

A REPORT
TO THE CITIZENS OF SALT LAKE COUNTY
BEN McADAMS, MAYOR



An Audit of the Key Controls of
Taylorsville Library

May 15, 2014

GREGORY P. HAWKINS

SALT LAKE COUNTY AUDITOR

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May 15, 2014

Ben McAdams, Mayor
Salt Lake County
2001 S State St #N2100
Salt Lake City, UT 84114-4575

Re: An Audit of the Key Controls of Taylorsville Library

Dear Mayor McAdams:

We recently completed an analysis of the financial records of Taylorsville Library in compliance with Utah Code Ann. § 17-19a-204. Our purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls that we have identified as key to good financial management. We also sought to identify areas of material risk to determine whether we should commit more of our limited resources in further auditing or investigation. A report of our findings and recommendations is attached.

Our work was designed to provide reasonable but not absolute assurance that records were accurate and complete and that the system of internal controls was adequate. There may be inaccurate or incomplete financial records that were not selected for review. Further, there may also be instances of noncompliance in areas not examined.

We appreciate the time spent by the staff at Taylorsville Library and the cooperation from Maggie Mills, Library Manager, Sheral Berrie, Circulation Desk Supervisor, and other assigned staff members for answering our questions, gathering the necessary documents and records, and allowing us access to Taylorsville Library during our audit. The staff was friendly, courteous, and very helpful. We trust that the implementation of the recommendations will provide for more efficient operations and better safeguarded County assets. Please feel free to contact me with any questions.

Sincerely,

Gregory P. Hawkins
Salt Lake County Auditor

By Leonardo Flores
Deputy Auditor

cc: Jim Cooper, Library Services Director
April Townsend, Associate Director Finance & Operations
Elizabeth Anguiano, Interim Administrative & Fiscal Manager
Maggie Mills, Library Manager



Objectives

Pursuant to § 17-19a-204, we analyzed the financial records and internal controls of Taylorsville Library. Our purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls that are key to good financial management. We also sought to identify areas of material risk.

Conclusion

The Taylorsville Library has put into place several key controls for managing public funds. Most risks identified were minor and not expected to result in material loss. Deficiencies in internal controls for segregation of duties, cash receipting, PCI compliance, and safeguarding records have a higher likelihood of being a liability to the County. A report of the last audit of Taylorsville Library was released to the public in July 2013.

Findings and Recommendations

Finding # 1 - Employees working as cashiers also prepared the deposit.

Risk Level: Moderate

Countywide Policy #1062, "Management of Public Funds," states in the introduction:

"In managing public funds, basic internal controls require a clear segregation of duties between persons having custody of funds and/or performing cashiering duties, and those having access to and maintaining accounting records related to those public funds. Segregating these functions protects the employees involved and mitigates the risk of theft, embezzlement, or misuse of public funds through fraudulent record keeping. Supervisory oversight enforces the separation of duties, creates an atmosphere of employee accountability, and strengthens the control environment."

Employees that performed cashiering duties also prepared the daily deposit.

When depositing duties are not segregated from cashiering duties, funds are at a greater risk of being lost, stolen, or diverted for personal use.

Recommendation

We recommend that the deposit be prepared by an employee who does not perform cashiering duties.

Finding # 2 - Individual accountability was not established for funds entrusted to each cashier.

Risk Level: Moderate

Countywide Policy #1062, "Management of Public Funds," Section 2.3.1 states:

"The County Agency's Fiscal Manager will ensure that individual accountability and effective security is established and maintained for funds entrusted to each Cashier."

A previous audit conducted in 2013 found that multiple cashiers used the same cash drawer. A retest showed that multiple cashiers continue to use the same cash drawer throughout the day without establishing individual accountability by properly closing out the cash drawer and verifying the accuracy of the funds entrusted to them.

When individual accountability is not established for funds entrusted to each cashier, overages and shortages cannot be assigned to a particular cashier. Also, cashiers may feel less responsible than they would if they were individually accountable for funds entrusted to them. Additionally, access by multiple cashiers to the same cash drawer increases the risk of funds being lost, stolen, or diverted for personal use.

Recommendation

We recommend that individual accountability be established for funds entrusted to each cashier.

Finding # 3 - The cash drawer can be opened without an electronic record of the transaction.

Risk Level: Moderate

Countywide Policy #1062, "Management of Public Funds," Section 2.4.1 states:

"Each Agency shall acquire and maintain the systems and equipment necessary for the accurate receipting, recording, accounting, and safekeeping of public money."

