Audit Committee Meeting
Minutes for June 8, 2021 at 8:30 AM
Evans Government Center Auditorium, Evans, Georgia

Present at the meeting included:

Connie M. Melear, Chairman
Donald Skinner, Sr., Vice Chairman
Gary L. Richardson, Member
Dewey G. Galeas, Member
Douglas R. Duncan, Jr., Member
County Manager Scott Johnson
Deputy County Manager Glenn Kennedy
Deputy County Manager Matt Schlachter
County Clerk Patrice R. Crawley

Division Directors:
Leanne Reece - Internal Services
Paul Scarbary - Development Services
Kyle Titus - Engineering Services
Scott Sterling - Planning Services
Michael Blanchard - Technology 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
Chairman Melear 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 09, 2021
Vice Chairman Skinner made a motion to approve the minutes from the March 09, 2021 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:

Water Utility, Planning and Code Compliance

Each of the draft reports are attached to the minutes.

(G1a2) Internal Audit Update

Mr. Snider stated that an audit of the Hotel/Motel Lodging Tax is almost complete as well as Board of Elections and Building Inspections. They are working on the schedule for additional departmental audits.

H. COMMISSIONERS' AND PUBLIC COMMENTS AND PARTICIPATION

I. EXECUTIVE SESSION

J. ADJOURNMENT

Chairman Melear adjourned the meeting at 9:06 a.m.

Signature on file
Connie M. Melear
Chairman

Signature on file
Patrice R. Crawley
County Clerk

COLUMBIA COUNTY, GEORGIA
WATER UTILITY DIVISION
INTERNAL AUDIT

TABLE OF CONTENTS

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

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 Water Utility Division's collection of funds, 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 Water Utility Division.

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 2, 2021

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AUDIT OBJECTIVES, SCOPE, AND METHODOLOGY

AUDIT OBJECTIVES

Our audit objectives were designed to:

- Obtain an understanding of the County's internal control system for the Water Utility Division relating to the collection of funds for water and sewer services, and the Water Utility Division's adherence to internal policies and procedures.
- Design and execute tests of the policies and procedures for monitoring collection of funds, customer billing, employee licensing, inspection of new and existing infrastructure, and employee timesheets.
- 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 audit scope was limited to the Water Utility Division and the evaluation of certain internal controls and operating procedures of the Water Utility Division's collection of funds and other general operating policies and procedures. The internal audit focused primarily on the period July 1, 2020 through February 28, 2021; 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.

For each department, we tested:

- Timesheets
- Purchase Requisitions
- Purchase Card Transactions

For each functional area identified by the County, we performed:

- General Inquiries

Based on the understanding gained in the departmental and functional procedures, we performed testing across departments and divisions in the following areas:

- Cash Collections
- Water and Sewer Revenues
- Late and Reinstated Account Fee Revenues
- New Residential Customer Revenues
- Fire Hydrant Rental Revenues
- Tap Fee Revenues
- Licenses
- Environmental Reporting
- Environmental Compliance Testing and Monitoring
- Acceptance of Improvements
- Inventory and Asset Management

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 internal audit procedures included:

- Interviewing Water Utility Division personnel
- Observing operations and conducting walk-through interviews
- Testing documentation for entering purchase requisitions, purchase card transactions, fees, handwritten receipts, licenses, employee timesheets, general ledger entries and data, Munis reports, and other applicable data and documentation.

SUMMARY OF INTERNAL AUDIT RESULTS

- **Timesheets**
  - We noted no exceptions to the items selected for testing.
- **Purchase Requisitions**
  - We noted no exceptions to the items selected for testing.
- **Purchase Card Transactions**
  - We noted no exceptions to the items selected for testing.
- **General Inquiries**
  - We noted one area of improvement in our inquiries and observations.
- **Cash Collections**
  - We noted no exceptions to the items selected for testing.
- **Water and Sewer Revenues**
  - We noted the schedule published online was out of date.
- **Late and Reinstated Account Fee Revenues**
  - We noted no exceptions to the items selected for testing.
- **New Residential Customer Revenues**
  - We noted no exceptions to the items selected for testing.
- **Fire Hydrant Rental Revenues**
  - We noted no exceptions to the items selected for testing.
- **Tap Fee Revenues**
  - We noted no exceptions to the items selected for testing.
- **Licenses**
  - We noted no exceptions to the items selected for testing.
- **Environmental Reporting**
  - We noted no exceptions to the items selected for testing.
- **Environmental Compliance Testing and Monitoring**
  - We noted an opportunity for improvement when analyzing the performance of inspections.
- **Acceptance of Improvements**
  - We noted no exceptions to the items selected for testing.
- **Inventory and Fleet Management**
  - We noted no exceptions to the items selected for testing.

TIMESHEETS

Background and Procedures

A County-wide Excel form is used by each department for timesheets, which are completed by the Administrative Specialist. Each employee signs off on the timesheet as approval for the hours recorded. Each timesheet is reviewed by the Department Manager for approval. The timesheet is forwarded to the Finance Department for further processing. All pay rates are pre-established in Munis by the Human Resources Department. The Human Resources Department maintains a spreadsheet detailing each employee's straight time, overtime, and time off to facilitate data entry in Munis. The timesheets, along with Munis Payroll Report, are routed to the Finance Department to issue payroll checks or direct deposits.

