invoices for these purchases require the approval signature of the employee's supervisor. Purchases between $5,000 and $25,000 require a quote sheet with three to five price quotations attached. Purchases over $25,000 require a request for proposal (RFP)/bid and are processed through the Procurement Department.

There are tiers are established within Munis for the approval of purchase requisitions. The signature process is performed electronically in Munis. Each person must approve the purchase requisition before it is converted to a purchase order by the Procurement Department.

Testing

We obtained a listing of all expenditures of the Fleet Services Department from January 1, 2023 to October 31, 2023. We selected fifteen purchase orders and examined the related requisition for proper approval in Munis. We verified that the payment amount matched the payment due on the invoice. We verified the cancelled checks for proper amount and payee.

Results

We noted no exceptions to the items selected for testing.

Purchase Card Transactions

Background and Procedures

The County has a purchase card program which is used to eliminate the need for small dollar purchase requisitions. The purchase card program utilizes the same dollar thresholds as the purchase requisition/order system along with the same approval process. Purchase card transaction records are maintained electronically by Elan, a third-party payment processor. Daily, the Procurement Department downloads a transaction record from Elan's website and imports the records into Munis. The expenses are initially recorded in Munis as uncategorized and maintained in a temporary holding account on the general ledger. When the transactions are imported into Munis, a designated individual within each department receives a notification that new transactions were entered that require coding and approval. At this point, the designated coders upload the receipts for each transaction and enter a line code corresponding with the nature of the expenditure. Once the receipts have been uploaded and all expenditures have been coded, the statement is released for approval by the cardholder's supervisor within Munis. On a biweekly basis, the Finance Department reconciles the charges back to a billing cycle statement provided by Elan and notifies the departments if there are any uncoded or unapproved transactions. Once all coded and approved charges have been reconciled to the statement, the purchase card transactions are approved for posting by the Finance Department Manager and are posted to the general ledger as expenditures.

Purchase Card Transactions ***(continued)***

Testing
We obtained a listing of all Fleet Services Department's employees who were issued a purchase card by the Procurement Department.

We also obtained the January 1, 2023 to October 31, 2023 purchase card statements from the Finance Department for the Fleet Services Department's cardholders. We observed the original receipts scanned in Munis and viewed proper approval via Munis. We determined the charges were for County use. We further observed the line code for each of the expenditures was correctly input, and that the expense was approved by the cardholder.

Results
We noted no exceptions to the items selected for testing.

Timesheets

Background and Procedures
The Fleet Services Department uses the standard County time keeping procedures. Non-exempt employees complete electronic timesheets for each payroll cycle. Exempt employees are not required to maintain a daily time sheet and are only required to complete leave request forms for personal time off requests. Once all time is entered in the Munis system, the Munis report is forwarded to the finance department.

Testing
We obtained timesheets for the payroll periods ending February 2, 2023 and September 28, 2023 from the Finance Department along with a copy of the payroll register. The payroll register is created from the time sheets. We verified that the correct number of hours was used to compute payroll during the pay period. We compared the payroll register to the direct deposit report or cancelled the check to verify that the employee pay matched the amount that was calculated from the hours on the timesheet.

Results
We noted no exceptions to the items selected for testing.

Fuelman Cards

Background and Procedures
The Fleet Services Department handles processing of all miscellaneous Fuelman cards. The purpose of the miscellaneous Fuelman cards is for fueling the tanks on service trucks and equipment such as lawnmowers and saws. The Fleet Services Department orders miscellaneous Fuelman cards when there is a request from another department. The Fleet Services Department does not have an inventory of miscellaneous Fuelman cards which can be signed out for use by other departments. In order for the Fleet Services Department to order a miscellaneous card for a department, the department must complete a "Fuelman Card Request Form" and state on the form that this is for a miscellaneous card. The Department Manager is required to sign the request form for approval of the card.

Fuelman Cards *(continued)*

Once the Fleet Services Department receives the completed form, the card is ordered, and the Department is contacted to pick up the card when it is ready. The individual picking up the card on behalf of the department must sign the request form.

Testing
We obtained the spreadsheet maintained by the Administrative Specialist which lists all miscellaneous Fuelman cards that have been issued to various County departments. We selected for testing five miscellaneous cards that were ordered by the Fleet Services Department and issued to other departments for fiscal year 2024. We requested to view the five "Fuelman Card Request Forms". We noted that each form indicated that a miscellaneous card was requested. We noted that each request form was signed by the requesting employee and approved by the Department Manager. We also noted that the request form was signed by the individual picking up the card.

