



*Final
Report*

County of San Diego, California

Auditor and Controller

**Firestorm 2007 Expenditures
Submitted for FEMA/OES
Reimbursement Validation Audit –
Registrar of Voters**

Office of **A**udits & **A**dvisory **S**ervices

February 2009
Report No. A09-028



COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

February 19, 2009

TO: Deborah Seiler
Registrar of Voters

FROM: Kenneth J. Mory
Chief of Audits

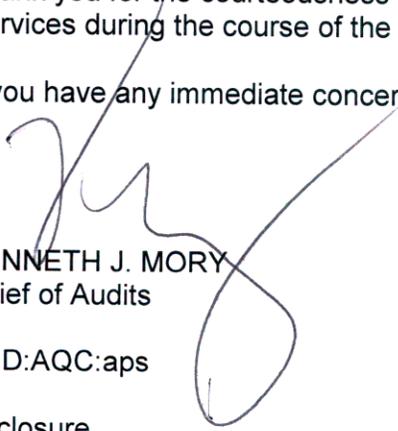
**FINAL REPORT: FIRESTORM 2007 EXPENDITURES SUBMITTED FOR FEMA/OES
REIMBURSEMENT VALIDATION AUDIT – REGISTRAR OF VOTERS**

Enclosed is our report on the Firestorm 2007 Expenditures Submitted for FEMA/OES Reimbursement Validation Audit – Registrar of Voters. In our opinion, the Registrar of Voters has sufficient and appropriate documentation supporting the amounts claimed on the FEMA Project Worksheet.

As there are no material findings in the report, no audit response is required.

Thank you for the courteousness and cooperation extended to the Office of Audits & Advisory Services during the course of the audit.

If you have any immediate concerns about the report, please contact me at (858) 495-5662.


KENNETH J. MORY
Chief of Audits

AUD:AQC:aps

Enclosure

c: Mikel D. Haas, Deputy Chief Administrative Officer, Community Services Group
Donald F. Steuer, Chief Financial Officer
Tracy M. Sandoval, Assistant Chief Financial Officer/Auditor and Controller
Kaye Hobson, Group Finance Director, Community Services Group

INTRODUCTION AND BACKGROUND

Starting on October 21, 2007, seven wildfires burned through the County of San Diego. These fires resulted in over 369,000 acres burned, or 13% of the County's total land mass. Extensive damage was caused to 1,751 homes, 800 outbuildings, 253 structures, 239 vehicles, and two commercial properties.

As declared by the Federal Emergency Management Agency (FEMA), Firestorm 2007's official incident period began October 21, 2007. It was officially closed as of March 31, 2008.

Beginning on October 21, 2007, various departments in San Diego County mobilized employees to assist in multiple disaster-related activities. County departments worked to procure and disseminate materials and to provide disaster assistance to County citizens with personal, property, and/or livestock issues, as well as to provide fire-fighting efforts and other services toward the safety and well-being of displaced and affiliated County residents.

The Director, Office of Emergency Services (OES) has been leading the overall County operational efforts while the Group Finance Director, Public Safety Group has led the Finance team.

The Chief Financial Officer (CFO) requested that the Office of Audits & Advisory Services (OAAS) conduct an audit of the Registrar of Voters' Firestorm 2007 related expenditures amounts claimed for reimbursement to:

- 1) Prevent any material disallowance by the Office of Inspector General (OIG) of amounts claimed; and
- 2) Provide reasonable assurance to the CFO and County management that the claims and reimbursements are adequately supported.

The Registrar of Voters (ROV) submitted a total claim of \$1,438 for labor and \$6,410 for contracts resulting from the October 2007 wildfires (Firestorm 2007). ROV incurred these costs when employees were deployed to assist the County Logistic Team in the movement of goods and ordering of services, and to provide general support at Emergency Operation Reverse 911/211 call centers. Based on their review of supporting records for the claim, the FEMA project officers submitted two project worksheets (PW) for these costs, PW ROV59 for total cost of \$3,138 and PW ROV63 for total cost of \$4,710.

AUDIT SCOPE AND LIMITATIONS

The objective of the audit was to ensure that the department has gathered, organized, titled and referenced documentation supporting cost claims on FEMA Project Worksheets (PWs) and State Damage Survey Reports (DSRs), and that all the supporting documentation will be maintained in a manner that the OIG and other reviewers can easily follow.

The information reviewed and submitted for reimbursement was based on expenditures as reported by ROV. FEMA/OES project officers assigned to ROV made the final eligibility determination. OAAS did not make eligibility determinations of the expenditures submitted to FEMA/OES for reimbursement.

This audit was conducted in accordance with auditing standards prescribed by the Institute of Internal Auditors, Inc., as required by California Government Code, Section 1236.

METHODOLOGY

OAAS reviewed the supporting documentation for the ROV costs submitted to FEMA or State for reimbursement by:

- Verifying that all supporting documentation was organized, titled, and cross-referenced with the line items listed on each PW or DSR;
- Reviewing the Damage Description and Scope of Work (SOW) to verify the types of expenses incurred in the PW or DSR;
- Comparing the amount reported on the PW or DSR to the amounts provided in supporting documentation to ensure the total amounts reconciled and that required documentation was provided;
- Recalculating the total amount claimed to ensure that the amount calculated from the supporting documentation agreed with the total amount listed on the PW or DSR; and
- Testing contract expenses incurred to verify that they are adequately supported by complete and accurate documentation.

AUDIT RESULTS

OAAS' review of supporting documentation confirmed that labor and contract costs of \$3,011 for PW ROV59 and contract cost of \$3,048 for PW ROV63 were properly substantiated.

However, while verifying the accuracy of labor overtime calculations and reconciling supporting records with the amount claimed on PW ROV59 and PW ROV63, OAAS identified that contract expenditures were overstated by \$127 out of the claimed amount of \$1,699 on PW ROV59 and \$1,662 out of the claimed amount of \$4,710 on PW ROV63. The claimed expenditures were based on estimates of services and equipment requested, not the actual expenditures processed through the County Chargeback system. Per FEMA guidance, only actual expenditures are eligible for reimbursement.

RECOMMENDATIONS

Due to the over-claimed contract expenditures of \$127 for PW ROV59 and \$1,662 for PW ROV63, ROV is cleared by OAAS to request reimbursement for eligible expenditures from the Firestorm 2007 Trust Fund for PW ROV59 for \$3,011 and for PW ROV63 for \$3,048.

The Department should maintain all original supporting documentation for the FEMA claims and keep them separate from other documentation.

COMMENDATION

The Office of Audits & Advisory Services commends and sincerely appreciates the courtesousness and cooperation extended by the ROV officers and staff throughout this audit.

AUDIT TEAM

Jim Pelletier, Senior Audit Manager
Angela Chen, Auditor I
Geena Balistrieri, Auditor I