Testing

We obtained payroll documentation for the payroll periods ending August 1, 2020 and January 3, 2021 from the Finance Department and selected 12 employees from each period to test, making sure at least one employee was selected from each department. For all employees, we verified that the hours on the payroll register agreed to the direct deposit report, and the total on the direct deposit report cleared the bank statement. For non-exempt employees, we verified that the timesheet was signed by the employee and approved by the manager. If an employee had overtime or PTO, we verified this was approved by a manager.

Results

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

PURCHASE REQUISITIONS

Background and Procedures

Purchases up to $2,000 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 $2,000 and $20,000 require a quote sheet with three to five price quotations attached. Purchases over $20,000 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 for the time period July 1, 2020 to February 28, 2021. We selected 14 expenditures from the period to test, making sure at least one expenditure was tested from each department. For each expenditure, we examined the related requisition for proper approval in Munis. For expenditures over $2,000, 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.

PURCHASE REQUISITIONS (continued)

Results
Controls over purchase orders appear to be functioning properly. 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. On a daily basis, 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 Water Utility Division employees who were issued a purchase card by the Procurement Department.

We tested 18 cardholder statements from July 2020 and 18 cardholder statements from January 2021, verifying that we selected a statement for at least two employees in each department. 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 $2,000, we verified that 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.

GENERAL INQUIRIES

Background and Procedures

Per the County's organizational chart, the Water Utility Division is divided into four functional areas: Treatment Operations, Environmental Compliance, Engineering & Construction, and System Operations. Additionally, the Damage Prevention Department is budgeted separately from the Water Utility Division; but the department manager reports to the Water Utility Director and a majority of their interdepartmental billings are from the Water Utility Division.

We gained an understanding of the purpose and internal control of each functional area, and conducted interviews with the leader of each functional area and at least one employee in each functional area, for a total of 11 interviews overall.

Results

We noted two consistent themes in our interviews with employees: satisfaction with the level of training received, and issues with retaining employees. We spoke to employees with a wide range of experience who believed that the County had trained them well, but also believed that the training they received made them competitive applicants for other jobs. Multiple employees mentioned that it was a challenge to retain employees, especially at the lower levels, as the salaries paid by Columbia County were not competitive with the salaries paid by Augusta-Richmond County, Fort Gordon, or private industry, for people with similar experience.

Recommendation

We recommend that management consider ways to enhance the competitiveness of their salary and benefits package to retain employees.

CASH COLLECTIONS

Background and Procedures

Administration is responsible for collection of all cash, check, and credit card payments for each department in the Water Utility Division. Payments received include water bills, stormwater fees, tap fees and hydrant rental fees. The Water Utility Division deposits its own cash receipts into the bank. Customer Service Representatives ("CSRs") are bonded according to County policy and/or law. The lobby is open from 8:00 am to 5:00 pm, Monday through Friday. The business office tries to maintain three Customer Service Representatives on duty at all times with two Customer Service Representatives up front and one Customer Service Representative at the drive through. During lunch, there may be only two Customer Service Representatives on duty. Cash and credit cards are both accepted in person. Water bills can be paid online at the Columbia County website. Customers are charged a $2.50 convenience fee to make payments online. Payments can be paid by bank draft. Customers utilizing this payment method must complete a bank draft application.

CASH COLLECTIONS (continued)

Each morning, the night box is emptied, either by the Office Manager or Office Supervisor, the stubs are separated from the checks/cash, and envelopes holding cash are held sealed until a CSR can log the cash into the log book and enter it into the AS400 system. The cash log requires two signatures be recorded with the entry. The CSRs and Assistant Office Supervisor are the only employees authorized to post to customer accounts. In the AS400 system, a stub can be generated without posting the payment to reflect a customer's balance. When a customer brings in a payment, the CSR prints a stub and marks the stub paid. Payments are posted to the account in batches in the AS400 system. Posting is not done automatically and when employees are out, the Office Supervisor and the Office Manager print stubs and mark the stubs paid to keep the window flow moving; but the CSRs post all funds to all customer accounts. The Office Supervisor prepares the deposit at the end of each day, reconciles the total amount collected per the AS400 system to the deposit, and takes the deposit to the bank. Copies of the deposit slips are sent to the Finance Department by the Account Specialist. Prior to the close of business, each CSR goes to the Office Supervisor's office, balances their till with their report, and leaves their balanced cash with the Office Supervisor. The Office Supervisor reviews that all funds are there. At the end of the day, the tills are locked in a safe. The keys to the tills are in the Office Supervisor's desk. The funds collected by the CSRs from 3:00 pm to 5:00 pm and the bank bags are also locked in the safe. CSRs lock their tills at lunch. The only individuals with access to the safe are the Office Manager, Office Supervisor and Assistant Office Supervisor.

Testing

We obtained the cash log book for the time period of August 2020 through February 2021 from the Office Supervisor. We reviewed the cash log to verify that the two required signatures were present.

