



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Auditor-Controller  
**Department No.:** 061  
**For Agenda Of:** July 25, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Theodore A. Fallati, CPA, Auditor-Controller, 568-2100  
Director  
Contact Info: Andrea Geis, CPA, Audit Supervisor, 568-2121  
**SUBJECT:** Auditor-Controller's County of Santa Barbara Assets Held on Behalf of Others:  
Public Administrator – Guardian Audit Report

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

Receive and file the Auditor-Controller's report on assets held on behalf of others by the Public Administrator – Guardian (the Audit Report).

**Summary Text:**

The Audit Report is submitted pursuant to California Government Code 26883, which requires that the Auditor-Controller's audit reports be filed with the Board of Supervisors. The overall purpose of our audit was to determine the adequacy of the Public Administrator-Guardian's (PAPG) internal controls over the receipt, management, and disposal of client assets. We concluded that there are opportunities for improvement over policies and procedures and internal controls related to these programs.

**Background:**

The Public Administrator manages estates of individuals who pass away without an appropriate person to act as an administrator. The PA collects the decedent's assets, makes burial arrangements, pays creditors, locates heirs, and distributes any remaining assets to heirs, as appropriate.

The Public Guardian serves as the legally appointed guardian or conservator for adults who cannot care for themselves and do not have someone who is willing and able to help. The PG may be appointed as guardian of the person, guardian of the estate, or both. As guardian of the person, the PG arranges housing, health care, personal care, transportation, and any other needs the client may have. As guardian of the estate, PG collects and manages the client's assets, collects income due to the client,

pays the client's expenses, and provides financial accounting to the client, the court, and other related parties.

The Public Administrator and Guardian are required to comply with legal statutes, which require reports and accountings of assets be filed with the court. In turn for their services, the PAPG is entitled to fees for administering estates and conservatorships pursuant to the California Probate Code.

Based on our audit, we recommend the following:

1. Create policies and procedures over area described in the Audit Report.
2. Report all estate items which the Public Guardian has possession or knowledge of to the courts.
3. Review and revise the current segregation of duties.
4. Revise and adhere to policies and procedures on photographs and documentation related to assets that are marshalled.
5. Establish a competitive bidding process for the expired auctioneer contract.
6. Utilize key features offered by the PAPG software system.
7. Adhere to policies and procedures over receipt forms.

**Attachments:**

County of Santa Barbara Assets Held on Behalf of Others: Public Administrator-Guardian Audit Report

**Authored by:**

Andrea Geis, Audit Supervisor

**CC:**

Harry Hagen, Treasurer – Tax Collector – Public Administrator – Public Guardian

Mona Miyasato, County Executive Officer