

OFFICE OF THE COUNTY ADMINISTRATOR

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March 31, 2008

TO: Board of Supervisors

FROM: Craig Hufford, Financial Management Supervisor
Pat Reynolds, Budget Coordinator
Wes Rostenbach, Accounting and Tax Manager
C. Ray Wierson, County Administrator

SUBJ: Quarterly Status Report from the Financial Review Committee on Various Financial Management Improvements – March 2008

The Financial Review Committee (FRC) consisting of Craig Hufford, Financial Management Supervisor in the Treasurer's Office, Pat Reynolds, Budget Coordinator, Wes Rostenbach, Accounting and Tax Manager in the Auditor's Office, and C. Ray Wierson, County Administrator reports quarterly to the Board on the status of various financial management improvements.

Attached to this memo are the following status reports:

- FY2006-07 Audit Management Letter Comments

Please contact us should you have any questions regarding this memo or the attached status report.

Attachment

cc: All County Departments and Offices
McGladrey & Pullen, LLP

2006-07 MANAGEMENT LETTER COMMENTS
March 2008

SUBJECT	RESPONSIBILITY	TIMEFRAME
<p>1. Comment: The purchasing card and accounts payable system are two separate systems for processing expenditures that are unable to communicate with each other. It is possible that a charge could be paid twice out of each system resulting in a duplicate expenditure. Currently, the County does not have a process in place to avoid double payments occurring but instead has to rely on the vendors notifying the County of the overpayment and/or the departmental claims clerks to catch the error.</p> <p>Recommendation: As each department prepared the accounts payable vouchers and the purchasing card reconciliations, we recommend the department develop a method for comparing these two items to avoid duplication. We would also recommend the County investigate the ability to have the two systems communicate with each other through a common identifier.</p> <p>Current Status: Completed. Training took place on March 20th with county departments.</p>	Administration/FSS/IT	March 2007