When we recalculated water and sewer revenues (below), we traced the amount billed to receipt and deposit in the bank. When we recalculated tap fees (below), we traced the amount billed to receipt and deposit in the bank.

We observed the balancing process of a Customer Service Representative on March 26, 2021. Simultaneously, we observed the custodian count petty cash.

Results
We noted no exceptions to our selections for testing or observation.

WATER AND SEWER REVENUES

Background and Procedures

Meters are read electronically once a month, and the information is uploaded to the billing system. Payments are billed in two cycles, with customers on cycle one being billed on the 15th and customers on cycle two being billed on the 1st. Water and sewer rates are set by the County Commission, and bills are automatically calculated based on usage.

Testing

We obtained billing reports from December 2020 and February 2021, and selected a haphazard sample of 15 accounts from among the reports. We verified that the amount billed was properly calculated based on the usage and the rates set by the County Commission.

Results

While we noted no exceptions to any of our recalculations, we did note that the schedule published online by the County's 311 page is not up to date.

Recommendations

We recommend the County update the 311 page to show the current commercial sewer rates.

Management's Response

We will update the website.

LATE AND REINSTATED ACCOUNT FEE REVENUES

Background and Procedures

If a customer is late, a 10% fee is assessed on the account. To assess late fees, the Office Supervisor runs a program in AS400 that adds 10% to all past due accounts.

If a customer is significantly past due, the account is cut off. To disconnect accounts, the Office Supervisor runs a report from AS400 showing all customers with accounts over 60 days past due that have $50 or more outstanding. To avoid disconnection of service, customers must pay at least the previous month's bill. The Meter Department disconnects accounts based on the cutoff report produced by the Office Supervisor. After an account has been cut off, the customer must pay the full outstanding balance to restore service.

Testing

We obtained the cutoff log showing all accounts scheduled to be shut off on November 9, 2020 and December 7, 2020. We selected a haphazard sample of ten customers from the log, and verified that no payments had been made in the past sixty days, the late fee was properly assessed as 10% of the outstanding balance, and that the Meter Department terminated service.

We obtained the cut on log for the period October 8, 2020 through February 26, 2021, and selected a haphazard sample of ten customers. For these ten customers, we verified that the Water Utility Division had received and deposited the late fees, and that the customers were properly included in the cut on log.

<u>LATE AND REINSTATED ACCOUNT FEE REVENUES</u> (continued)

<u>Results</u>
We noted no exceptions to any of our selections.

<u>NEW RESIDENTIAL CUSTOMER ACCOUNTS</u>

<u>Background and Procedures</u>
When a customer wishes to begin Water and Sewer service in Columbia County, the customer is charged a $50 set-up fee for a pre-existing residence, or $30 for a temporary set-up. The set-up fee is included on the customer's first bill from the Water Utility.

<u>Testing</u>
We obtained a list of new customers from the Office Supervisor for the month of February 2021. We selected ten customers from the list and requested the corresponding bills and receipts for the ten customers. We reviewed each customer's bill and receipt to verify that the set-up fee was billed and collected.

<u>Results</u>
We noted no exceptions to any of our selections.

<u>FIRE HYDRANT RENTALS</u>

<u>Background and Procedures</u>
Fire hydrant meter rentals are processed by the Customer Service Representatives. There is a $775 refundable deposit due at the time of application, a $130 per month rental fee and a usage amount charge per 1,000 gallons. When a meter is returned, the Office Supervisor initiates the refund process for all refundable deposits, and the Finance Department processes all refund checks.

<u>Testing</u>
We viewed a report showing activity on accounts between May 2020 and February 2021, and tested a haphazard sample of five rentals. We verified that the $775 deposit fee was obtained by the Business Office at the time of application and confirmed that the monthly rental fee of $130 was charged to the customer's account in AS400.

<u>Results</u>
We noted no exceptions to any of our selections.

TAP FEES

Background and Procedures
Customer Service Representatives provide contractors with handwritten receipts for water tap fees and also with other paperwork required by the Building Permit Department in order for the contractor to obtain proper permits. When a builder or individual wishes to establish a new residential water tap for water and/or sewer service, the customer is charged based on two sets of criteria as noted in the chart below.

Type and Size of Tap	A	B	C
5/8”	$448	$893	$1,341
1”	$615	$1,005	$1,507
1 ½”	$782	$1,341	$1,675
Sewer	$893	$1,116	$1,341

A. Applicant applies for a tap inside a developed area in which the developer has furnished water and/or sewer mains, taps, and meter boxes.
B. Applicant applies for a tap inside a developed area in which the developer has furnished only the water and/or sewer mains.
C. Applicant lives adjacent to a water and/or sewer main installed by Columbia County.

Receipt books are stored in a closet and all Customer Service Representatives have access to the receipt books. The receipt books are printed by the County for County use. Receipts are used because the AS400 system does not have the capability to produce receipts for any items that do not have an account and accounts are not setup for tap fees. These fees all go into one revenue line code in the AS400.