Results
We noted no exceptions to the items selected for testing.

New Vehicle Procedures

Background and Procedures
The County purchases new vehicles when considered necessary through Fleet Services. Once purchased, vehicles are upfitted (when applicable), registered with the County, and issued a fuelman card.

Testing
We obtained a list of vehicles purchased from January 1, 2023 to October 31, 2023 and selected five vehicles for testing. We requested to view the invoice, tag and title for the new vehicles. We noted that each vehicle purchased has received a tag and a fuel man card in a timely manner. In addition, we noted the invoice, tag and title were for the vehicles we selected for testing.

Results
We noted no exceptions to the items selected for testing.

COLUMBIA COUNTY, GEORGIA
PUBLIC TRANSIT DEPARTMENT
INTERNAL AUDIT

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sme cpa

Members of Audit Committee
Board of Commissioners
Columbia County
Evans, Georgia

We have performed consulting services for Columbia County (the "County") relating to the evaluation of certain internal controls and operating procedures of the Public Transit Department's collection of funds and other general operating policies and procedures. The County's management is responsible for the department's accounting records, internal controls and operating procedures. The evaluation procedures were those approved by the County. Our analysis and report do not include evaluating all internal controls over the Public Transit Department.

The sufficiency of these procedures is solely the responsibility of the Audit Committee and management of the County. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

Our procedures, testing, and results are outlined throughout this report.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion, on the financial statements, or an element of a financial statement. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Audit Committee and management of the County and should not be used by anyone other than the specified parties.

We would be pleased to review these and any other matters further with you.

Serotta Maddocks Evans & Co.

SEROTTA MADDOCKS EVANS & CO., CPA'S

Augusta, Georgia
June 11, 2024

AUDIT OBJECTIVES

Our audit objectives were designed to:

- Obtain an understanding of the County's internal control system of the Public Transit Department, including:
    - Assessment, collection, and recording of fares,
    - Adherence to policies and procedures, and
    - Receipt and recording of grant reimbursements.
- Design and execute tests of the policies and procedures throughout the various functional areas of the Public Transit Department such as invoices, purchase requisitions, purchase card transactions, and timesheets for County employees.
- Determine if there are adequate controls to provide reasonable assurance that the County's assets are being properly safeguarded, and errors or irregularities can be prevented or can be detected in a timely manner.
- Make recommendations to the County based upon our understanding of the internal control system and as a result of our testing of those internal controls.

SCOPE

Our audit scope was limited to the Public Transit Department, and internal controls relating to the assessment, collection, recording, and safeguarding of funds and adherence to policies and procedures. The internal audit focused primarily on the time period of March 1, 2023 to December 31, 2023; but certain analyses were performed outside of that time period. The specific scopes and time frames of testing are stated within the procedures and results section of this report, as identified in the table of contents.

The Public Transit Department strives to provide dependable and courteous transportation to all Columbia County citizens. Our testing focused on the following areas:

- Revenues and deposits;
- Expenditures including purchase requisitions/orders and purchase card transactions; and,
- Other operational items such as timesheets for County employees.

METHODOLOGY

Our audit methodology included the identification, evaluation and testing of internal controls as they relate to the areas identified in the scope above. General audit procedures included:

- Interviewing Public Transit Department personnel.
- Observing operations and conducting walk-through interviews.
- Testing documentation such as receipts, deposits, general ledger entries and data, and any other applicable data.

SUMMARY OF INTERNAL AUDIT RESULTS

DEPOSITS

- We noted no exceptions to the items selected for testing.

CASH COUNTS

- We noted no exceptions to the items selected for testing.

GRANTS

- Concerning the DHS grant contract, the maximum amount of grant funds was received by the County.
- Concerning the DOT grant funding, the County received all funds requested as reimbursement.

PURCHASE CARD TRANSACTIONS

- We noted no exceptions to the items selected for testing.

PURCHASE REQUISITIONS

- We noted no exceptions to the items selected for testing.

TIMESHEETS

- We noted no exceptions to the items selected for testing.

