

**LOSS OF PUBLIC PROPERTY REPORTED TO INTERNAL AUDIT**  
**7/1/2012-6/30/2013**

DEPARTMENT	TYPE/DESCRIPTION	DATE REPORTED	AMOUNT REPORTED	DISPOSITION/CORRECTIVE ACTION
ALCOHOL DRUG & MENTAL HEALTH	Inaccurate time reporting	January, 2013	\$50,000 approx. calculated by Auditor-Controller's Office	Report issued by Internal Audit. Referred to Human Resources. Department initiated collection efforts.
	ADMHS coding error related to Federal Funds	6/7/2013	Approximately \$350,000	ADMHS has remitted amounts erroneously coded back to the Federal Agency. The software was modified to prevent another occurrence of error. Staff was retrained on billing rules.
CHILD SUPPORT SERVICES	Missing cash deposit	4/9/2013	\$200	Internal Audit memorandum recommending process improvements issued. As a result, the department provided separate payment windows, limited employee traffic in cash handling areas, installed new security cameras, and retrained cash handling staff. The department is also researching alternatives, such as an electronic kiosk for cash payments.
COUNTY EXECUTIVE OFFICE	Potential loss of funds due to embezzlement at City of Santa Barbara Police	11/16/2011	Not estimated	Referred to County Counsel.
DISTRICT ATTORNEY	Lost computer	6/26/2013	\$750-\$800	Reported to law enforcement.
INFORMATION TECHNOLOGY SERVICES	Lost computer	11/1/2012	\$1,000	Reported to law enforcement.
PUBLIC WORKS	Irregularities in application of fees to employees	9/6/2012	Unknown	Reported to Human Resources. Internal Audit memorandum recommending process improvements issued. The department issued a formal communication to employees stating that appropriate fees are required and violators will be subject to disciplinary action. The division was also reorganized to place cash handling under the control of fiscal instead of operations.
PUBLIC HEALTH	Property damage at Santa Maria Health Care Center	1/29/2013	\$3,298	Reported to law enforcement. Response protocols were reinforced with staff. Patient is making restitution. Violence in workplace training has been provided to all department staff to keep staff and patients safe.
	Missing cash deposits, irregularities in application of fees to employees	10/22/2012	\$264	\$184 of cash was located behind a safe. \$80 deposit loss was determined to be a collection error. Internal Audit memorandum recommending process improvement issued. Referred back to the department for appropriate disciplinary action regarding fee irregularities. The department has worked to implement the Internal Audit recommendations including installation of security cameras, limiting access to cash and safe combinations, implementing a procedure requiring signatures from two separate employees on deposit tickets and making other cash-handling improvements.
SHERIFF	Cash shortage	2/12/2013	\$50	Arrest made by law enforcement. Internal Audit memorandum recommending process improvements pending. The department limited processing of cash transactions to one staff, replaced the cash register, cash is counted at each shift change, and a supervisor is now required to approve all voids.

\*\* As this information was not included in the prior period report it was added to this period.