

County of Yolo

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June 11, 2013

Barbara Sommer
President of Yolo Chapter
California Grand Juror's Association
626 Georgetown Place
Davis, CA 95616-1822

via e-mail: cgjayolo@gmail.com

Dear Ms. Sommer and former members of the Grand Jury:

Follow-up Response to the 2009-10 & 2010-11 Grand Jury Reports

In response to your letter dated May 31, 2013, we have provided the status of the recommendations from prior Grand Jury Reports of 2009-10 & 2010-11. Our responses are stated below, under each of the Grand Jury recommendations.

2009-10 Grand Jury Report

Recommendation 10-10: Conduct an audit regarding DESS use of XTE.

Auditor-Controller Response dated 8/02/2010: We agree with this recommendation and have added this audit task to the countywide payroll audit which is in progress and scheduled to be completed in September 2010.

- a. **Implemented. We completed our audit of the countywide payroll dated February 14, 2011. The Internal Audit Division has also added the review of payroll timekeeping at various departments in 2013-14.**

2010-11 Grand Jury Report

Recommendation R-1: Implement a standard employee time and attendance policy and procedure to report hours worked and leave taken on a daily basis which will alleviate the potential for fraud and will ensure an adequate audit trail exists. The system should provide supervisorial approval.

Auditor-Controller Response dated 7/22/2011: This recommendation will be implemented. We worked with the County Administrator (HR Division) and County Counsel to develop a uniform countywide policy on employee timekeeping that we expect the Board to approve on August 2, 2011.

- a. **Implemented. The Yolo County Board of Supervisors adopted a Policy on Employee Timekeeping on August 2, 2011 that prescribes timekeeping practices for all employees of Yolo County for the purpose of ensuring adequate accountability.**

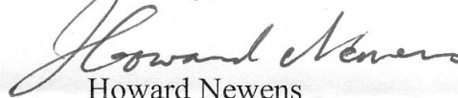
Recommendation R-2: *Identify funds to implement software such as the Oracle program or the enhanced function of PeopleSoft to alleviate the potential for time reporting fraud in the department and improve time, labor and attendance inefficiencies and inadequacies.*

Auditor-Controller Response dated 7/22/2011: The essence of this recommendation will be implemented. A comprehensive timekeeping system such as the Oracle's Time and Labor module is cost prohibitive at this time, although it will be included in the list of long-term capital projects as part of a payroll system. In the meantime, the IT Department is working on an enhancement to the Absence Management system to provide for employee and supervisor certification of time worked and time not worked.

- a. **Implemented. Of the 20 county departments, 16 use the countywide Absence Management system (E-Schedule) to track absences and 4 use their own systems. In addition, some departments use time sheets to certify time worked. The County realizes the need for a more uniform and robust timekeeping system and is preparing request for proposals for a payroll/HR system that includes automated timekeeping. We expect the request for proposal to be issued in the summer of 2013.**

We appreciate the opportunity to respond and thank the association for their continued interest and support to promote local government accountability.

Sincerely,



Howard Newens
Auditor-Controller &
Treasurer-Tax Collector

Cc: Yolo County Administrator