

**BROOME COUNTY
DEPARTMENT OF AUDIT AND CONTROL**

ACCOUNTS PAYABLE DOCUMENTATION AUDIT

SECOND QUARTER 2016

Alex J. McLaughlin, Comptroller



Broome County Department of Audit and Control

Alex J. McLaughlin, Comptroller . Daniel J. Reynolds, Chairman of the Legislature

January 11, 2017

Jason T. Garnar, County Executive

The Department of Audit and Control has performed an audit of Accounts Payable documentation for the second quarter of 2016. The principal objective was to verify that amounts disbursed through the accounts payable process were proper in accordance with all applicable laws, regulations and policies and that they are supported by adequate, competent documentation.

The audit was conducted in accordance with generally accepted auditing standards. Such standards require that the Department of Audit and Control plan and perform the audit to adequately assess the accuracy of the financial records and adequacy of the internal controls and that we examine, on a test basis, sufficient, competent and relevant evidence to afford a reasonable basis for our conclusions.

Based on the results of our examination, it is our opinion that, except for the instances described herein, amounts disbursed through the accounts payable process were proper in accordance with all applicable laws, regulations and policies and that they are supported by adequate, competent documentation.

Sincerely,

Alex J. McLaughlin

Comptroller

Cc: Daniel J. Reynolds, Chairman of the Legislature
Members of the Legislature
Aaron M. Martin, Clerk of the Legislature
Kevin M. McManus, Deputy County Executive
Department Heads, Fiscal Contact

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BACKGROUND

Weekly, Broome County processes more than 1,000 vouchers, cuts nearly 500 checks and disburses nearly \$7 million through its accounts payable system.

The Department of Audit and Control is responsible for auditing all of these disbursements to ensure that they are an appropriate use of County funds, that they are proper in accordance with all applicable laws, regulations and policies and that they are supported by adequate, competent documentation.

We use a two-step process to fulfill our auditing obligations with regard to accounts payable. First, we examine an electronic version of every payment request to ensure that it is appropriate, properly classified and made in accordance with applicable laws, regulations and policies. If these criteria are satisfied, the disbursement is approved. Then, we select a sample from these disbursements for detail testing. We visit each department and verify that the backup maintained to support the selected disbursements is adequate, correct and complete.

Any instances of non-compliance that we identified are included in this report.

REPORTABLE CONDITIONS

1. SOLID WASTE

The Solid Waste Department paid for goods that were shipped to an employee's house. The two separate orders for vacuum cleaner filters, totaled \$38.90.

The situation was described as a mix-up resulting from the employee's inadvertently ordering the filters from her personal Amazon account, which is coded for delivery to her home address.

The employee advised that these filters are not compatible with her home appliances and that she brought them to work upon receipt.

We were not able to confirm this.

2. PARKS

The Parks Department paid \$13,792 for engineering services that were not billed in accordance with the terms of the applicable contract. The contract requires that services be billed by the hour in accordance with specific stipulated rates.

The Parks Department paid for services delivered as lump sum with no supporting documentation or detail.