



# Fairfax County Internal Audit Office

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

**November 2013**

*"promoting efficient & effective local government"*

## Executive Summary

We performed a business process audit covering procurement and reconciliation within the Civil Service Commission. The audit included review of procurement cards; FOCUS marketplace cards; and non-purchase order payments.

We found that the department had effective procedures and internal controls in place for the handling of purchasing functions, and transactions had adequate evidence of compliance with county policy. Reconciliations were independently performed and were completed in a timely manner. We commend the Civil Service Commission on having adequate controls over the business processes reviewed during our audit. There were no reportable findings.

## Scope and Objectives

This audit was performed as part of our fiscal year 2014 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. Our audit objectives were to review the Civil Service Commission's compliance with County policies for purchasing processes and financial reconciliations. 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 transactions from procurement cards, FOCUS marketplace and non-purchase order payments that occurred during the period of July 2012 through June 2013. For that period, the department's purchases were \$1,777 for procurement cards, \$1,435 for FOCUS marketplace and \$37,888 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.