AUDITOR

A Countywide Audit of Payroll: Assessor's Office **Arts & Culture** Parks & Recreation



An Audit of Salt Lake County Parks & Recreation Payroll

JULY 2024



An Audit of Salt Lake County Arts & Culture Payroll

JULY 2024



An Audit of Salt Lake County Assessor's Office Payroll

INE 2024







Chris Harding, CPA, CFE, CIA County Auditor

Office of the Audito Salt Lake County

Audit Team

Audit Team

Brenda Nelson, CISA, Audit Manager Tammy Brakey, Sr. Internal Auditor Matthew Cullinen, Internal Auditor Abigail Cooper, Internal Auditor Jacob Cantwell, Internal Auditor Chris Scott, Internal Auditor Hao Evans, Internal Auditor

Audit Management

Chris Harding, CPA, CFE, CIA, County Auditor Richard Jaussi, MBA, Chief Deputy Auditor Roswell Rogers, Senior Advisor Shawna Ahlborn, Audit Division Director

Audit Committee

Marty Van Wagoner, CPA, MBA

Audit Objectives

Objectives

Provide reasonable assurance that the internal controls in place are adequate and effective and that the payroll processes comply with all applicable fiscal ordinances, policies, and procedures. Areas of audit focus:

- Onboarding of new employees
- Timekeeping
- Special allowances paid through payroll
- Overtime and compensatory time
- Reconciliations of payroll time and expenditures
- Offboarding of terminated employees

Audit Scope:

September 1, 2021 to August 31, 2022.

Agreement to the Facts Meetings

Assessor's Office

Meeting Date: May 2, 2024 Location: Virtually via Webex

Assessor's Office Staff:

Chris Stavros, County Assessor Tyler Andrus, Chief Deputy Assessor Reco Redhor, Division HR Coordinator Holly Hutchison, Admin & Fiscal Manager

Auditor's Office Staff:

Richard Jaussi, Chief Deputy Auditor Brenda Nelson, Audit Manager Tammy Brakey, Senior Internal Auditor Jacob Cantwell, Internal Auditor

Arts & Culture

Meeting Date: July 3, 2024 Location: Virtually via Webex

Arts & Culture Staff:

Robin Chalhoub, Community Services
Department Director
Matthew Castillo, Division Director
Jacquelynn Jones, HR Coordinator

Auditor's Office Staff:

Chris Harding, County Auditor Richard Jaussi, Chief Deputy Auditor Shawna Ahlborn, Audit Division Director Brenda Nelson, Audit Manager Jacob Cantwell, Internal Auditor Matthew Cullinen, Internal Auditor Abigail Dalton, Internal Auditor

Parks & Recreation

Meeting Date: July 10, 2024 Location: Virtually via Webex

Parks & Recreation Staff:

Robin Chalhoub, Community Services
Department Director
Jerry Brewster, Assoc. Division Director Golf
Brent Laulusa, Assoc. Director
Melissa Lugo, Human Resource Manager
Anna Bostrom, Accountant
Nikki Kilpatrick, Division Admin Assistant

Auditor's Office Staff:

Chris Harding, County Auditor
Richard Jaussi, Chief Deputy Auditor
Ross Roger, Senior Advisor
Shawna Ahlborn, Audit Division Director
Brenda Nelson, Audit Manager
Tammy Brakey, Senior Internal Auditor
Jacob Cantwell, Internal Auditor

Meridee Syme, Fiscal Coordinator

All Three Agencies Agreed to All Recommendations

- Assessor's Office
- Arts & Culture
- Parks & Recreation



 Termination Requests Submitted After Employees' Last Working Date and a Terminated Employee was Over Paid

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 Termination Requests Submitted After Employees' Last Working Date

Parks & Recreation

Access Termination Requests Not Submitted Timely

Parks and Recreation

 Background Checks Not Conducted or Not Conducted Before the Start of Employment

Control Weaknesses Over Remote Work and Vehicle Use

- Overtime Compensation Agreement forms not on file
- Authorization to Work Overtime was Not Documented
- No Internal Policy for Exempt Employee's Compensatory Time

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 Insufficient Overtime and Compensatory Time Approvals, No Internal Policy, and Missing or Conflicting Compensation Agreement Forms

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 Overtime Compensation Agreement Form Not Congruent with Time Earned

Timecards Not Approved by a Supervisor and a Lack of Segregation of Duties in Approvals

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- Timecards Not Approved by a Supervisor and a Lack of Segregation of Duties in Approvals
- No reconciliation of timekeeping data transferred to the payroll system

Parks & Recreation

- Timecards Not Approved by a Supervisor
- Unable to Place Reliance on Timeclock Entries
- Incomplete Paper Timesheet Documentation and Inaccurate Entries

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 Agency Did Not Understand Retro Pay and Final Payout Responsibilities

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- Documentation of an Employee Bonus Award Not Retained
- W-4 Forms Not Obtained and On File

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Documentation of Bonus Awards Not Retained

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 Outdated and Inadequate Documentation Supporting Employee Cell Phone Allowances

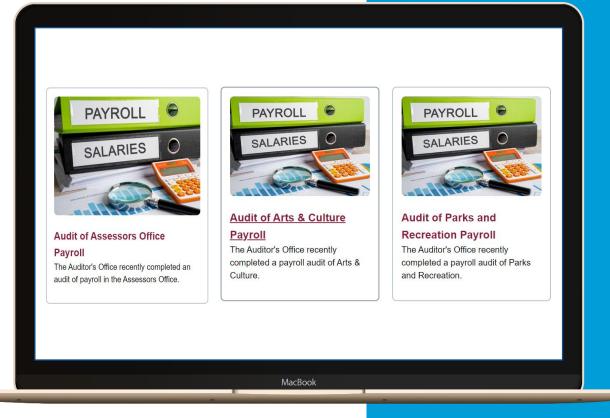
Parks & Recreation

Cell Phone Allowance Overpayments

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Gift Card Requests Lacking Proper Segregation of Duties and Authority

Audits Posted on our Website



THANKS