Duplicate Vendor Payments: We analyzed 19,824 vendor invoices paid in November 2013 amounting to about $150 million and found 100% of the invoices were paid only once. Of the $150 million vendor invoices, we identified no (0) potential duplicate payments made to vendors.

To date we have identified $1,025,809 in duplicate vendor payments, of which $1,013,713 or 99% has been recovered.

Audit No: 1349-F
Report Date: December 16, 2013

Director: Dr. Peter Hughes, MBA, CPA, CIA
Senior Audit Manager: Michael Goodwin, CPA, CIA
Audit Manager: Carol Swe, CPA, CIA, CISA
IT Audit Manager: Wilson Crider, CPA, CISA

Risk Based Auditing


American Institute of Certified Public Accountants Award to Dr. Peter Hughes as 2010 Outstanding CPA of the Year for Local Government

GRC (Government, Risk & Compliance) Group 2010 Award to IAD as MVP in Risk Management

2009 Association of Certified Fraud Examiners’ Hubbard Award to Dr. Peter Hughes for the Most Outstanding Article of the Year – Ethics Pays

2008 Association of Local Government Auditors’ Bronze Website Award

2005 Institute of Internal Auditors’ Award to IAD for Recognition of Commitment to Professional Excellence, Quality, and Outreach
Independence  Objectivity  Integrity

Orange County Board of Supervisors’
Internal Audit Department


Providing Facts and Perspectives Countywide

RISK BASED AUDITING

Dr. Peter Hughes  Ph.D., MBA, CPA, CCEP, CITP, CIA, CFE, CFF, CGMA
Director
Certified Compliance & Ethics Professional (CCEP)
Certified Information Technology Professional (CITP)
Certified Internal Auditor (CIA)
Certified Fraud Examiner (CFE)
Certified in Financial Forensics (CFF)
Chartered Global Management Accountant (CGMA)

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To access and view audit reports or obtain additional information about the OC Internal Audit Department, visit our website: www.ocgov.com/audit

OC Fraud Hotline (714) 834-3608
Transmittal Letter

Audit No. 1349-F December 16, 2013

TO: Jan Grimes, Auditor-Controller
Steve Danley, Chief Human Resources Officer
Human Resource Services
Rob Richardson, County Purchasing Agent
County Procurement Office

SUBJECT: Results of Continuous Auditing
Using CAATS – December 2013:
Auditor-Controller, Human Resource Services,
& County Procurement Office – Audit for
Duplicate Vendor Payments & Other Periodic

We have completed the December 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 $1,013,713.

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
Letter from Director Peter Hughes

Distribution Pursuant to Audit Oversight Committee Procedure No. 1:

- Members, Board of Supervisors
- Members, Audit Oversight Committee
- Michael B. Giancola, County Executive Officer
- Mark Denny, Chief Operating Officer
- Frank Kim, Chief Financial 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
- Macias Gini & O’Connell LLP, County External Auditor
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*Results of Continuous Auditing Using CAATS – December 2013: Auditor-Controller, Human Resource Services, & County Procurement Office – Audit for Duplicate Vendor Payments and Other Periodic Routines*

*Audit No. 1349-F*

*For the Month:*

*December 2013*

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<th>Section</th>
<th>Page</th>
</tr>
</thead>
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<td>OC Internal Auditor's Report</td>
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<tr>
<td>SCOPE</td>
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</tr>
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<td>3</td>
</tr>
</tbody>
</table>

**DETAILED RESULTS**

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Audit No. 1349-F   December 16, 2013

TO: Jan Grimes, Auditor-Controller
    Steve Danley, Chief Human Resources Officer
    Human Resource Services
    Rob Richardson, County Purchasing Agent
    County Procurement Office

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

SUBJECT: Results of Continuous Auditing Using CAATS – December 2013:
         Auditor-Controller, Human Resource Services, & County
         Procurement Office – Audit for Duplicate Vendor Payments
         and Other Periodic Routines

OBJECTIVES

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

1. **Duplicate Vendor 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 13-14. 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.

Audit Highlight

We analyzed 19,824 vendor invoices paid in November 2013 amounting to about $150 million and found 100% of the invoices were only paid once.

Of the $150 million vendor invoices, we identified no (0) potential duplicate payments made to vendors.

