Duplicate Vendor Payments: We analyzed 21,429 vendor invoices paid in February 2013 amounting to about $169 million and found 99.99% of the invoices were paid only once. Of the $169 million vendor invoices, we identified three (3) potential duplicate payments made to vendors totaling $384.

To date we have identified $1,020,917 in duplicate vendor payments, of which $1,006,336 or 99% has been recovered.

Providing Facts and Perspectives Countywide

RISK BASED AUDITING

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Certified Information Technology Professional (CITP)
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OC Internal Audit Department, visit our website: www.ocgov.com/audit

OC Fraud Hotline (714) 834-3608
Transmittal Letter

Audit No. 1238-I        March 18, 2013

TO: Jan Grimes, Chief Deputy Auditor-Controller
    Steve Danley, Director
    Human Resource Services
    Ronald C. Vienna, County Purchasing Agent
    County Procurement Office

SUBJECT: Results of Continuous Auditing Using CAATS: Auditor-Controller, Human Resource Services, & County Procurement Office – Duplicate Vendor Payments & Other Routines

We have completed the March 2013 report of Results of Continuous Auditing Using CAATS (Computer-Assisted Audit Techniques). The final report is attached for your information. Recoveries to date from duplicate vendor payments are $1,006,336.

Each month I submit an Audit Status Report to the Board of Supervisors (BOS) where I detail any material and significant audit issues released in reports during the prior month and the implementation status of audit recommendations as disclosed by our Follow-Up Audits. Accordingly, the results of this audit will be included in a future status report to the BOS.

As always, the Internal Audit Department is available to partner with your staff so that they can successfully implement or mitigate difficult audit recommendations. Please feel free to call me should you wish to discuss any aspect of our audit report.

We appreciate the courtesy and cooperation extended to us by the personnel of your offices. If we can be of further assistance, please contact me directly at (714) 834-5475 or Michael Goodwin, Senior Audit Manager at (714) 834-6066.

Respectfully Submitted,

Dr. Peter Hughes, CPA, Director
Internal Audit Department

Attachment
Distribution Pursuant to Audit Oversight Committee Procedure No. 1:

Members, Board of Supervisors
Members, Audit Oversight Committee
Robert J. Franz, Interim County Executive Officer
Victoria Ross, Director, Central Accounting Operations, Auditor-Controller
Paul Villanueva, Senior Manager, A-C/Claims and Disbursing
Bill Malohn, Manager, A-C/Information Technology/CAPS G/L System Support
Terri Bruner, Assistant Director, Human Resource Services/Operations Division
Kim Evans, Administrative Manager, Human Resource Services/Administration
Foreperson, Grand Jury
Susan Novak, Clerk of the Board of Supervisors
Vavrinek, Trine, Day & Co.
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*Auditor-Controller, Human Resource Services, & County Procurement Office – Duplicate Vendor Payments and Other Routines*
*Audit No. 1238-I*

*For the Month:*
*March 2013*

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<th>i</th>
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Audit No. 1238-I  
March 18, 2013

TO:     Jan Grimes, Chief Deputy Auditor-Controller
        Steve Danley, Director, Human Resource Services
        Ronald C. Vienna, County Purchasing Agent
        County Procurement Office

FROM:   Dr. Peter Hughes, CPA, Director
        Internal Audit Department

SUBJECT: Results of Continuous Auditing Using CAATS:
         Auditor-Controller, Human Resource Services, & County
         Procurement Office – Duplicate Vendor Payments and Other
         Routines

OBJECTIVES

Each month, the Internal Audit Department conducts a variety of continuous
auditing of vendor payment and payroll activity utilizing Computer-Assisted
Audit Techniques (known by the acronym CAATS). Our objectives are to
analyze selected vendor payment and payroll data to identify:

1. **Duplicate Payments**: Duplicate payments made to vendors. This CAAT
   is performed monthly.

2. **Employee Vendor Match**: Employees that bought goods or issued
   contracts to themselves or a related vendor. This CAAT is performed
   quarterly.

3. **OC Working Retiree/Extra Help Hours**: County retirees working as
   extra help in excess of mandated hour limits of 960 or 720 hours for FY
   12-13. The mandated limits required by Government Code Sections
   31680.6 and 31641.04 are per fiscal year and this CAAT is performed
   monthly and annually.

4. **Payroll Direct Deposits**: Multiple employee paychecks directly
   deposited to the same bank account which could be an indicator of
   inappropriate payments. This CAAT is performed monthly.