Testing
We obtained the tap fees receipt books from the Business Office Manager for the period January 1, 2020 through December 2020. We selected ten tap fees receipts and reviewed the completed Tap Fee Application. We noted the size of tap requested and agreed the amount charged to the tap fee schedule. We requested copies of the individual receipts for each transaction and agreed the name, date, and amount collected to the corresponding Tap Fee Application. We then traced the amounts to proper recording in AS400 and deposit in the bank.

Results
We noted no exceptions to any of our selections.

LICENSES

Background and Procedures

We discussed the licensing process with Margaret Doss, Environmental Compliance Manager, and various managers throughout the Water Utility Division. Different jobs in the Water Utility Division require different licenses, which are listed in the job descriptions. Some jobs require the license as a prerequisite, while others require the employee to earn the license shortly after promotion to the position.

In the Water Distribution Department, there are six work crews. These work crews are divided into three foremen and three crew leader teams. The foremen's teams have two distribution men in each team and the crew leader teams have one distribution man in each team. The foremen teams handle machinery and heavy equipment, and the crew leader teams handle light equipment. All Distribution foremen and crew leaders are licensed by the State of Georgia for water distribution. Foremen, Light Equipment Operators, and Heavy Equipment Operators are required to have CDLs.

The Wastewater Conveyance Department also has foremen and crew leader teams. Crew leaders and foremen within the Wastewater Conveyance Department are required to hold collections licenses issued by the State of Georgia.

Licenses for the treatment plant operators are required by the State of Georgia. On-the-job training is permitted for unlicensed employees; but within one and a half years of employment the team member is encouraged to obtain their license. On-the-job trainees are allowed during this time to get through the County's six-month probation period before being sent to school/training. Then, typically the team member is given one year from completion of school/training to obtain their license.

Central Testing Laboratory employees are also required to hold licenses for either Water Laboratory Analysis or Wastewater Laboratory Analysis.

If staffing needs require that an employee be licensed, a time limit is put into writing. Some positions do not require a license as long as supervision is present and requirements of the job are not as stringent. The department will pay for an employee to take the licensing test two times. If the employee does not pass the exam after two attempts, they must pay for subsequent tests themselves. If an employee cannot pass the required exam, they are moved to a different department, demoted, or released from employment.

Testing

We obtained a listing from the Compliance Manager of all Water Utility employees who currently hold licenses. The list provided the position held by each employee and the type of license held by the employee. We haphazardly selected 15 employees and verified that employees are properly licensed by looking up the employees through the Georgia Secretary of State's Licensing Board website. The website provided us with the license number, issue date, expiration date, and category of license held.

Results

We noted no exceptions to any of our selections.

ENVIRONMENTAL REPORTING

Background and Procedures

For the Water Treatment Department, the Environmental Protection Division (EPD) requires daily tests to look for chemical levels such as PH balances, the amount of iron and magnesium in the water, and the amount of lime and fluoride added to treat the water for citizen use. The EPD requires a series of tests to be performed every two hours. The County has decided to conduct these tests every even hour. Tests are conducted on the inflows from the river and outflows back to the river. The EPD also requires that monthly reports be prepared as evidence that tests are performed. The EPD also audits the operations of the treatment plant every three years; however, the EPD reserves the right to perform unannounced drop-ins and ask for reports and perform tests to monitor the treatment of the water according to the standards required for all treatment plants by the EPD.

The EPD requires that the permit be displayed on the wall at the treatment plant at all times. The permit also states the licensing requirements of all different levels of employees.

For the Wastewater Treatment Department, the EPD requires daily tests for items such as PH balances and other fecal and biochemical tests. The EPD requires the sample tests to be performed once per day. The EPD also requires that monthly reports be prepared as evidence that tests are performed. The EPD audits the operations of the treatment plant every five years; however, the EPD reserves the right to perform unannounced drop-ins and ask for reports and perform tests to monitor the treatment of the wastewater according to the standards required for all treatment plants by the EPD.

The wastewater plant removes the sludge as a process within the treatment facility. Sludge removal is contracted out to a third party. The sludge is then put on land as land application by the third party. The County is responsible for monitoring the third party and how much sludge can be put on the land each quarter. The Wastewater Department is required by the EPD to report the sludge monitoring once a year.

Testing

We reviewed the most recent water audit, which was performed in January 2020.

We reviewed the most recent wastewater audit of the Kiokee Creek facility, which was performed in April 2017. We reviewed the most recent wastewater audit of all other facilities, which was performed in September 2019.

We reviewed all monthly water treatment plant reports for February, along with proof of receipt from the EPD.

We reviewed all monthly wastewater plant reports for February, along with proof of receipt from the EPD.

We searched the EPD’s Complaint Tracking System Public Portal for all complaints filed between July 1, 2020 and March 22, 2021 for any complaints against the Columbia County Water Utility Division.

ENVIRONMENTAL REPORTING (continued)

Results
The most recent water audit was completed without significant deficiencies.

The most recent wastewater audits were completed without any large issues noted. We verified that the Water Utility Division followed up on all small items noted.

All water treatment plants sent in their monthly reports.

All wastewater plants sent in their monthly reports.

There were no complaints made against the Water Utility Division.