To date we have identified $1,025,809 in duplicate vendor payments, of which $1,013,713 or 99% has been recovered.
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% 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 payments 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 December 2013. Our analysis included a review of the following data:

1. Duplicate Vendor Payments: 19,824 vendor invoices paid in November 2013 totaling $150,397,225 to identify potential duplicate payments.

2. Employee Vendor Match: This routine is performed on a quarterly basis and was not performed in December. Our next analysis will be performed at December 31, 2013.

3. OC Working Retiree/Extra Help Hours: County working retiree/extra help hours worked during FY 13-14 to identify 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: 36,333 payroll direct deposit transactions processed for pay periods #23 (10/18/13 – 10/31/13) and #24 (11/01/13 – 11/14/13) to identify suspicious direct deposit activity.
RESULTS

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

■ **Objective #1 – Duplicate Vendor Payments:**
  We identified **no (0) potential duplicate payments** made to vendors of the **$150 million** of vendor invoices processed during November 2013.

  **Value-added Information**
  Based on the to-date recoveries of **$1,013,713** 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 139 monthly performance reports for the CAATs.

■ **Objective #2 – Employee Vendor Match:**
  This routine is performed on a quarterly basis and was not performed in December. All employee-vendor matches identified to date have been resolved. Our next analysis will be conducted at December 31, 2013.

■ **Objective #3 – OC Working Retiree/Extra Help Hours:**
  As of November 28, 2013, **no OC working retirees exceeded the annual fiscal year 2013-2014 limits** of 960 or 720 hours mandated by Government Code Sections 31680.6 and 31641.04.

■ **Objective #4 – Payroll Direct Deposits:**
  Analysis performed on 36,333 direct deposit transactions with **no findings noted**.

See the Detailed Results section for further information.
1. Duplicate Vendor Payments (Objective #1)
   We used a CAAT routine to identify potential duplicate payments made to vendors during November 2013.

Results:
We identified no (0) potential duplicate payments made to vendors of the $150 million in vendor invoices processed during November 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 #’s</th>
<th>Total $’s</th>
<th>Not Duplicates #’s</th>
<th>Not Duplicates $’s</th>
<th>Recovered #’s</th>
<th>Recovered $’s</th>
<th>In Process #’s</th>
<th>In Process $’s</th>
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<tr>
<td>2002</td>
<td>103</td>
<td>$99,980</td>
<td>19</td>
<td>$10,334</td>
<td>80</td>
<td>$87,808</td>
<td>4</td>
<td>$1,838</td>
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<td>7</td>
<td>$10,175</td>
<td>39</td>
<td>$21,020</td>
<td>4</td>
<td>$2,111</td>
</tr>
<tr>
<td>2004</td>
<td>33</td>
<td>$105,779</td>
<td>7</td>
<td>$2,990</td>
<td>24</td>
<td>$101,460</td>
<td>2</td>
<td>$1,329</td>
</tr>
<tr>
<td>2005</td>
<td>67</td>
<td>$80,162</td>
<td>2</td>
<td>$668</td>
<td>64</td>
<td>$78,472</td>
<td>1</td>
<td>$1,022</td>
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<td>2006</td>
<td>75</td>
<td>$347,008</td>
<td>16</td>
<td>$33,720</td>
<td>56</td>
<td>$311,421</td>
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<td>$1,867</td>
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<tr>
<td>2007</td>
<td>93</td>
<td>$99,999</td>
<td>12</td>
<td>$8,411</td>
<td>78</td>
<td>$90,920</td>
<td>3</td>
<td>$668</td>
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<tr>
<td>2008</td>
<td>70</td>
<td>$77,712</td>
<td>11</td>
<td>$6,794</td>
<td>58</td>
<td>$70,718</td>
<td>1</td>
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<tr>
<td>2009</td>
<td>100</td>
<td>$155,529</td>
<td>10</td>
<td>$30,173</td>
<td>90</td>
<td>$125,356</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>2010</td>
<td>40</td>
<td>$84,059</td>
<td>7</td>
<td>$8,050</td>
<td>31</td>
<td>$75,980</td>
<td>2</td>
<td>$29</td>
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<tr>
<td>2011</td>
<td>22</td>
<td>$9,351</td>
<td>0</td>
<td>$0</td>
<td>22</td>
<td>$9,351</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>2012</td>
<td>18</td>
<td>$38,843</td>
<td>0</td>
<td>$0</td>
<td>18</td>
<td>$38,843</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>January 2013</td>
<td>1</td>
<td>$65</td>
<td>1</td>
<td>$65</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>February 2013</td>
<td>1</td>
<td>$120</td>
<td>0</td>
<td>$1</td>
<td>$120</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>March 2013</td>
<td>3</td>
<td>$384</td>
<td>0</td>
<td>$3</td>
<td>$384</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>April 2013</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>May 2013</td>
<td>1</td>
<td>$237</td>
<td>0</td>
<td>$1</td>
<td>$237</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>June 2013</td>
<td>1</td>
<td>$29</td>
<td>1</td>
<td>$29</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>July 2013</td>
<td>2</td>
<td>$4,548</td>
<td>0</td>
<td>$1</td>
<td>$1,623</td>
<td>1</td>
<td>$2,925</td>
<td></td>
</tr>
<tr>
<td>August 2013</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>September 2013</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>October 2013</td>
<td>1</td>
<td>$107</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>1</td>
<td>$107</td>
<td></td>
</tr>
<tr>
<td>November 2013</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>December 2013</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>681</td>
<td><strong>$1,137,218</strong></td>
<td>93</td>
<td><strong>$111,409</strong></td>
<td>566</td>
<td><strong>$1,013,713</strong></td>
<td>22</td>
<td><strong>$12,096</strong></td>
</tr>
</tbody>
</table>