The Library point-of-sale system allows cashiers to open the cash drawer without an electronic record of the transaction.

When a cash drawer can be opened without recording the transaction, accurate receipting, recording, accounting, or safekeeping of public money cannot be established.

Recommendation

We recommend that transactions conducted in the point-of-sale system result in an accurate receipting, recording, and accounting of public money.

Finding # 4 - Credit card receipts were not safeguarded.

Risk Level: Low

Countywide Policy #1062, "Management of Public Funds," Section 7.2.2 states:

"The signed merchant copy of the receipt shall be placed immediately in the cash drawer and not left exposed on the counter or other work area for other employees or patrons to view. All payment-card merchant copies should be safeguarded in locked containers at all times."

We observed that credit card receipts were left unsecured in the employee material circulation area.

When credit card receipts are not safeguarded, sensitive information is at a greater risk of being lost, stolen, or diverted for personal use.

Recommendation

We recommend that credit card receipts be safeguarded.

Action Taken: The Circulation Desk Supervisor explained that a cabinet to lock deposit documentation including credit card receipts has been ordered with Library Administration.

Finding # 5 - Meal reimbursement forms were not signed by the Elected Official or Division/Department Director.

Risk Level: Low

Countywide Policy #1020, "County Meals," Section 6.1 states:

"All requests for payment (including reimbursements from petty cash accounts) shall be submitted with the attached form which contains: the date of the meeting; the location of the meeting; the type of meeting, whether a breakfast, lunch, or dinner; certification of the purpose of the meeting and the group attending in relation to County business; the total number of attendees, with employees separated from other attendees; the total payment amount requested; the signature of the person submitting the request; the date the request was signed; the signature of the Division or Department Director or Elected Official approving the request; the date approved by the official; and a copy of the bill or receipt."

Three meal reimbursement forms were not signed by the Elected Official or Division/Department Director for meal purchases made with the Taylorsville Library purchasing card.

When reimbursement forms are not signed by the Elected Official or Division/Department Director, proper authorization for meal purchases cannot be verified.

Recommendation

We recommend that all Meal Reimbursement Forms be signed and dated by the Elected Official or Division/Department Director.

Finding # 6 - An SAQ representing Library Services' compliance with PCI-DSS had not been completed and was not on file.

Risk Level: Low

Countywide Policy #1400-7, "Payment Card Industry Data Security Standard Policy," Section 3.0 states:

"Any County agency that accepts, processes, transmits or stores cardholder data using any County IT Resource or system shall comply with the Payment Card Industry Data Security Standard (PCI-DSS) in its entirety."

A previous audit conducted in 2013 found that an SAQ showing compliance with PCI-DSS had not been completed. A retest showed that an SAQ representing Library Services' compliance with PCI-DSS had still not been completed and was not on file.

When an agency is not compliant with PCI-DSS, there is an increased risk of cardholder data breaches, fines, and the inability to accept credit cards as payments.

Recommendation

We recommend that Library Services' management complete and sign an annual SAQ and that Taylorsville Library keep a copy of the SAQ on file to show they are aware of and compliant with PCI-DSS requirements.

Additional Information

Background

The Taylorsville Library is located at 4870 South 2700 West, Salt Lake City, Utah. The library offers a variety of programs and library materials including books, DVDs, music CDs, and audio books. Their building has 25 computers with internet access and word processing capabilities. The library provides a meeting room and a quiet study area, as well as high speed wireless access. The Taylorsville Library successfully accomplishes the mission of Salt Lake County Library services by making a positive difference in the lives of customers by responsively providing materials, information, and services at community libraries located throughout the Salt Lake Valley and/or via the Internet.

Scope

Our work included a formal examination of financial records related to the following key internal controls, to the degree applicable:

- Change fund
- Petty Cash and Imprest Accounts
- Cash Receipting
- Cash Depositing
- Credit / Debit Card
- Capital and Controlled Assets and Software Inventory
- Financial Computer Controls
- Purchasing Card Use
- Payroll Practices
- Accounts Receivable
- Accounts Payable
- Third Party Contracts

Our examination period covered up to twelve months ending March 31, 2014. In addition to reviewing financial records, we reviewed and examined current practices through observation. Sampling of daily cash deposits, where applicable, was performed to assess compliance with Countywide policy and standard business and internal control practices. Retesting of prior audit findings was also performed, where applicable.

Management response to findings in this report, when received, will be attached as Appendix A.