No exceptions noted as a result of our testing.

ENVIRONMENTAL COMPLIANCE TESTING AND MONITORING

Background and Procedures
In order to protect the County water supply and water and sewer infrastructure, backflow prevention devices must be installed where there is a risk of backflow into the county water supply, and grease interceptors must be used in restaurants that use a significant amount of oil.

Backflow prevention devices require an application be submitted to the Water Utility Division and a setup fee be paid of $25 for domestic and irrigation devices or $50.00 for fire service devices. A test of the backflow device is also required along with the application; all tests must be performed by a licensed backflow prevention device tester. New grease interceptors require a fee of $100.00 New grease interceptors are usually inspected; however, due to staffing shortages, not all new grease interceptors are inspected if the contractor is known to the Water Utility Division as a quality installer.

All modern backflow devices must be tested on an annual basis and a record of the test submitted to the Water Utility Division. Structures with older backflow devices have them built-in in such a way that prevents them from being regularly inspected. However, if the property changes hands, construction is performed, or the business license lapses, the Water Utility Division requires the property owner to update the backflow prevention device and begins performing annual inspections.

Testing
From the files maintained by the Environmental Compliance Department we haphazardly selected five new backflow device applications. From our knowledge of the County, we haphazardly selected five existing properties that we knew would need backflow prevention devices. For the five new devices, we verified that the application fee was collected and an initial inspection and test was performed and passed. For the five existing devices, we verified that the annual inspection and test was performed and passed.

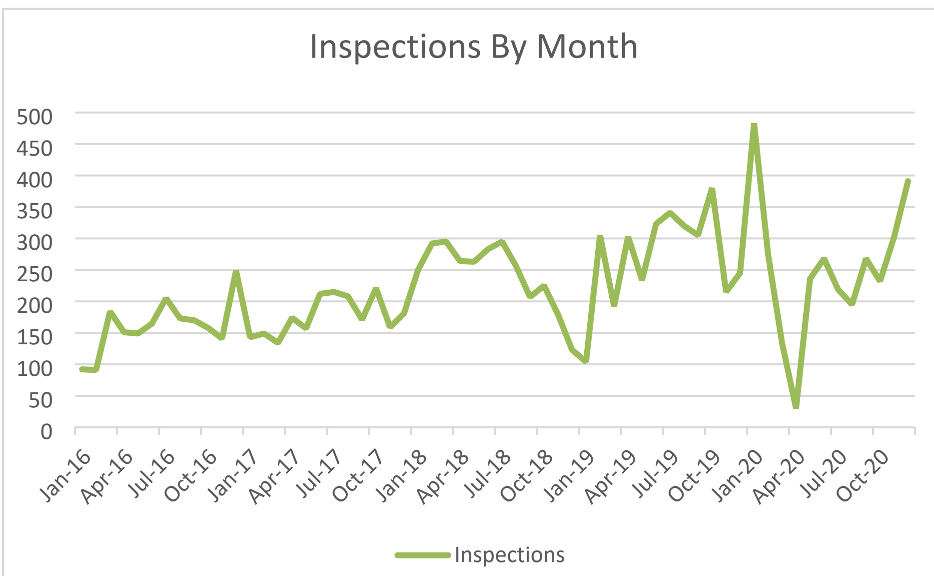
ENVIRONMENTAL COMPLIANCE TESTING AND MONITORING (continued)

Results

One of the new properties selected for testing had a grease interceptor installation that was not inspected. One of the existing properties was not tested during 2020 because it was scheduled to be tested when the Water Utility Division stopped inspections due to COVID-19. We verified that this property was inspected in 2021. Another of the existing properties cannot be inspected because it is an old backflow device that will be updated the next time the property is sold or updated.

Based on our discussions with personnel, the County's growth over the past five years has required a significant increase in the number of inspections needed while the number of inspectors in the department has remained the same. We analyzed the numbers of inspections performed, and noted that they had increased every year except 2020, which was due to COVID-19.

Annual Inspections	
Year	**Inspections Performed**
2016	1,928
2017	2,124
2018	2,932
2019	3,267
2020	3,033



Recommendations

We recommend the County assign additional personnel to inspections.

ACCEPTANCE OF IMPROVEMENTS

Background and Procedures
When there is new construction in the County that adds to the existing water system infrastructure, the developer responsible for the construction builds out the infrastructure and Water Utility Division personnel perform inspections at critical phases of construction. When the construction is complete, Water Utility Division personnel and any other County departments with oversight responsibility complete an inspection checklist to ensure the improvements meet all applicable Federal, State, and County codes and standards. If the improvements meet all requirements, the improvements are deeded to the County after acceptance from the Board of Commissioners has been obtained.

Testing
We obtained a list of improvements accepted by the Board of Commissioners from July 1, 2020 through February 2, 2021 and selected four improvements for detailed testing. We viewed the Water Utilities Division's documentation of all inspections performed and that the improvements were properly recommended for acceptance.