BACKGROUND AND PROCEDURES,
TESTING AND RESULTS

DEPOSITS

Background and Procedures
In the Public Transit Department, each van driver has a bank bag containing $30 in change at the beginning of each morning. At the beginning and end of each day, each driver signs in and out each bank bag. The bag is secured by the driver in either the vehicle console or the clip board issued by the department during the day. Each driver also has a receipt book. Most riders pay for their rides in cash. The driver writes a receipt to the rider each time payment is made. The receipts are three-part, a pink copy goes to the rider, a yellow copy goes to the Dispatcher as part of the backup for the daily reports and a white copy stays in the book. At the end of each day, the driver fills out a cash collection sheet and turns in the yellow receipt copies, the funds, and the collection sheet to the Dispatcher. The drivers record the daily mileage, daily fuel consumption, and ethnicity of each rider on a form. At the end of the day, these forms are turned in to the Dispatcher for filing.

Each morning, the Dispatcher matches the receipts to the drivers' reports from the previous day. The Dispatcher enters the funds from the previous day into an Excel spreadsheet. The Dispatcher completes the "Revenue Transmittal Form" to accompany the funds to the Finance Department. The Finance Department signs the "Revenue Transmittal Form" and returns the form to the Public Transit Department employee. The Finance Department codes the funds, enters the funds into Munis, and posts the funds to Munis. The policy of the Public Transit Department is to deposit cash receipts on a daily basis unless cash receipts do not exceed $100, in which case cash receipts are deposited on the earliest date that total exceeds $100, usually the within the next two days.

Testing
We selected ten deposits for testing for the time period of March 1, 2023 through December 31, 2023. We selected the revenue transactions from the general ledger. We verified that the "Revenue Transmittal Form" was correctly filled out by the Public Transit Department, signed by the Finance Department, and retained by the Public Transit Department. We viewed the cash collection sheets and verified the mathematical accuracy and that they were filled out in accordance with the public transit Department's policies. We verified the general ledger amount agreed to the validated deposit slip, that the deposit appeared to be posted to the proper account, and that funds were taken to the Finance Department for deposit in a timely manner.

Results
Controls for the deposit process appear to be functioning properly. We noted no exceptions to the items selected for testing

CASH COUNTS

Background and Procedures
Cash and checks are held at the Public Transit Department until the daily deposit is taken to the Finance Department. The cash and checks on hand should equal the receipts on hand for the Public Transit Department. The Public Transit Department should have an additional $270 set aside to use for change.

CASH COUNTS (continued)

Testing
We observed a daily cash count of the previous day's receipts for the Public Transit Department. We noted the cash was being prepared for deposit. The fares were counted and compared to the receipts. The total amount of the cash was recorded on the safe sign in sheet, and the safe sign in sheet was initialed by the employee.

We further observed a daily cash count for four drivers for Public Transit. Drivers return at the end of the day. We observed the drivers count the funds they received throughout the day. We observed each driver count the cash collected and compare the cash to the receipts collected by the driver during the day. We observed the driver count out and maintain a change fund of $30 in their bag. We observed each driver complete the cash count sheet and turn it in with the funds collected to a Supervisor. We observed the Supervisor count all the cash collected by each driver and compare it to the receipts and count sheets submitted by each driver. We observed the Supervisor sign off on the count form.

Results
Controls for the cash counting process appear to be functioning properly. We noted no exceptions to the items selected for testing.

GRANTS

Background and Procedures
The Public Transit Department had two grant contracts (DHS and DOT) for funding for the time period of July 1, 2022 through June 30, 2023. Grant funds under the contracts are reimbursed to the County by the granting agency. Payments of grant funds are made via wire transfer or check. All checks are sent directly to the Finance Department for deposit. The Finance Department records the revenue in Munis.

Testing
We verified that requested reimbursement grant funds under the contracts (DHS and DOT) were received by the County. We viewed the reimbursement forms and invoices prepared by the Public Transit Department and verified that the funds were deposited in the County's bank account.

Results
Concerning the DHS grant contract, the maximum amount of grant funds was received by the County.

Concerning the DOT grant funding, the County received all funds requested as reimbursement.

