



# Fairfax County Internal Audit Office

Department of Tax Administration  
Procurement Card Audit  
Final Report

June 2011

*"promoting efficient & effective local government"*

## Executive Summary

We performed an audit of the procurement card program within the Department of Tax Administration (DTA) which consisted of two cards at the time of our review.

Our review of procurement cards revealed that internal controls were adequate. Internal control procedures were well documented, a well-designed separation of duties was in place, and the DTA appeared to be in compliance with internal controls outlined in the county Procedural Memorandum (PM) 12-02, *Use of the County Procurement Card*.

There were no reportable findings noted during our audit. We commend DTA on having adequate controls over its procurement card program.

## Scope and Objectives

This audit was performed as part of our fiscal year 2011 Annual Audit Plan and was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. The audit population included 177 transactions worth \$39,953 that occurred during the period of April 2010 through March 2011. Our audit objectives were to determine if the department:

1. Had developed written internal procedures in accordance with PM 12-02.
2. Followed the county rules and procedures for the use of procurement cards.
3. Had adequate internal control procedures in place and that these procedures were being followed by cardholders.
4. Transactions were reasonable, in line with policy, and did not appear to be fraudulent.

## Methodology

Audit methodology included a review and analysis of internal control procedures, procurement card expenditures and related accounting records of the department. Our audit approach included an examination of procurement card expenditures, records and statements; interviews of appropriate employees; and a review of internal manuals and procedures. We evaluated the processes for compliance with county PM 12-02 *Use of the County Procurement Card*. Information was extracted from the procurement card management system for sampling and verification to source documentation during the audit; however, our audit did not include an independent review of the system controls. Our transaction testing did not rely on system controls; therefore, this was not a scope limitation.