

OFFICE OF AUDITS & ADVISORY SERVICES



BOARD OF SUPERVISORS DISTRICT 3 – OFFICERS’ TRANSITION AUDIT

FINAL REPORT

Chief of Audits: Juan R. Perez
Audit Manager: Lynne Prizzia, CISA, CRISC
Auditor I: Mercedes Pereira-Trent, MBA

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County of San Diego

TRACY DRAGER
AUDITOR AND CONTROLLER

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JUAN R. PEREZ
CHIEF OF AUDITS

February 19, 2021

TO: Terra Lawson-Remer, County Supervisor
Board of Supervisors – District 3

FROM: Juan R. Perez
Chief of Audits

FINAL REPORT: BOARD OF SUPERVISORS OFFICERS' TRANSITION AUDIT

Enclosed is our report on the Board of Supervisors Officers' Transition Audit. As there are no findings and recommendations 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 questions, please contact me at (858) 495-5661.

A handwritten signature in black ink, appearing to read "Juan R. Perez".

JUAN R. PEREZ
Chief of Audits

AUD:MPT:nb

Enclosure

c: Ebony N. Shelton, Deputy Chief Administrative Officer/Chief Financial Officer
Tracy Drager, Auditor and Controller
Rissa Japlit, Assistant Group Finance Director, Finance and General Government Group

INTRODUCTION

Audit Objective The Office of Audits & Advisory Services (OAAS) has completed an officers’ transition audit for the Board of Supervisors – District 3. The objective of the audit was to determine if there is reasonable assurance that the outgoing officer, Kristin D. Gaspar, and incoming officer, Terra E. Lawson-Remer, took appropriate actions and filed required reports as of January 4, 2021 in compliance with California Codes, County regulatory requirements, and County policies and procedures. These requirements were explained in the instruction letter provided to each officer.

Background The County Charter, Section 801.1(a), requires that OAAS conduct such an audit when County officers leave or assume office to determine if certain affidavits, authorizations, disclosures, and reports are properly completed and processed. These actions provide for an orderly transition of officers, establish proper accountability for public assets, and promote the County’s General Management System (GMS); including its key disciplines of accountability, transparency and ethical conduct, fiscal stability, and continuous improvement and innovation.

Audit Scope & Limitations The reports are the responsibility of the officer who signs them. OAAS’ responsibility is to provide an opinion on the reports based upon the audit.

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing prescribed by the Institute of Internal Auditors as required by California Government Code, Section 1236.

Methodology OAAS reviewed all the reports filed by the outgoing and incoming officers and obtained supporting documentation.

AUDIT RESULTS

Summary In our opinion, there is reasonable assurance that the outgoing and incoming officers took appropriate actions and filed required reports without exception, and in compliance with California Codes, County regulatory requirements, and County policies and procedures in connection with an officer’s transition.

Office of Audits & Advisory Services

C Compliance R Reliability E Effectiveness A Accountability T Transparency E Efficiency

VALUE