

OIA REMEDIATION ACTIVITY - OBSERVATIONS

As of December 13, 2012

Moderate Risk Comment 2012-DRC-02-01		Issued: March 22, 2012
Agency:	Rehabilitation and Correction	Recommendation: Revisit policies and procedures and emphasize to cardholders, reconcilers and approvers the importance of evidencing the reconciliation of transactions on the log and processing within the established time requirements. If possible, consider requiring institutions to submit payment card logs and supporting documentation electronically to the central office. In addition, employees using payment cards should be trained and/or reminded of the purchase limits and the process for requesting a temporary limit increase.
Report:	Payment Card	
Comment:	Timely Reconciliation and Payment Processing	
Completion Date:	4/30/2012 (Revised 8/30/2012)	
Status: Closed		Comments: N/A

High Risk Comment 2012-DYS-01-01		Issued: June 21, 2012
Agency:	Youth Services	Recommendation: Continue to train and/or remind agency payment card holders and supervisors/approvers of the payment card rules, including: maintaining adequate documentation to support the purchases, supervisory approvals, purchase limits, and the process for requesting a temporary limit increase. Additionally, evaluate the conflicting/duplicate transactions identified and file a dispute with the bank if appropriate.
Report:	Payment Card	
Comment:	Payment Card Processing	
Completion Date:	September 30, 2012	
Status: Closed		Comments: N/A

Moderate Risk Comment 2012-COM-02-01		Issued: June 21, 2012
Agency:	Commerce	Recommendation: Explore payment options that minimize employees have direct exposure to credit card information. When considering solutions, management should ensure sensitive credit card information is sufficiently controlled. Consider solutions that align with agency-wide processes that involve legal and finance participation.
Report:	State Fire Marshal - Code Enforcement	
Comment:	Credit Card Processing	
Completion Date:	9/30/2012 (revised 1/31/13)	
Status: Open		Comments: A new credit card form was created that would facilitate destruction of credit card info once processed. However, it has not been implemented in the process.

Moderate Risk Comment 2012-COM-02-02		Issued: June 21, 2012
Agency:	Commerce	Recommendation: Explore the ability for the system to require a re-inspection date or an issuance of a citation when violations are unresolved. This would help ensure that all violations are either cited or remediated.
Report:	State Fire Marshal - Code Enforcement	
Comment:	Formalize Re-Inspection Process	
Completion Date:	9/30/2012 (revised 2/28/13)	
Status: Open		Comments: System updates are planned for February 2013.

Moderate Risk Comment 2012-COM-02-03		Issued: June 21,2012
Agency:	Commerce	<p>Recommendation: Implement policies and procedures to ensure incompatible duties are segregated such that no individual is responsible for any two of the following: custody of assets; authorization of transactions; or recording of transactions. Procedures could include:</p> <ul style="list-style-type: none"> • Reassign responsibility for either billing of fees or receipt of revenue. • Develop a system to automatically populate inspection fees based upon type of inspection. • Formalize and document the management review procedure reconciling inspections performed, amounts billed and amounts received.
Report:	State Fire Marshal - Code Enforcement	
Comment:	Segregation of Duties	
Completion Date:	9/30/2012 (revised 2/28/13)	
Status: Partially Remediated		Comments: Hired one staff to handle the receipt of revenue. Procedures will be documented by February 2013.

Moderate Risk Comment 2012-DAS-03-01		Issued: June 21,2012
Agency:	Administrative Services	<p>Recommendation: Develop policies and procedures for the eBid purchase request process. Such procedures should define the individual roles/titles, responsibilities, and detail the actions that should be taken at each stage in the process. Policies and procedures should include: controls to ensure state resources are used, standardized review process for each winning bidder/vendor, and periodic reviews of bidding trends and/or vendor analysis. The implemented policies and procedures should also be reviewed periodically by management and updated as needed.</p>
Report:	State Purchasing - eBid System	
Comment:	Policies and Procedures	
Completion Date:	9/30/2012 (revised 1/31/13)	
Status: Partially Remediated		Comments: New Vendor Checklist Memo and Request to Purchase Route Slip has been drafted. Procedures for eBid will be documented by February.