HUMAN SERVICES
DEPARTMENT

"Making a positive
difference"

May 15, 2014

Gregory P. Hawkins
Salt Lake County Auditor
2001 S. State Street- N3300
Salt Lake City, UT 84190

RE: Management Response to the Audit of the Key Controls of Salt
Lake County Taylorsville Library

Dear Mr. Hawkins:

This letter is in response to the audit report of Salt Lake County
Taylorsville Library. We'd like to thank Leonardo Flores for planning and
completing the audit in accordance with Utah Code Ann. §17-19a-204.

As reflected in our responses, we are committed to strengthening our
internal financial controls and reasonably implement audit
recommendations.

If you have any questions or need any additional information, please feel
free to contact me.

Sincerely,

A handwritten signature in black ink that reads 'James D. Cooper'. The signature is fluid and cursive, with a long horizontal stroke at the end.

James D. Cooper
Director

JAMES D. COOPER
LIBRARY DIRECTOR
jimcooper@slcolibrary.org

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ADMINISTRATION**

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**An Audit of the Key Controls of
Salt Lake County Taylorsville Library
Management Response to the Audit Findings**

Salt Lake County Library management is ultimately responsible for implementing internal controls to protect assets, information and to ensure policy objectives are achieved. Taylorsville Library conforms to the County policies and procedures as directed by the Library management. All policies and procedures are implemented system-wide with few exceptions.

Finding # 1 - Employees working as cashiers also prepared the deposit.

Risk Level: Moderate

Recommendation:

We recommend that the deposit be prepared by an employee who does not perform cashiering duties.

Management Response:

Utmost effort is made to separate closing cashiers from the opening responsibilities or preparing deposits. However, due to limited staffing resources and scheduling conflicts this is not always feasible. Preparing deposits is primarily the responsibility of the Library Circulation Supervisor and Assistant Circulation Supervisor. The Library believes that sufficient compensating controls are in place to mitigate any risks to public funds.

Finding # 2 - Individual accountability was not established for funds entrusted to each cashier.

Risk Level: Moderate

Recommendation:

We recommend that individual accountability be established for funds entrusted to each cashier.

Management Response:

The Library staff is cross-trained in different areas of library operations to better utilize their time and to provide better customer service. It would not be cost-effective for the Library to assign a dedicated cashier to each cash register due to low volume and low monetary value of transactions. The Library Management will look into the practicability of implementing a mid-day cash count which would help in establishing cashier accountability.

Finding # 3 - The cash drawer can be opened without an electronic record of the transaction.

Risk Level: Moderate

Recommendation:

We recommend that transactions conducted in the point-of-sale system result in an accurate receipting, recording, and accounting of public money.

Management Response:

The Library's Point of Sale software has a built-in feature that allows for the cash drawer to be

opened without a transaction record. The Library staff has been instructed to stop using this feature. The software company has been notified and a fix is expected in a future software release.

Finding # 4 – Credit card receipts were not safeguarded.

Risk Level: Low

Recommendation:

We recommend that credit card receipts be safeguarded.

Management Response:

Library Administration will purchase a locking file cabinet where credit card receipts can be securely stored.

Finding #5 – Meal reimbursement forms were not signed by the Elected Official or Division/Department Director.

Risk Level: Low

Recommendation:

We recommend that all Meal Reimbursement Forms be signed and dated by the Elected Official or Division/Department Director.

Management Response:

All Meal Reimbursement Forms are sent to the Library Fiscal Manager who is designated by the Library Director to approve all meal reimbursement requests. The Purchasing Card paperwork along with the Meals Reimbursement Form is sent to the Fiscal Manager after the close of the billing cycle. The Fiscal Manager then reviews and signs the forms. Beginning June 2014, purchasing card holders will be scanning purchasing card paperwork to Fiscal Staff for review and approval so required signatures would have already been obtained.

Finding # 6 - An SAQ representing Library Services' compliance with PCI-DSS had not been completed and was not on file.

Risk Level: Low

Recommendation

We recommend that Library Agency management complete and sign an annual SAQ and that Taylorsville Library keep a copy of the SAQ on file to show they are aware of and compliant with PCI-DSS requirements.

Management Response:

Salt Lake County Library is currently seeking a system-wide PCI compliance. The Library is at 85% completion on SAQ-C certificate based on scanning data from a third party PCI scanning service. The Library is also working with the County Information Services to provided PCI Awareness training to library staff that handles credit card payments; training is expected to begin in June, 2014.