PURCHASE CARD TRANSACTIONS

Background and Procedures

The County has a purchase card program which is used to eliminate the need for small dollar purchase requisitions. The purchase card program utilizes the same dollar thresholds as the purchase requisition/order system along with the same approval process. Purchase card transaction records are maintained electronically by Elan, a third-party payment processor. Daily, the Procurement Department downloads a transaction record from Elan's website and imports the records into Munis. The expenses are initially recorded in Munis as uncategorized and maintained in a temporary holding account on the general ledger. When the transactions are imported into Munis, a designated individual within each department receives a notification that new transactions were entered that require coding and approval. At this point, the designated coders upload the receipts for each transaction and enter a line code corresponding with the nature of the expenditure. Once the receipts have been uploaded and all expenditures have been coded, the statement is released for approval by the cardholder's supervisor within Munis. On a biweekly basis, the Finance Department reconciles the charges back to a billing cycle statement provided by Elan and notifies the departments if there are any uncoded or unapproved transactions. Once all coded and approved charges have been reconciled to the statement, the purchase card transactions are approved for posting by the Finance Department Manager and are posted to the general ledger as expenditures.

Testing

We obtained a listing of all Public Transit employees who were issued a purchase card by the procurement department.

We also obtained a listing of the purchase card transactions for the period from March 1, 2023 to December 31, 2023 from the Finance Department for the Public Transit department cardholders. From this we haphazardly selected two months May 2023 and September 2023 for further analysis. We verified that all transactions on these statements had supporting receipts scanned into Munis, were for County use, and have an approval from the cardholder's supervisor. For expenses over $5,000, we verified the County's Purchasing Policy was followed.

Results

Controls for purchase card transactions appear to be functioning properly. We noted no exceptions to the items selected for testing.

PURCHASE REQUISITIONS

Background and Procedures

Purchases up to $5,000 are allowed by employees authorized to purchase goods and services on behalf of the County. Invoices for these purchases require the approval signature of the employee's supervisor. Purchases between $5,000 and $25,000 require a quote sheet with three to five price quotations attached. Purchases over $25,000 require a request for proposal (RFP)/bid and are processed through the Procurement Department.

There are tiers are established within Munis for the approval of purchase requisitions. The signature process is performed electronically in Munis. Each person must approve the purchase requisition before it is converted to a purchase order by the Procurement Department.

PURCHASE REQUISITIONS (continued)

Testing
We noted no purchase orders from the purchase order inquiry within Munis for the time period of March 1, 2023 through December 31, 2023. Per the Finance Department, there were no purchase orders produced by the Public Transit Department during the time period under analysis. We opted to scan the expenses in the general ledger for reasonableness and to obtain reasonable assurance there were no significant purchases that should have required a purchase order.

Results
Controls for purchase requisitions appear to be functioning properly. We noted no expenses that should have required a purchase order.

TIMESHEETS

Background and Procedures
Public Transit uses the standard County time keeping procedures. Non-exempt employees complete electronic timesheets for each payroll cycle. Exempt employees are not required to maintain a daily time sheet and are only required to complete leave request forms for personal time off requests. Once all time is entered in the Munis system, the Munis report is forwarded to the finance department.

Testing
We obtained timesheets for the payroll periods ending April 8, 2023 and September 23, 2023 from the Finance Department along with a copy of the payroll register. The payroll register is created from the time sheets. We verified that the correct number of hours was used to compute payroll during the pay period. We compared the payroll register to the direct deposit report or cancelled the check to verify that the employee pay matched the amount that was calculated from the hours on the timesheet.

Results
Controls for timesheets appear to be functioning properly. We noted no exceptions to the items selected for testing.

COLUMBIA COUNTY, GEORGIA
CODE ENFORCEMENT DEPARTMENT
INTERNAL AUDIT

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Michelle Bennett, CPA
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Joel R. Stewart, CPA
Andrea Usry, CPA
David Ussery, CPA
Paul Wade, CPA

Members of Audit Committee
Board of Commissioners
Columbia County
Evans, Georgia

We have performed consulting services for Columbia County (the "County") relating to the evaluation of certain internal controls and operating procedures of the Code Enforcement Department's collection of funds, compliance with County requirements for expenditure of funds, and other general operating policies and procedures. Columbia County's management is responsible for the Department's internal controls and operating procedures. The evaluation procedures were those approved by the County. Our analysis and report do not include evaluating all internal controls over the Code Enforcement Department.