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

INVENTORY AND FLEET MANAGEMENT

Background and Procedures
Consumable inventory, such as pipes and connectors, is tracked at the department level. Each department is responsible for tracking and ordering adequate inventory to sustain the daily operations of the Water Utility Division. In the Water Distribution Department, inventory is tracked using a spreadsheet that is updated annually. On a monthly basis a designated employee reviews the inventory on hand and forwards a list of any inventory items that need to be ordered to the Department Manager.

The Water Utility Division is in the process of digitizing its inventory and moving it to Cityworks, where it will be continually updated.

Vehicles are tracked by the Fleet Management Department. The Water Utility Division uses 142 vehicles to drive to read meters, mark water lines, perform inspections, install and maintain pipes, and other more specialized purposes.

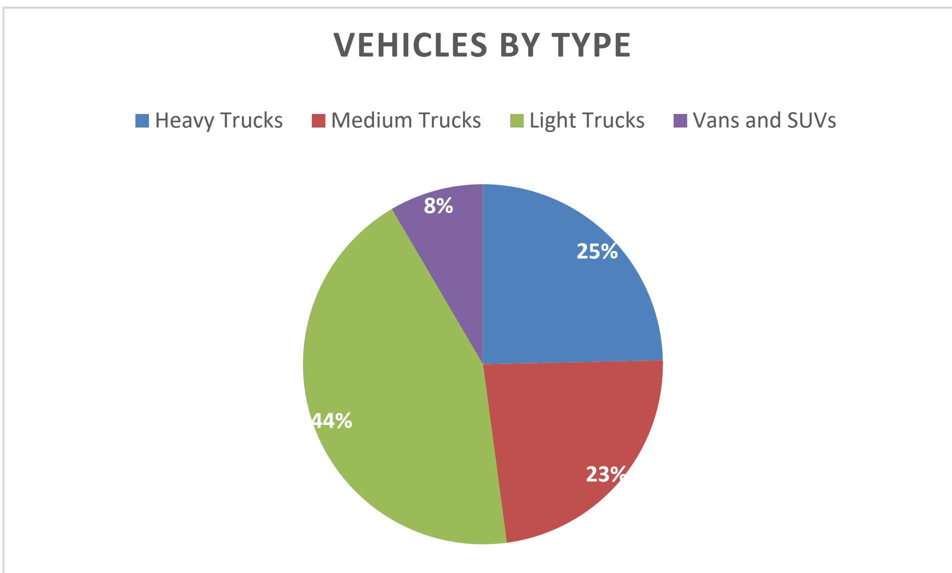
Testing and Analysis
Since the inventory is not currently maintained on a perpetual system, we did not perform a detailed test of inventory.

We obtained a listing of vehicles as of March 2021, and analyzed it to identify any obsolete assets, the average age, and the average mileage for the Division's vehicles by class. Additionally, we selected a purchase of a new truck and traced it through the purchasing process.

INVENTORY AND FLEET MANAGEMENT (continued)

Results
We noted no exceptions while tracing the truck through the purchasing process. We noted no obsolete or unused vehicles. All classes of vehicles are approximately nine years old on average. See below for further information.

Vehicle Type	# of Vehicles	Average Model Year	Average Ending Odometer	Average Miles Driven in 2020
Heavy Trucks	35	2011	48,118	6,210
Medium Trucks	33	2013	89,541	11,238
Light Trucks	62	2013	81,370	11,040
Vans and SUVs	12	2012	62,067	5,427
	142	**2012**	**73,442**	**9,421**



COLUMBIA COUNTY, GEORGIA
PLANNING DEPARTMENT
INTERNAL AUDIT

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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 Planning Department's collection of funds, compliance with County requirements for the issuance of various building permits, 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 Planning 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 2, 2021

INTERNAL AUDIT OBJECTIVES

Our internal audit objectives were designed to:

- Obtain an understanding of the County's internal control system for the Planning Department relating to the collection of funds, compliance with County requirements for the review of rezoning and variance requests, expenditure of funds, and the Planning 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 the review of rezoning and variance requests, 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 Planning Department and the evaluation of certain internal controls and operating procedures of the Planning Department's collection of funds, compliance with County requirements for the review of rezoning and variance requests, expenditure of funds, and other general operating policies and procedures. The internal audit focused primarily on the period July 1, 2020 through February 28, 2021; 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:

- General procedures
    - Purchase requisitions
    - Purchase card transactions
    - Timesheets
- Rezoning requests
- Variance requests
- Petty cash count

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 Planning Department personnel;
- Observing operations and conducting walk-through interviews; and,
- Testing documentation for entering purchase requisitions, purchase card transactions, cash collections, employee timesheets, general ledger entries and data, Munis reports, and other applicable data and documentation.

PURCHASE REQUISITIONS

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

PURCHASE CARD TRANSACTIONS

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

REZONING REQUESTS

- We noted one exception during testing.

VARIANCE REQUESTS

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

PETTY CASH

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

TIMESHEETS

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

PURCHASE REQUISITIONS

Background and Procedures

Purchases up to $2,000 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 $2,000 and $20,000 require a quote sheet with three to five price quotations attached. Purchases over $20,000 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 for the time period July 1, 2020 to February 28, 2021. We selected 10 expenditures from the period to test. For each expenditure, we examined the related requisition for proper approval in Munis. For expenditures over $2,000, 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. On a daily basis, 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 CARDS (continued)

Testing
We obtained a listing of all Planning Department employees who were issued a purchase card by the Procurement Department.