TO:     Jan Grimes, Chief Deputy Auditor-Controller
        Steve Danley, Director, Human Resource Services
        Ronald C. Vienna, County Purchasing Agent
        County Procurement Office

FROM:   Dr. Peter Hughes, CPA, Director
        Internal Audit Department

SUBJECT: Results of Continuous Auditing Using CAATS:
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4. **Payroll Direct Deposits**: Multiple employee paychecks directly
   deposited to the same bank account which could be an indicator of
   inappropriate payments. This CAAT is performed monthly.
BACKGROUND
Continuous auditing is a change to the traditional audit approach of periodic reviews of a sample of transactions to ongoing audit testing of 100 percent of transactions. Continuous auditing provides efficient and timely testing of transactions and/or controls to allow immediate notification and remediation by management. An important component of continuous auditing is the development of models for the ongoing (continuous) review of transactions at, or close to, the point at which they occur.

As a supplement to traditional audits performed, Internal Audit performs continuous auditing of selected vendor payment and payroll activities utilizing Computer-Assisted Audit Techniques (CAATs).

CAATs are automated queries applied to large amounts of electronic data searching for specified characteristics. We use a proprietary, best practices and industry recognized software product to help us in this process.

CAATs differ from our traditional audits in that CAATs can query 100% of a data universe whereas the traditional audits typically test but a sample of transactions from the population.

Resulting exceptions or findings are forwarded to the appropriate department for validation and/or resolution. Depending on the department’s review, the exceptions may or may not be a finding.

Often there is additional data needed to validate the exception that is only known at the department level. We also partner with the departments to identify internal control enhancements with the purpose of preventing future occurrences of the type of findings identified by the CAATs.

We are keeping the details of our process and the vulnerabilities identified to a general discussion because of the risks associated with disclosing specific details of our financial and accounting processes.

SCOPE
This report details the CAAT work we performed in March 2013. Our analysis included a review of the following data:

1. **Duplicate Payments:** 21,429 vendor invoices totaling $168,728,163 for potential duplicate payments.

2. **Employee Vendor Match:** This routine is performed on a quarterly basis; therefore, it was not performed in February 2013. The next analysis will be performed at March 31, 2013.

3. **OC Working Retiree/Extra Help Hours:** County working retiree/extra help hours worked during FY 12-13 for individuals exceeding annual fiscal year limits of 960 or 720 hours, as mandated by Government Code Sections 31680.6 and 31641.04.

4. **Payroll Direct Deposits:** 36,011 payroll direct deposit transactions processed for pay periods #03 (1/11/13 – 1/24/13) and #04 (1/25/13 – 2/27/13) for suspicious direct deposit activity.
RESULTS

For the month of March 2013, we found the following:

- **Objective #1 – Duplicate Payments:**
  We identified three (3) potential duplicate payments made to vendors totaling $384 or .0002% of the $169 million of vendor invoices processed during February 2013.

  **Value-added Information**
  Based on the to-date recoveries of $1,006,336 from the duplicate vendor payment routine, these computer assisted routines have paid for themselves and are returning monies to the County that may otherwise be lost. To date, we have issued 130 monthly performance reports for the CAATs.

- **Objective #2 – Employee Vendor Match:**
  This routine is performed on a quarterly basis. All employee-vendor matches identified to date have been resolved to Human Resource Services (HRS) satisfaction. The next analysis will be performed at March 31, 2013.

- **Objective #3 – OC Working Retiree/Extra Help Hours:**
  As of February 21, 2013, no OC working retirees exceeded the annual fiscal year 2012-2013 limits of 960 or 720 hours mandated by Government Code Sections 31680.6 and 31641.04.

- **Objective #4 – Payroll Direct Deposits:**
  Analysis performed with no findings noted.

See the Detailed Results section for further information.
1. Duplicate Payments (Objective #1)

We used a CAAT routine to identify potential duplicate payments made to vendors during February 2013.

A. Results

We identified three (3) potential duplicate payment made to vendors totaling $384, or .0002%, of the $169 million in vendor invoices processed during February 2013. The Auditor-Controller continues to investigate all duplicate payments and is pursuing collection. Currently, the County has a recovery rate of about 99% on these duplicate payments that have been identified since the inception of the CAAT routines.

The table below summarizes the duplicate payment activity to date:

<table>
<thead>
<tr>
<th>CAAT Report</th>
<th>Total</th>
<th>Not Duplicates</th>
<th>Recovered</th>
<th>In Process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#'s</td>
<td>$'s</td>
<td>#'s</td>
<td>$'s</td>
</tr>
<tr>
<td>2002</td>
<td>103</td>
<td>$99,980</td>
<td>19</td>
<td>$10,334</td>
</tr>
<tr>
<td>2003</td>
<td>50</td>
<td>$33,306</td>
<td>7</td>
<td>$10,175</td>
</tr>
<tr>
<td>2004</td>
<td>33</td>
<td>$105,779</td>
<td>7</td>
<td>$2,990</td>
</tr>
<tr>
<td>2005</td>
<td>67</td>
<td>$80,162</td>
<td>2</td>
<td>$668</td>
</tr>
<tr>
<td>2006</td>
<td>75</td>
<td>$347,008</td>
<td>16</td>
<td>$33,720</td>
</tr>
<tr>
<td>2007</td>
<td>93</td>
<td>$99,999</td>
<td>12</td>
<td>$8,411</td>
</tr>
<tr>
<td>2008</td>
<td>70</td>
<td>$77,712</td>
<td>11</td>
<td>$6,794</td>
</tr>
<tr>
<td>2009</td>
<td>100</td>
<td>$155,529</td>
<td>10</td>
<td>$30,173</td>
</tr>
<tr>
<td>2010</td>
<td>40</td>
<td>$84,059</td>
<td>7</td>
<td>$8,050</td>
</tr>
<tr>
<td>2011</td>
<td>22</td>
<td>$9,351</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>2012</td>
<td>18</td>
<td>$38,843</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>January 2013</td>
<td>1</td>
<td>$65</td>
<td>1</td>
<td>$65</td>
</tr>
<tr>
<td>February 2013</td>
<td>1</td>
<td>$120</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>March 2013</td>
<td>3</td>
<td>$384</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>676</td>
<td>$1,132,297</td>
<td>92</td>
<td>$111,380</td>
</tr>
</tbody>
</table>