The sufficiency of these procedures is solely the responsibility of the Audit Committee and management of the County. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

Our procedures and results are outlined throughout this report.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the financial statements, or an element of a financial statement. Accordingly, we do not express such an opinion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Audit Committee and management of the County and should not be used by anyone other than the specified parties.

We would be pleased to review these and any other matters further with you.

Serotta Maddocks Evans & Co.

SEROTTA MADDOCKS EVANS & CO., CPAs

Augusta, Georgia
June 11, 2024

INTERNAL AUDIT OBJECTIVES

Our internal audit objectives were designed to:

- Obtain an understanding of the County's internal control system for the Code Enforcement Department relating to compliance with County requirements for enforcement of code violations, expenditure of funds, and the Code Enforcement Department's adherence to internal policies and procedures.
- Design and execute tests of the policies and procedures for monitoring compliance with County requirements for enforcement of code violations, expenditure of funds, and the Code Enforcement Department's adherence to internal policies and procedures.
- Determine if there are adequate controls to provide a reasonable assurance that the County's assets are being properly safeguarded and errors or irregularities can be prevented or can be detected in a timely manner.
- Make recommendations to the County based upon our understanding of the internal control system and as a result of our testing of those internal controls.

SCOPE

Our internal audit scope was limited to the Code Enforcement Department and the evaluation of certain internal controls and operating procedures of the Code Enforcement Department's enforcement of code violations, expenditure of funds, and other general operating policies and procedures. The internal audit focused primarily on the period January 1, 2023 through January 31, 2024; but certain analyses may have been performed outside of this time period. Specific scopes and time frames of testing are stated within the procedures and results section of this report, as identified in the table of contents.

Our testing focused on the following areas:

- Inquiries and Observations
- Code Enforcement Testing
- Expenditures
  - Purchase Requisitions
  - Purchase Card Transactions
- Miscellaneous Items
  - Timesheets
- Citation Testing

METHODOLOGY

Our internal audit methodology included the identification, evaluation and testing of internal controls as they relate to the areas identified in the scope above. General internal audit procedures included:

- Interviewing Code Enforcement Department personnel.
- Observing operations and conducting walk-through interviews.
- Testing documentation such as purchase requisitions, purchase card transactions, cash collections, employee timesheets, general ledger entries and data, Munis reports, and other applicable data and documentation.

Inquiries and Observations

- We noted no exceptions.

Code Enforcement Testing

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

Citation Testing

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

Purchase Requisitions

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

Purchase Card Transactions

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

Time Sheets

- We noted no exceptions to the items selected for testing. Controls appear to be functioning properly.

Inquires and Observations

Background and Procedures
We made various inquiries and observations of the Code Enforcement Department.

Observations
The Department manager fosters a collaborative and team environment within her department. Over the past few years, the number of field employees has increased from five to seven. There are now two field supervisors. Prior to July 1, 2023 the county attorney prosecuted cases for the Code Enforcement Office. The Code Enforcement Office, in conjunction with the County Manager and Board of Commissioners, collaborated with the District Attorney's Office to learn proper processes and procedures for filing documentation with the courts. These efforts led to the District Attorney's Office pursuing prosecution for code enforcement cases at an overall lower cost to taxpayers, effective July 1, 2023.

Code Enforcement Testing

Background and Procedures
The Code Enforcement Department tracks its work in Cityworks. Complaints can come in through citizen calls to 311, citizen complaints on the website, other county offices, or things that employees notice while they are driving from one assignment to another. If a complaint comes in through 311, the 311 operator logs the complaint directly into Cityworks. If it comes in from any other source, the Administrative Coordinator or Department Manager is contacted, and one of them records the complaint in Cityworks.

Regardless of the source, complaints are entered into Cityworks and assigned immediately. After assignment, complaints are usually handled within 48 hours based on the schedule and location of employees, but life safety complaints, such as pool security violations, are handled sooner than all other complaints.

Testing
We obtained the Development Services Monthly Report for December 2023 and January 2024, and viewed the Cityworks reports used to generate these reports. We verified that the total cases, open cases, closed cases, and signs removed on the Development Services Monthly Report agreed to the Cityworks reports. From the Cityworks reports, we selected a sample of five incidents from each month. For these ten complaints, we viewed the Code Enforcement Service Request Report, and verified the response time was reasonable and the status of open or closed was reasonable based on the details of the report.

