

JEFFREY R. SMITH, CPA, CGFO, CGMA

Clerk of Circuit Court & Comptroller
Internal Audit Division
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DATE: December 2, 2022

**TO: Jeffrey R. Smith, CPA, CGFO, CGMA
Clerk of the Circuit Court and Comptroller**

**FROM: Edward Halsey, CPA, CGFO, CIA
Internal Audit Director**

SUBJECT: Internal Audit Division Annual Report

I respectfully present the fiscal year 2022 annual report of the Internal Audit Division which was created in the Clerk of the Circuit Court and Comptroller's (Clerk) office to carry out internal audit activities for the Clerk and the Board of County Commissioners (Board). The following are highlights of internal audit work completed through September 30, 2022:

- Reviewed approximately 170 guardianship files at the Courthouse.
- Sent tourist development tax letters of inquiry to owners resulting in 28 owners registering to pay the tax.
- Performed two hotel tourist tax audits bringing in \$6,008 in tourist tax collections. Desk audits of eighteen residential/condo yielded \$10,578 in tourist tax collections.
- Conducted audits of the health insurance fund claims (including prescription claims) to ensure that the payments were on behalf of eligible participants.
- Conducted surprise change fund and petty cash counts at all Board and Clerk locations.
- Reviewed invoices for payments to the Board funded non-profits.
- Reviewed invoices for payments pursuant to the CARES Act/the American Rescue Plan Act (ARPA).
- Reviewed the quarterly investment reports and monthly investment statements prepared by the Finance Director.
- Conducted a review of FPL's franchise fee remittances.
- Completed a review of the consultants of the landfill, building division and golf course.
- Completed onsite reviews of three charities supported by the Board.
- Completed a review of the Contract Bidding (Procurement) using sampling.
- Completed a review of the Building Division's inspection process.
- Performed monthly audits of MUNIS vendor changes.
- Signed off on the Supervisor of Elections' Attestation Statement concerning controls over personal data of the Department of Highway Safety and Motor Vehicles.
- Completed an audit of the capital asset disposals and conducted follow-up with the Utilities and Public Works Departments.
- Completed an audit of Road and Bridge's operational processes.
- Completed an audit of PCI Compliance and developed a PCI Compliance Policy not yet approved.
- Monitored the Senior Resource Association's Meals on Wheels billings and supporting documentation.
- Conducted risk assessments of grant subrecipients.
- Conducted a search for fictitious vendors by matching vendor and employee addresses of both the Board and Clerk. None found.
- Sent letters of inquiry to local banks to determine if any unauthorized accounts were established in the name of the Clerk or the Board. None found.
- Reviewed the Clerk monthly Title IVD reimbursement submissions and other monthly/quarterly reports.

- Reviewed the Clerk travel vouchers and spot checked the Board travel vouchers.
- Spot checked the Emergency Services Fleet inventory.
- Reviewed the Board's payroll changes for completeness on a random basis.
- Reviewed the Clerk's payroll changes for completeness.
- Reviewed annual reports and meeting agendas of Career Source.
- Reviewed the Emergency Services fuel purchases.
- Performed ongoing inventories of evidence items in the Clerk vaults.
- Monitored indigent burial costs.
- Monitored construction retainage accounts.
- Prepared the Statistical Section of the fiscal year 2020/2021 Annual Comprehensive Financial Report.
- Reviewed the fiscal year 2020/2021 Annual Comprehensive Financial Report.
- Scanned the Board's general ledger accounts across all funds to detect irregularities. None found.
- Scanned the Clerk's general ledger accounts across all funds to detect irregularities. None found.
- Reviewed the Board's purchasing card transactions.
- Reviewed the Finance Department's internal control processes of the Board.
- Reviewed third party vendors of the Board and Clerk for going concern and performance.
- Sent letters to department heads and constitutional officers as part of the Annual Audit Plan development process.
- Served as point person between Clerk and James Moore consultant for the Clerk's cybersecurity assessment and penetration testing.
- Developed an entity wide risk assessment and audit plan for the Board.

As part of the routine Comptroller Division responsibilities, the internal audit activities performed include:

- Monitored leases for compliance and to make sure payments are made (lessee) and payments are received (lessor).
- Monitored grants for compliance and to make sure reimbursements are received.
- Reviewed invoices to make sure discounts are taken.
- Completed annual audits of the capital assets of each Board department; Clerk; Property Appraiser; Tax Collector; Supervisor of Elections; SRA; and Health Department

Training/Certification:

- Served as the District 5 Director of the Florida Tourist Development Tax Association (FTDTA). Received two awards at the FTDTA annual conference: the Region 5 Director Award and the FTDTA Distinguish Award.
- Received training at the annual FTDTA conference..
- Made a presentation called Effective, Affordable Internal Auditing for Small Counties at the Florida Court Clerks and Comptrollers 2022 Winter Conference.
- Received training on internal audit provided by the Florida Court Clerks and Comptrollers.
- Audited the financials of the Florida Space Chapter of the Institute of Internal Auditors.