We tested two cardholder statements from November 2020 and two cardholder statements from January 2021. 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 $2,000, we verified that 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.

REZONING REQUESTS

Background and Procedures
The Planning Department is responsible for processing all rezoning requests submitted to the County. When land must be rezoned in order to comply with County zoning requirements for future use a rezoning request must be submitted to the Planning Department. A non-refundable fee is required at the time the application is filed; the amount of the fee is dependent upon the type of request. As a part of the rezoning process the Planning Department determines if property taxes are owed on the parcel, confirms the validity of ownership, requests a public advertisement and zoning signs, and forwards the application to additional County departments for a technical review of the site plan. The Planning Department concurrently performs a review of the site plan to determine if the proposal complies with County zoning ordinances, land use requirements, and the County master development plan. The Planning Department then discusses any possible issues or conditions with the applicant, forwards the application to the Planning Commission with a recommendation, and notifies the applicant that their presence is required at the Planning Commission meeting.

During the Planning Commission meeting the Planning Commission reviews the Planning Department's recommendation and allows the applicant to comment prior to opening the meeting for comments from the public. If the Planning Commission approves the application it is then forwarded to the Board of Commissioners for final approval.

Testing
We selected five rezoning requests filed with the Planning Department from July 1, 2020 through April 30, 2021. We viewed supporting documentation for the Planning Department's compliance with state and county regulations, including evidence of verification of property taxes paid or owed, confirmation of legal ownership, evidence that a legal advertisement and sign were posted at least 15 days prior to the public hearing date, the applicant was properly notified of the public hearing date, and the application fee was properly collected and recorded. We also reviewed evidence that an interdepartmental review of the proposed rezoning was performed, the request was presented to the Planning Commission, and if applicable, the Board of Commissioners for approval or denial.

REZONING REQUESTS (continued)

Results
We noted an instance of a request for an application fee waiver. Based on our discussions with personnel, if an applicant is requesting a fee waiver, a check for the assessed fee is collected at the time of the application. The Planning Department waits to deposit the check until the Board of Commissioners' meeting. The check will only be deposited if the Board of Commissioners denies the request for the fee waiver. Upon reviewing the applicant's file, we noted no documentation of the payment being received. The fee was waived and the Planning Department did not deposit a check for this application.

Recommendations
We recommend the Planning Department maintain documentation of all application funds received, even if the applicant requested a waiver.

Management Response
Per the recommendation of Serotta Maddocks Evans & Co., CPAs, the Planning Department has revised procedures regarding a request for a fee waiver. An applicant requesting a waiver will provide a check for the request as typical. Planning staff will provide them with a receipt and keep a copy for the County's records. A copy of the check will be made as well and attached to the application. The check will then be secured in the Planning Department safe, and final action, whether it be depositing the check or destroying it, will take place after the Board of Commissioners has decided on the request for the fee waiver.

VARIANCE REQUESTS

Background and Procedures
The Planning Department is responsible for processing all variance requests submitted to the County. When a variance is requested the request must be submitted to the Planning Department. A non-refundable fee of $615 is required at the time the application is filed. As a part of the variance process the Planning Department determines if property taxes are owed on the parcel, confirms the validity of ownership, requests a public advertisement and variance signs, and forwards the application to additional County departments for a technical review of the site plan. The Planning Department evaluates the request using the following criteria:

A. Are there special circumstances or conditions unique to the property that do not generally apply to the district?
B. Are there special circumstances or conditions such that the strict application of the provisions of County ordinances would deprive the applicant of any reasonable use of their land? Mere loss of value shall not justify a variance. There must be a deprivation of beneficial use of land.
C. Topographical or other conditions peculiar to the site are such that strict adherence to County ordinances would cause the owner unnecessary hardship and would not carry out the intent of the ordinance, and that there is no feasible alternative to remedy the situation.
D. If granted, the variance shall be in harmony with the general purposes and intent of County ordinances and shall not be injurious to the neighborhood or detrimental to the public welfare.
E. In reviewing an application for a variance, the burden of showing that the variance should be recommended and/or granted shall be upon the person applying for the variance.

VARIANCE REQUESTS (continued)

F. When recommending a variance, the Planning Commission, or Board of Commissioners, when granting a variance, may establish reasonable conditions concerning the use of the property, and may establish an expiration date for such variances.
G. Any variance recommended and/or authorized is to be set forth in writing in the minutes of the Planning Commission and the Board of Commissioners, as the case may be, with the reasons for which the departure was justified, and the conditions under which the variance was granted.

The Planning Department then discusses any possible issues or conditions with the applicant, forwards the application to the Planning Commission with a recommendation, and notifies the applicant that their presence is required at the Planning Commission meeting.

During the Planning Commission meeting the Planning Commission reviews the Planning Department's recommendation and allows the applicant to comment prior to opening the meeting for comments from the public. If the Planning Commission approves the application it is then forwarded to the Board of Commissioners for final approval.