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 December 2013, 19,824 invoices for $150,397,225 were added to this data sub-set representing November 2013 transactions. Currently, the data sub-set includes 1,392,945 invoices totaling $15,004,509,405. The total data file from which the sub-set is derived includes 2,991,174 records totaling $32,575,849,897. For FY 12-13, established vendor payments were about $2.6 billion.

Our prior research has indicated that the duplicate payments are typically caused by human clerical error.
Detailed Results

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.

   Results:
   This routine is performed on a quarterly basis and was not performed in December. All employee-vendor matches identified to date have been resolved. Our next analysis will be performed at December 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 13-14.

   Results:
   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 November 28, 2013, there were 167 OC working retirees with hours; non-County working retirees are excluded from these totals (e.g. Superior Court, OCERS, LAFCO, etc.). As of November 28, 2013, no OC working retiree exceeded the annual fiscal year limits.

<table>
<thead>
<tr>
<th>Department</th>
<th>No. of OC Working Retirees</th>
<th>FY 13-14 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff-Coroner</td>
<td>87</td>
<td>26,349</td>
</tr>
<tr>
<td>District Attorney</td>
<td>31</td>
<td>10,428</td>
</tr>
<tr>
<td>Probation</td>
<td>11</td>
<td>3,442</td>
</tr>
<tr>
<td>Assessor</td>
<td>13</td>
<td>3,413</td>
</tr>
<tr>
<td>Health Care Agency</td>
<td>11</td>
<td>2,251</td>
</tr>
<tr>
<td>OC Public Works</td>
<td>4</td>
<td>1,489</td>
</tr>
<tr>
<td>Social Services Agency</td>
<td>4</td>
<td>1,436</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>2</td>
<td>696</td>
</tr>
<tr>
<td>Treasurer-Tax Collector</td>
<td>1</td>
<td>373</td>
</tr>
<tr>
<td>BOS 2nd District</td>
<td>1</td>
<td>241</td>
</tr>
<tr>
<td>OC Community Resources</td>
<td>1</td>
<td>84</td>
</tr>
<tr>
<td>Child Support Services</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>167</strong></td>
<td><strong>50,218</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. For the month of November 2013, there were 36,333 regular payroll direct deposit transactions as shown below:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th># of Direct Deposit Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP23</td>
<td>10/18/13 – 10/31/13</td>
<td>18,184</td>
</tr>
<tr>
<td>PP24</td>
<td>11/01/13 – 11/14/13</td>
<td>18,149</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>36,333</td>
</tr>
</tbody>
</table>

Results:

We reviewed results to determine whether there has been any irregular direct deposit activity. No unusual direct deposit activity was identified. For FY 12-13, direct deposits for regular payroll were about $1.3 billion.