

OFFICE OF AUDITS & ADVISORY SERVICES



PLANNING & DEVELOPMENT SERVICES 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

AUDITOR AND CONTROLLER
OFFICE OF AUDITS & ADVISORY SERVICES
5530 OVERLAND AVENUE, SUITE 330, SAN DIEGO, CA 92123-1261
Phone: (858) 495-5991

JUAN R. PEREZ
CHIEF OF AUDITS

January 31, 2022

TO: Dahvia Lynch, Director
Planning & Development Services

FROM: Juan R. Perez
Chief of Audits

FINAL REPORT: PLANNING & DEVELOPMENT SERVICES OFFICERS' TRANSITION AUDIT

Enclosed is our report on the Planning & Development Services Officers' Transition Audit. As there are no findings and recommendations in the report, no audit response is required.

Thank you for the courtesousness 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 blue ink, appearing to read "Juan R. Perez".

JUAN R. PEREZ
Chief of Audits

AUD:MPT:nb

Enclosure

c: Sarah Aghassi, Deputy Chief Administrative Officer, Land Use & Environment Group
Tracy Drager, Auditor and Controller
Renee Loewer, Group Finance Director, Land Use & Environment Group

INTRODUCTION

Audit Objective The Office of Audits & Advisory Services (OAAS) has completed an officers' transition audit for Planning & Development Services (PDS). The objective of the audit was to determine if there is reasonable assurance that the outgoing officer, Kathleen A. Flannery, and incoming officer, Dahvia Y. Lynch, took appropriate actions and filed required reports as of November 15, 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.

The audit scope included the review and verification of the implementation status of the five recommendations identified in the A21-024 Transition Audit finalized in May 2021.

Due to this recent audit, no detail testing was performed for the A22-010 Transition 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 performed the current audit using the following methods:

- Reviewed the reports filed by the outgoing and incoming officers for accuracy and completeness, obtained supporting documentation, and performed limited internal control testing.
- Reviewed recommendations and corresponding findings identified in the A21-024 Transition Audit.
- Interviewed management and staff of PDS who were responsible for the implementation of audit recommendations.
- Validated through observation, inspection of records, and data analysis whether recommendations had been implemented and the original findings addressed.

AUDIT RESULTS

Summary

In our opinion, there is reasonable assurance that the outgoing and incoming officers took appropriate actions and filed required reports in compliance with California Codes, County regulatory requirements, and County policies and procedures in connection with an officer's transition.

Additionally, PDS has made progress in strengthening the controls over Minor Equipment, Capitalized Assets, and Revolving Funds management since May 2021.

As of December 2021, PDS has implemented all of the prior recommendations, as shown in Appendix A.

Appendix A Implementation Status of Prior Audit Recommendations

Original Finding	Original Recommendation	Implementation Status As of December 16, 2021		
		Implemented	Partially Implemented	Not Implemented
I. Internal Controls Over Minor Equipment and Capitalized Property Need Improvement	1. Develop the appropriate internal controls over the administration of the department assets to ensure that the individuals in charge of the assets have a clear understanding of their duties and responsibilities and are aware of County policies related to the administration of assets.	✓		
	2. Develop a checklist to facilitate the completion of the physical inventory of assets and maintenance of inventory records. This list should include, but not be limited to: a. Asset identification b. Location c. Working conditions d. Asset tags	✓		
	3. Ensure that asset decals are affixed to all minor equipment property including items noted in Table 1. (See A21-024)	✓		
	4. Submit Form AUD253 to Auditor and Controller's Projects, Revenue, and Grant Accounting Division to correct the capitalized property discrepancies noted, which include adding or updating capitalized asset tags and removing Asset No. 1004574 from the inventory.	✓		
II. Internal Controls Over Revolving Funds Management Need Improvement	1. Establish internal control procedures to address the revolving funds management deficiencies noted.	✓		

Office of Audits & Advisory Services

Compliance Reliability Effectiveness Accountability Transparency Efficiency

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