

**LOSS OF PUBLIC PROPERTY REPORTED TO INTERNAL AUDIT**  
**7/1/2014-6/30/2015**

DEPT/LOCATION/OUTSIDE AGENCY	TYPE/DESCRIPTION	DATE REPORTED	AMOUNT REPORTED	DISPOSITION
Alcohol Drug and Mental Health Services/Treasurer-Tax Collector	Protective Pay Lost Gift Cards	November 2014	Approx. \$120	Supplemental Security Income case worker reported gift cards missing. Referred to law enforcement. Internal Audit made recommendations to ADMHS and Treasurer-Tax Collector to develop written policies and procedures and report unspent gift card balances. The Treasurer-Tax Collector agreed that they will report remaining gift card balances. The District Attorney has decided not to pursue this issue further.
Alcohol Drug and Mental Health Services	Lompoc Mobile Crisis Inaccurate Time Coding	6/9/2015	Unknown	Crisis staff coded regular time worked when they went home during their shift. Internal Audit made recommendations to document job descriptions, remind staff of appropriate work week designation and overtime laws, and that ADMHS perform a review of its time-coding, work-scheduling, and job description practices.
Auditor-Controller	Fraudulent Warrants	9/3/2014	\$967	Fraudulent checks to Home Depot were not paid by County due to bank internal controls.
Child Support Services	Missing Laptop (Subsequently Recovered)	7/18/2014	\$781	Laptop was found. Department has updated check-out/check-in procedures in the Santa Maria office for increased accountability.
Department of Social Services	Missing Laptop and Live Scan Machine	5/29/2015	\$9,000	Laptop and live scan machine were stolen from employee's personal vehicle. The laptop was encrypted and did not have any confidential information saved on the hard drive. Incident reported to law enforcement.
Planning and Development	Unauthorized Use of County Vehicle	5/1/2015	Approx. \$45,000	Referred to County Counsel and Risk Management for collection. Internal Audit made recommendations to the Department to follow appropriate legal processes to recoup the lost funds. Department will now review county vehicle charges for abuse.
	Missing iPhone	5/18/2015	\$200	Office with equipment was not locked. Incident reported to law enforcement. The Department will ensure the door is locked when staff vacate the office every day.

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Public Health	Incorrect Charging of Prescription Fees	Fall 2014	Unknown	Staff was not requiring income verification after coverage date had expired. Internal Audit reviewed the Departments updated policy including a monthly pharmacy "transaction audit " and determined it is a sufficient improvement.
	Missing Medical Device	11/25/2014	\$3,166	Medical device reported missing by the Public Health Facility in Lompoc. Internal Audit made recommendations to the Department to store equipment in a secure location. Department updated its procedures to perform inventory counts of portable medical equipment.
	Animal Services Cash Shortage	12/2/2014	\$100	Cash shortage of \$100 relating to a deposit made by Animal Services. Recommendation made to department by Internal Audit to install video cameras. Department notified that security cameras are in the current fiscal year budget.
	Animal Services Cash Shortage (Subsequently Recovered)	1/17/2015	\$132	Animal tags and cash from the sale of animal tags went missing. Subsequently the missing tags along with cash fees were found. Internal Audit made recommendations that the veterinarian office should deposit license fees and write a check to the County for fees collected, license forms and summary sheets should be sent with the related check, and all license fees collected should be entered into the system the same day they are received.
	SB Health Care Center Cash Shortage	1/27/2015	\$118	Cashier had a \$118 shortage when balancing drawer at the end of the day. Internal Audit made recommendations to the Department to install security cameras, delay closing procedures, and update cashiering system. We received responses stating that the Department will work to install video cameras, but due to staffing and budget restraints they cannot immediately implement delaying closing procedures and updating the cashiering system.
	Spoiled Vaccines	2/20/2015	Approx. \$1,000	Staff were not properly trained on how to use the refrigerator thermometer which stored the vaccines which may have spoiled the vaccines. As a result, the Department had to revaccinate people. Internal Audit made recommendations to try additional steps to locate the remaining individuals to notify them that they need to be revaccinated. The Department updated review policies and provided additional training.
Public Works	Hydrology Equipment Theft	1/22/2015	\$900	Theft of hydrology equipment in Lompoc. Incident reported to law enforcement.