Results
We noted no exceptions in testing. Controls appear to be functioning properly.

Citation Testing

Background and Procedures
Once it is determined that Notice of Violations (NOVs) will not be resolved, the Code Enforcement office will leave a Citation. This citation requires the citizen to come before the Magistrate Court.

Citation Testing (continued)

Testing
We obtained the "Citation Tracker" Report for calendar year 2023 from Management and from this report, we haphazardly selected ten incidents. We viewed supporting documentation for the ten selected citations and noted whether the citations resulted in fines, probation, or both. We noted the court dates were, on average, less than one month after the citation was issued. We verified the status of open or closed citations was reasonable based on the details of the report, and the comments support the open or closed status.

Results
We noted no exceptions in testing. Controls appear to be functioning properly.

Purchase Requisitions

Background and Procedures
Purchases up to $5,000 are allowed by employees authorized to purchase goods and services on behalf of the County. Invoices for these purchases require the approval signature of the employee's supervisor. Purchases between $5,000 and $25,000 require a quote sheet with three to five price quotations attached. Purchases over $25,000 require a request for proposal (RFP)/bid and are processed through the Procurement Department.

Tiers are established within Munis for the approval of purchase requisitions. The signature process is performed electronically in Munis. Each person must approve the purchase requisition before it is converted to a purchase order by the Procurement Department.

Testing
We obtained a listing of all expenditures of the Code Enforcement Department from January 1, 2023 to December 31, 2023. We selected all expenditures from the period to test. For each expenditure, we examined the related requisition for proper approval in Munis. For expenditures over $5,000, we observed price quotes, bids, or documentation that this was a sole-source provider or an emergency. We also examined the purchase orders for proper approval. We then verified that the payment amount matched the payment due on the invoice received.

Results
Controls over purchase orders appear to be functioning properly. We noted no exceptions to the items selected for testing.

Purchase Cards

Background and Procedures

The County has a purchase card program which is used to eliminate the need for small dollar purchase requisitions. The purchase card program utilizes the same dollar thresholds as the purchase requisition/order system along with the same approval process. Purchase card transaction records are maintained electronically by Elan, a third-party payment processor. Daily, the Procurement Department downloads a transaction record from Elan's website and imports the records into Munis. The expenses are initially recorded in Munis as uncategorized and maintained in a temporary holding account on the general ledger. When the transactions are imported into Munis, a designated individual within each department receives a notification that new transactions were entered that require coding and approval. At this point, the designated coders upload the receipts for each transaction and enter a line code corresponding with the nature of the expenditure. Once the receipts have been uploaded and all expenditures have been coded, the statement is released for approval by the cardholder's supervisor within Munis. On a biweekly basis, the Finance Department reconciles the charges back to a billing cycle statement provided by Elan and notifies the departments if there are any uncoded or unapproved transactions. Once all coded and approved charges have been reconciled to the statement, the purchase card transactions are approved for posting by the Finance Department Manager and are posted to the general ledger as expenditures.

Testing

We obtained a listing of all Code Enforcement Department purchase card reports from July 1, 2023 to January 17, 2024.

We tested all statements available from November 2023 to January 17, 2024 for a total of 12 transactions. We verified that all transactions on these statements had supporting receipts scanned into Munis were for County use, had been properly approved by the cardholder's supervisor, and had been properly coded to the correct expense object. For expenses over $5,000, we verified that the County's Purchasing Policy was followed.

Results

Controls for purchase card transactions appear to be functioning properly.

Timesheets

Background and Procedures

The Code Enforcement Department uses the standard County time keeping procedrues. Non-exempt employees complete electronic timesheets for each payroll cycle. Exempt employees are not required to maintain a daily time sheet and are only required to complete leave request forms for personal time off requests. Once all time is entered in the Munis system, the Munis report is forwarded to the finance department.

<u>Timesheets</u> (continued)

Testing
We obtained timesheets for the payroll periods ending January 13, 2024 and February 10, 2024 from the Finance Department along with a copy of the payroll register. The payroll register is created from the time sheets. We verified that the correct number of hours was used to compute payroll during the pay period. We compared the payroll register to the direct deposit report or cancelled check to verify that the employee pay matched the amount that was calculated from the hours on the time sheet.

Results
Controls for payroll appear to be functioning properly. We noted no exceptions to the items selected for testing.