

Management's Response: The Human Resource Department has developed procedures that will ensure that voluntary deductions are properly documented with the employee's signature.

D. Termination Pay

Auditor's Recommendation: "...that the Department implement procedures to ensure that the final pay for employees who have terminated their employment is calculated correctly, and, further, that the correct payment amount is input into the system. We also recommend that all computations for termination pay be independently reviewed and information used in the calculations, including pay rate, hours worked, and unused leave, be agreed to the appropriate source documentation."

Management's Response: Procedures are being developed to ensure that the final pay for employees is calculated, reviewed, reconciled, documented and keyed accurately.

E. Object Codes

Auditor's Recommendation: "...that the Department implement review procedures to ensure that information in personnel files is complete and accurate so that it agrees with information included in the Comptroller General's payroll warrant register."

Management's Response: Procedures are being developed to ensure that object codes agree between the payroll warrant register and the employee personnel files.

4. JOURNAL ENTRIES, OPERATING TRANSFERS AND APPROPRIATION TRANSFERS:

A. Missing Documents and Inadequate Support

Auditor's Recommendation: "...that the agency implement procedures to ensure that complete and adequate supporting documentation for all transaction documents is properly filed with or its location cross-referenced on the transaction document to be readily retrievable. Further, we recommend that a sign-out system, in which documents are signed out when removed, be implemented to eliminate missing documents."

Management's Response: The Fiscal Affairs office recently moved and some documents were inadvertently detached from supporting documentation. Procedures were in place prior to the move which ensured that documentation was attached to all transactions.

B. Segregation of Duties

Auditor's Recommendation: "...that different employees prepare and enter journal entries into the accounting system. We also recommend that the journal entries be independently reviewed and approved by a responsible agency official that did not prepare or enter the journal entry."