

City Auditor's Office *Employee Expense Reimbursements Follow-Up*

March 2021

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City Auditor's Office

March 22, 2021

Honorable Mayor and Members of the City Council:

The City Auditor's Office has completed a follow up to the Employee Expense Reimbursements Audit completed in December 2019. The objective of the follow up project was to determine the implementation status of the audit recommendation presented in the original audit report.

Management concurred with the recommendation in the original report. Follow-up procedures indicate management implemented the audit recommendation.

We would like to thank staff from the Finance Department for their assistance.

Lori Brooks Jaquess

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City Auditor

cc: Trey Yelverton, City Manager
Jim Parajon, Deputy City Manager
Gilbert Perales, Deputy City Manager
Jennifer Wichmann, Deputy City Manager
Mike Finley, CFO

Employee Expense Reimbursements Follow-Up Audit

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Background

The City Auditor's Office completed the Employee Expense Reimbursement Audit in December 2019. The purpose of the audit was to review current processes and practices and compliance with policy related to employee expense reimbursements. The objective of this follow up project was to determine the implementation status of the audit recommendation included in the original report.

Audit Scope and Methodology

The scope of the project was limited to following up on management's implementation of the previous audit recommendation. Our methodology included obtaining an updated status report from management regarding the implementation of the audit recommendation and reviewing relevant supporting information or documentation.

The matrix on the following page illustrates the results of the follow up procedures.

**Employee Expense Reimbursements
Status of Prior Audit Recommendation**

PRIOR AUDIT RECOMMENDATION	CONCUR/ DO NOT CONCUR	PRIOR MANAGEMENT RESPONSE	RESPONSIBLE PARTY	DUE DATE	CURRENT MANAGEMENT RESPONSE/ IMPLEMENTATION STATUS	AUDIT CONCLUSION
<p><i>1. The City Auditor's Office recommends that the CFO remind department Directors to consistently ensure reimbursements for travel and training, as well as other employee-paid expenditures, are documented adequately, properly approved, accurate, and comply with established policies.</i></p>	Concur	<p>Reviewed policy and audit with Department Directors and Division Managers that report to the City Manager's Office. Discussed possible future improvements and both the City Manager and Chief Financial Officer re-iterated the importance of following proper procedure and adhering to control processes.</p>	Mike Finley, CFO	Dec 2019	<p>The item was discussed as agreed to in the audit.</p> <p>Also, note that this process will change in Workday, to become electronic, with approval timeframes required. Expected implementation this summer.</p>	Implemented