

Schedule of Internal Audit Examinations for 2024

Department		Historical		Prefd.	Scheduled	Estimated	Exam
Project Description		Estimated	Last Done	Examination	For	Hours	Hours
		Hours	Through	Cycle (yrs)	2024	2024	2024
2024 Examinations Completed and Reports Issued							
Auditor-Controller							
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	06/23	1 (Law)	X	60	32.00
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60	12.00
Child Support Services							
2401	General Department Examination	200	02/18	3	X	200	166.00
Health Services							
5402	Giftcard Review	New	New	Special	X	100	85.00
Employment and Human Services							
5001	FNS-209 Report Validation Review	100	06/23	3	X	100	47.00
Treasurer-Tax Collector							
0151	Treasury Cash & Investments - 1st qtr	50	03/23	1/4 (Law)	X	50	49.00
0151	Treasury Cash & Investments - 2nd qtr	50	05/23	1/4 (Law)	X	50	52.00
0151	Treasury Cash & Investments - July 1	50	07/23	1/4 (Law)	X	50	48.00
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	09/23	1/4 (Law)	X	50	54.00
0151	Treasury Cash & Investments - 4th qtr	50	12/23	1/4 (Law)	X	50	56.00
0151-A	Tax Collector Cash on Hand - 1st qtr	20	03/23	1/4	X	20	10.00
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	05/23	1/4	X	20	12.00
0151-A	Tax Collector Cash on Hand - July 1	20	07/23	1/4	X	20	14.00
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	09/23	1/4	X	20	11.00
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/23	1/4	X	20	13.00
0152	State of California Trust	60	04/13	4	X	60	110.00
0172	Treasury Oversight Committee (calendar year)	175	12/22	1 (Law)	X	175	244.00
Clerk-Recorder							
3551	General Department Examination	420	04/20	2	X	250	241.00
Health Services							
4671	Mental Health	175	04/17	2	X	175	289.00
Purchasing:							
1493	Procurement Card Program - 3rd qtr (2023)	100	09/22	1/4 (CAO)	X	100	73.00
1493	Procurement Card Program - 4th qtr (2023)	100	12/22	1/4 (CAO)	X	100	132.00
1493	Procurement Card Program - 1st qtr	100	03/23	1/4 (CAO)	X	100	117.00
1493	Procurement Card Program - 2nd qtr	100	06/23	1/4 (CAO)	X	100	132.00
1493	Procurement Card Program - 3rd qtr	100	09/22	1/4 (CAO)	X	100	125.00
Public Works							
0631	Fleet Services Inventory	120	06/18	3	X	120	82.00
1481	Print and Mail Inventory	120	06/21	3	X	120	114.00
Sheriff							
2555	Sheriff Training Center	200	05/16	2	X	200	155.00

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		Hours	Through	Cycle (yrs)	2024	2024	2024
Examination fieldwork completed-Reports to be Issued in 2025							
Treasurer-Tax Collector							
0157	Secured Tax Collections	200	12/16	2	X	200	385.00
Health Services							
4501	Public Health	250	03/18	2	X	250	319.00
County Libraries							
6201	Giftcard Review	New	New	Special	X	50	32.00
Probation							
3081	General Departmental Examination	240	04/22	2 (Law)	X	240	365.00
Examinations started in 2024 and to be completed in 2025							
County Administrator							
0031	Measure X	New	New	Special	X	150	75.00
Employment and Human Services							
5001	Aging and Adult Services	200	04/17	3	X	200	79.00
Sheriff							
2553	Seized and Forfeited Property	150	12/12	5	X	150	100.00

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Calendar Year 2025

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		Hours	Through	Cycle (yrs)	2025	2025
Board of Supervisors						
1105	District 5 General Department Examination (including MACs)	100	06/16	4	X	100
County Administrator						
0031	Measure X Funding	New	New	Special	X	150
Auditor-Controller						
0105	Revolving/Cash Diff. Fund!& Shortage Report (fiscal year)	60	06/24	1 (Law)	X	60
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)	60		1	X	60
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr	50	03/24	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	05/24	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	07/24	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	09/24	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	12/24	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	03/24	1/4	X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	05/24	1/4	X	20
0151-A	Tax Collector Cash on Hand - July 1	20	07/24	1/4	X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	09/24	1/4	X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/24	1/4	X	20
0155	Duplicate Payment Trust (831500)	75	04/14	4	X	75
0172	Treasury Oversight Committee (calendar year)	175	12/23	1 (Law)	X	175
Employment and Human Services						
5001	FNS-209 Report Validation Review	100	06/24	1	X	100
5001	Aging and Adult Services	200	04/17	3	X	200
Human Resources						
0351	General Department Examination	170	07/17	5	X	170
Health Services						
4671	Alcohol and Other Drugs	175	04/17	2	X	175
5401	Year End Inventory Control (Pharmacy)	110	06/15	3	X	110
5408	CCHP Vendor Payments	175	05/14	3	X	175
Purchasing:						
1493	Procurement Card Program - 3rd qtr	100	09/24	1/4 (CAO)	X	100
1493	Procurement Card Program - 2nd qtr	100	06/24	1/4 (CAO)	X	100
1493	Procurement Card Program - 1st qtr	100	03/24	1/4 (CAO)	X	100
1493	Procurement Card Program - 4th qtr (2024)	100	12/23	1/4 (CAO)	X	100

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	Sheriff					
2553	Seized and Forfeited Property	150	12/12	5	X	150