

Internal Audit

S o n o m a C o u n t y

Compliance Audit: County of Sonoma Treasury

Treasurer Investment Pool

For the Quarter Ended
December 31, 2018

- For the quarter ended December 31, 2018, the Treasury maintained an adequate system of controls for the purpose of complying with the applicable California Government Code sections.
- Cash and investments per the Auditor and the Treasurer's records were reconciled as required by Government Code §26905.
- A review was performed of the Treasurer's Statement of Assets by the County Auditor as required by Government Code §26920(a).
- A quarterly report was filed with the Clerk of the Board as required by Government Code §26922.

Audit No: 3580

Report Date February 21, 2019



Erick Roeser

Auditor-Controller-Treasurer-Tax Collector

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**County of Sonoma Treasury
Treasurer Investment Pool
Audit No. 3580**

For the Quarter Ended
December 31, 2018

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Introduction and Background

Introduction

The Auditor-Controller-Treasurer-Tax Collector, Internal Audit division has completed a compliance audit of the County of Sonoma Treasury for the quarter ending December 31, 2018. We conducted our audit in accordance with the *International Standards for the professional Practice of Internal Auditing (Standards)*, and in accordance with certain sections of the California Government Code. These standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our audit objectives. We believe that the evidence obtained provides a reasonable basis for the results, observations, and recommendations contained in our report.

The purpose of our engagement is to determine if 1) the Treasurer maintains an adequate system of controls for the purpose of complying with applicable California Government Code sections, 2) cash and investments per the Controller and Treasurer records were reconciled as required by Government Code §26905, 3) a review was performed of the Treasurer's Statement of Assets by the County Auditor as required by Government Code §26920(a), and 4) a quarterly report was filed with the Clerk of the Board as required by Government Code §26922.

We would like to thank management and staff for their time, information, and cooperation throughout the engagement.

Background

The County of Sonoma Treasury is responsible for the safekeeping and investment of funds for the County, School Districts and Special Districts. The Treasury oversees all banking operations for the County and its Departments. The Treasury also manages, for the quarter ending December 31, 2018, an investment portfolio of over \$2.4 billion and allocated \$11.1 million in interest earnings.

Objectives and Scope

Objectives

The primary objectives of this audit were to determine if:

1. Cash in the Treasury vault agreed with amounts in the Treasury records;
2. Treasury cash and investments existed and agreed with bank and other safekeeping agents' statements;
3. Internal controls over the preparation and review of quarterly bank reconciliations were adequate;
4. The records of the County Treasurer and Auditor were reconciled, per Government Code §26905;
5. Internal controls over the preparation of the quarterly report of the Treasurer's Statement of Assets were adequate to ensure that it was accurately prepared, approved and timely filed with the with the Clerk of the Board pursuant to Government Code §26922.
6. The previous quarterly report was submitted to the office of the clerk of the board of supervisors, per Government code §26922.

Scope

The audit was for the period October 1, 2018 to December 31, 2018. The scope of our work included the following:

- A preliminary survey to update our knowledge of the operating environment; identify changes in laws and regulations, systems, personnel and organization structure.
- A risk analysis to identify significant risks of non-compliance with policies, procedures or laws.
- A review and evaluation of internal controls designed to ensure compliance with the above requirements and to adequately reduce the risk identified.
- Tests of compliance to gain assurance that the internal control system is functioning as intended and is achieving its design objectives.
- Follow up to determine the status of previous audit report findings and recommendations.

Procedures and Results

Procedures

We performed the procedures enumerated below:

1. Observed cash drawer counts in the Treasury vault and verified amounts to Treasury records.
2. Verified existence and proper valuation of Treasury cash and investments held in banks and other safekeeping agents through the agents' statements.
3. Reviewed and traced amounts on bank reconciliations to bank confirmations, reviewed the reconciliation review process, and verified a sample of reconciling items to source documents.
4. Verified a quarterly report of Treasury assets was properly reviewed, signed, and placed on file with the Clerk of the Board pursuant to Government Code §26922.
5. Verified that records of the County Treasurer and Auditor have been reconciled, per Government Code §26905.
6. Verified that the previous quarter report was submitted to the office of the Clerk of the Board of Supervisors, per Government Code §26922.

Results

Objective #1: **Cash in the Treasury vault agrees with amounts in the Treasury records**

Cash on hand in the Treasury as of December 31, 2018 agrees with Treasury records (Teller Cash Sheets).

Objective #2: **Treasury cash and investments exist and agree with banks' and other safekeeping agents' statements**

The total of cash and investments on hand as of December 31, 2018 per Treasury records and per statements from the banks' and other safekeeping agents were in agreement.

Procedures and Results

Objective #3: Internal controls over the preparation and review of quarterly bank reconciliations are adequately designed and implemented

Internal controls over the preparation and review of quarterly bank reconciliations are found to be adequately designed and implemented.

Objective #4: The records of the County Treasurer and Auditor have been reconciled, per Government Code §26905

The records of the County Treasurer and Auditor were reconciled during the audit period.

Objective #5: Internal controls over the quarterly report of the Treasurer's Statement of Assets are adequate to ensure that it was accurately prepared, approved and timely filed with the Clerk of the Board pursuant to Government Code §26922

Proper reconciliation, reviews and balancing procedures were used to ensure the accuracy of the Treasurer's Statement of Assets. The amounts reported on the Treasurer's Statement of Assets are supported by the Treasurer's records and bank and investment statements. We verified that a properly approved statement was filed with the Clerk of the Board.

**Sonoma County Treasury
Statement of Assets
December 31, 2018**

		Investment Pool
Cash in Treasury vault	\$	109,652
Cash held by commercial banks		13,463,938
Investments		
Government debt securities		2,036,989,779
Corporate notes and bonds		242,157,937
Mutual Funds		150,493,222
Checks and County Warrants		3,344,847
 Total Assets		 <u><u>\$ 2,446,559,375</u></u>

Note 1. Basis of Presentation

This statement of assets was prepared for the purpose of presenting the assets of the Treasury pursuant to California Code §26920 and is not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America. The amounts presented are book values carried at amortized cost.