B. Background

This CAAT routine concentrates on a sub-set of vendor invoices paid by the County that possess certain common attributes. The sub-set excludes one-time payments (such as election worker pay, jury duty pay, etc.) as well as recurring payments (periodic payments to the same payee for the same amount such as welfare, family support, etc.).

During the month of March 2013, 21,429 invoices for $168,728,163 were added to this data sub-set representing February 2013 transactions. Currently, the data sub-set includes 1,201,459 invoices totaling $13,070,028,519. The total data file from which the sub-set is derived includes 2,683,223 records totaling $28,894,619,051. For FY 11-12, established vendor payments were about $2.7 billion.

Our prior research has indicated that the duplicate payments are typically caused by human clerical error.
2. **Employee Vendor Match (Objective #2)**
   We used a CAAT routine to identify employees that share a similar address or phone number as a vendor. This may identify employees buying goods or issuing contracts to themselves or a related vendor. This routine is performed quarterly.

   **Status:**
   This routine is performed on a quarterly basis. All employee-vendor matches identified to date have been resolved to Human Resource Services (HRS) satisfaction. The next analysis will be performed at March 31, 2013.

3. **OC Working Retiree/Extra Help Hours (Objective #3)**
   We performed an analysis of working retiree hours to identify retirees working as extra-help in excess of Government Code Sections 31680.6 and 31641.04 mandated limits. Our criteria are 960 hours (maximum allowed for regular retirees) or 720 hours (maximum for early retirees) during FY 12-13.

   **Status:**
   The Government Code Sections 31680.6 and 31641.04 mandated limits are per fiscal year and we perform this review monthly. The County’s timekeeping system (VTI) automatically alerts the working retiree and their supervisor when the working retiree is approaching the mandated limit. As of February 21, 2013, there were 164 OC working retirees with hours; non-County working retirees are excluded from these totals (e.g. Superior Court, OCERS, LAFCO, etc.). As of February 21, 2013, no OC working retiree exceeded the annual fiscal year limits.

   As of February 21, 2013, FY 12-13 OC working retiree/extra-help hours were:

<table>
<thead>
<tr>
<th>Department</th>
<th>No. of OC Working Retirees</th>
<th>FY 12-13 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff-Coroner</td>
<td>89</td>
<td>42,714</td>
</tr>
<tr>
<td>District Attorney</td>
<td>26</td>
<td>19,293</td>
</tr>
<tr>
<td>Probation</td>
<td>9</td>
<td>5,439</td>
</tr>
<tr>
<td>Assessor</td>
<td>13</td>
<td>4,205</td>
</tr>
<tr>
<td>Health Care Agency</td>
<td>10</td>
<td>3,658</td>
</tr>
<tr>
<td>OC Public Works</td>
<td>5</td>
<td>2,173</td>
</tr>
<tr>
<td>Child Support Services</td>
<td>3</td>
<td>819</td>
</tr>
<tr>
<td>Social Services Agency</td>
<td>3</td>
<td>627</td>
</tr>
<tr>
<td>Treasurer-Tax Collector</td>
<td>1</td>
<td>545</td>
</tr>
<tr>
<td>CEO Data Center</td>
<td>1</td>
<td>308</td>
</tr>
<tr>
<td>Auditor-Controller</td>
<td>1</td>
<td>255</td>
</tr>
<tr>
<td>Clerk of the Board</td>
<td>1</td>
<td>110</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>County Counsel</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>164</strong></td>
<td><strong>80,193</strong></td>
</tr>
</tbody>
</table>
4. **Payroll Direct Deposits (Objective #4)**
We used a CAAT routine to identify multiple employee paychecks directly deposited to the same bank account in the same pay period. We review results to determine there has been no irregular direct deposit activity. For FY 11-12, direct deposits for regular payroll were about $1.3 billion.

**Results:**
This CAAT was applied in March 2013 with no findings noted.