



Legislation Text

File #: 23-0759, **Version:** 1

TO: Board of Directors
FROM: Christopher Celsi, Executive Director
REPORT BY: Tracy Schulze, Auditor-Controller
SUBJECT: Napa-Vallejo Waste Management Authority - Internal Audit Report for the Quarter Ended December 31, 2022.

RECOMMENDATION

Executive Director requests acceptance of Napa-Vallejo Waste Management Authority - Internal Audit Report for the quarter ended December 31, 2022.

EXECUTIVE SUMMARY

Staff recommends acceptance of the Quarterly Monitoring Internal Audit Report for Napa-Vallejo Waste Management Authority for the quarter ended December 31, 2022.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over internal controls during fiscal year 2022-23.

The engagement was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing (Standards) established by the Institute of Internal Auditors. These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives; and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

The primary objectives of this engagement were to:

- (1) determine if internal controls over fees, collections, manual (hand tags) tickets, void and replacement tickets were adequately designed and implemented;
- (2) report Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250;
- (3) report cash (shortage) / overage from cash/check and credit card transactions.

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2022. In addition, Treasurer-Tax Collector's collection measures and efforts appears reasonable. During this quarter, however, we did note a net cash overage of \$551 from cash/check and credit card transactions that were mainly due to customer disputes and refunds. So far, for fiscal year 2022-23, there is a cumulative cash shortage of \$1,485.

Please see the attached report for additional details.