



# Fairfax County Internal Audit Office

**Civil Service Commission  
Business Process Audit  
Final Report**

**June 2023**

*"promoting efficient & effective local government"*

## Executive Summary

We performed a business process audit covering procurement, reconciliation, and personnel/payroll administration within the Civil Service Commission (CSC). The audit included review of procurement cards, non-purchase orders, monthly reconciliations, and verifying compliance with Personnel/Payroll Administration Policies and Procedures (PPAPP). The areas covered in PPAPP included the applicable time/attendance system and controls, attendance/absence reporting, employee clearance record processing, credit check requirements for positions of trust, and procedures for completing criminal background investigations for employment in sensitive positions.

We noted the following areas where controls will be strengthened as a result of this audit:

- CSC's procurement card transaction log did not contain all the required elements. CSC will update the procurement card transaction log form to include all required elements.

## Scope and Objectives

This audit was performed as part of our fiscal year 2023 Annual Audit Plan and was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). 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. Our audit objectives were to review CSC's compliance with County policies and procedures for purchasing processes, personnel/payroll administration, and financial reconciliation. We performed audit tests to determine internal controls were working as intended and transactions were reasonable and did not appear to be fraudulent.

The audit population included procurement card and non-purchase order transactions that occurred during the period of January 1, 2022, through December 31, 2022. For that period, the department's purchases were \$8,339 for procurement cards and \$26,657 for non-purchase order payments.

## Methodology

Audit methodology included a review of the department's business process procedures with analysis of related internal controls. Our audit approach included an examination of expenditures, records and statements; interviews of appropriate employees; and a review of internal manuals and procedures. We evaluated the processes for compliance with County policies and procedures. Information was extracted from the FOCUS and PaymentNet systems for sampling and verification to source documentation during the audit.

# Findings, Recommendations, and Management Response

## 1. Transaction Log

In our review of procurement card transactions, we noted that CSC's transaction log did not contain all the elements from Attachment D in Procurement Technical Bulletin 12-1009, *Use of the County Procurement Card*. Missing elements included business purpose and GL/cost center. In addition, while CSC's transaction log had fields for 'Date Card Used' and 'Signature of User', it did not have separate fields for issue date, return date, sign out, and sign in.

PTB 12-1009 states, "Department staff may use the example in this PTB, Attachment D, as a guide when developing a p-card transaction log. Departments should ensure that it contains all of the elements as shown in Attachment D."

Failure to include all required fields on the transaction log increases the risk of fraud/error from having incomplete information on purchases and decreases accountability in the event a card is lost, or inappropriate charges are placed on the card.

**Recommendation:** CSC should update their procurement card transaction log to include all required elements from Attachment D in PTB 12-1009.

**Management Response:** CSC will update the procurement card transaction log form to include all required elements.

**Note:** *Management has stated that they have completed these actions as of this audit report. IAO will follow up on these actions after sufficient time has passed to be able to review enough transactions to determine that the new process is consistently applied.*