Testing
We selected five variance requests filed with the Planning Department from July 1, 2020 through April 30, 2021. We viewed supporting documentation for the Planning Department's compliance with state and county regulations, including evidence of verification of property taxes paid or owed, confirmation of legal ownership, evidence that a legal advertisement and sign were posted at least 15 days prior to the public hearing date, the applicant was properly notified of the public hearing date, the application fee was properly collected and recorded. We also reviewed evidence that an interdepartmental review of the proposed rezoning was performed, the Planning Department performed an evaluation of the variance request, the request was presented to the Planning Commission, and if applicable, the Board of Commissioners for approval or denial.

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

PETTY CASH

Background and Procedures

The Planning Department maintains only one petty cash fund, in the amount of $100. The Planning Division Director's Administrative Assistant is the custodian. She reconciles the petty cash funds using the County petty cash reconciliation sheet. The petty cash reconciliation sheet, with all receipts, is forwarded to the Finance Department for reimbursement.

Testing

We observed the custodian count the Department's petty cash fund. We agreed the cash on hand to the general ledger balance.

Results

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

TIMESHEETS

Background and Procedures

A county-wide form in Excel is used by the Planning Department for timesheets, which are completed by the Division Director's Administrative Specialist. Each employee signs off on the timesheet as approval for the hours recorded. Each timesheet is reviewed by the employee's supervisor, who signs off for supervisory approval. The timesheet is forwarded to the Finance Department for further processing. All pay rates are pre-established in Munis by the Human Resources Department. The Human Resources Department maintains a spreadsheet detailing each employee's straight time, overtime, and time off to facilitate data entry in Munis. The timesheets, along with Munis Payroll Report, are routed to the Finance Department to issue payroll checks or direct deposits.

Testing

We obtained timesheets for the entire Department for the pay dates of August 6, 2020 and January 21, 2021 from the Finance Department. For all employees, we verified that the hours on the payroll register agreed to the direct deposit report, and the total on the direct deposit report cleared the bank statement. For non-exempt employees, we verified that the timesheet was signed by the employee and approved by the manager. If an employee had overtime or PTO, we verified this was approved by a manager.

Results

Controls for payroll 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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Rick L. Evans, CPA
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Jay Sanders, CPA
Wanda F. Scott, CPA

Abram J. Serotta, CPA
Joel R. Stewart, CPA
Andrea Usry, CPA
David Ussery, CPA
Paul Wade, CPA

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 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 2, 2021

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 July 1, 2020 through April 30 2021; 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:

- Code Enforcement Testing
- Expenditures
    - Purchase Requisitions
    - Purchase Card Transactions
- Miscellaneous Items
    - Timesheets
    - Vehicle Analysis

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.

Code Enforcement Testing
- We noted no exceptions.

Purchase Requisitions
- We noted no exceptions.

Purchase Card Transactions
- We noted no exceptions.

Timesheets
- We noted no exceptions.

Vehicle Analysis
- We noted no exceptions.

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 February and March 2021, 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 that a.) the response time was reasonable and b.) 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.

Purchase Requisitions

Background and Procedures
Purchases up to $2,000 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 $2,000 and $20,000 require a quote sheet with three to five price quotations attached. Purchases over $20,000 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 for the time period July 1, 2020 to February 28, 2021. 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 $2,000, 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.

Purchase Requisitions (continued)

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. On a daily basis, 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 employees who were issued a purchase card by the Procurement Department.

We tested two (2) cardholder statements from September 2020 and two (2) cardholder statements from February 2021. 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 $2,000, we verified that 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.

Timesheets

Background and Procedures

A County-wide Excel form is used by each department for timesheets, which are completed by the Administrative Coordinator. Each employee signs off on the timesheet as approval for the hours recorded. Each timesheet is reviewed by the Department Manager for approval. The timesheet is forwarded to the Finance Department for further processing. All pay rates are pre-established in Munis by the Human Resources Department. The Human Resources Department maintains a spreadsheet detailing each employee's straight time, overtime, and time off to facilitate data entry in Munis. The timesheets, along with Munis Payroll Report, are routed to the Finance Department to issue payroll checks or direct deposits.

Testing

We obtained payroll documentation for the payroll periods ending August 1, 2020 and January 3, 2021 from the Finance Department and selected six (6) employees from each period to test. For all employees, we verified that the hours on the payroll register agreed to the direct deposit report, and the total on the direct deposit report cleared the bank statement. For non-exempt employees, we verified that the timesheet was signed by the employee and approved by the manager. If an employee had overtime or PTO, we verified this was approved by a manager.

Results

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

Vehicle Analysis

Background and Procedures

The Code Enforcement Department has five (5) County vehicles to respond to complaints and drive to inspections and follow ups.

Testing

We obtained the listing of vehicles assigned to the Code Enforcement Department as of April 2021 and reviewed the lifetime maintenance for each vehicle for reasonableness. We also compared each vehicle's mileage to the target mileage from Fleet Management.

Results

We noted no unusual lifetime maintenance or vehicles with a total mileage over the target.