



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: February 16, 2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Robert W. Geis, CPA, Auditor-Controller, 568-2100
Director(s)
Contact Info: Andrea Geis, CPA, Internal Audit Staff, 568-2122

SUBJECT: Auditor-Controller's Update on the Probation Biennial Audit

County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: N/A

Recommended Actions:

That the Board of Supervisors:

Receive and file an update on the status of the Probation biennial audit.

Summary Text:

The Auditor-Controller is required to audit the books and accounts of the Probation Department on a biennial basis pursuant to Welfare and Institutions Code and a 1980 Board order. A copy of this report is required to be provided to your Board and to the presiding judge of the superior court. As your Board last received this audit report on January 27, 2004, the Auditor Controller desires to provide an update on the status of this report.

The Auditor-Controller has determined that the independently audited County Annual Financial Report (CAFR) is comprehensive, including the results of the Probation Department's operations and financial transactions. As such, the audit of the CAFR is an appropriate audit vehicle for the "audit of the books and accounts" of the Probation Department. The CAFR is provided to your Board on an annual basis and is also posted online for public viewing, satisfying the requirements of the biennial audit.

Background:

The Chief Probation Officer has overall responsibility for the Probation Department and is appointed by the Presiding Judge of the Superior Court. Furthermore, the Probation Department is regulated by the California Welfare and Institutions Code Section 275, which states:

“the probation officer or other county officer designated by the board of supervisors of the county shall keep suitable books and accounts and shall give and keep suitable receipts and vouchers. The auditor of the county shall audit these books and accounts annually, or at least biennially if so ordered by the board of supervisors upon the recommendation of the county auditor, on a fiscal year basis ending June 30 and shall make a report thereon to the judge of the court and to the supervisors of the county prior to the 31st day of the next succeeding month of January.”

On March 31, 1980, the Auditor-Controller requested approval to change the annual audit to a biennial audit of the Probation books and accounts. Upon closer scrutiny, the Auditor-Controller determined that the independently audited CAFR is comprehensive, including the results of the Probation Department’s operations. As such, the CAFR audit satisfies the above legal requirement.

Attachments: March 21, 1980 Board Agenda Letter and Minute Order

Authored by: Andrea Geis, Internal Audit Staff

cc: Hon. James Herman, Santa Barbara County Presiding Judge of the Superior Court
Guadalupe Rabago, Chief Probation Officer

BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA
STATE OF CALIFORNIA
CLERK OF THE BOARD OF SUPERVISORS

* * * * *

MINUTE ORDER

March 31, 1980 at 9:00 a.m.

Present: Supervisors David M. Yager, Robert E.
Kallman, Robert L. Hedlund, Harrell
Fletcher; and Howard C. Menzel, Clerk
(Schlesinger)

Absent: William B. Wallace

Supervisor Hedlund in the Chair

RE: Request of the Auditor-Controller for approval of the
revision of the time cycle for Audits of Probation Officer and Cash
Counts of the County Treasury. (7902)

Upon motion of Supervisor Yager, seconded by Supervisor
Fletcher, and carried unanimously, it is ordered that subject
recommendation be approved.



AM '80
RECEIVED
D. C. MENZEL
CLERK
BOARD OF SUPERVISORS
DEPUTY
AUDITOR-CONTROLLER
CHRISTI M. JOHNSON

SANTA BARBARA COUNTY

P.O. DRAWER A-A
SANTA BARBARA, CALIFORNIA 93102
TELEPHONE 966-1611

REGULAR AGENDA

March 21, 1980

Honorable Board of Supervisors
County Administration Building
Santa Barbara CA

RE: REVISION OF TIME CYCLE FOR AUDITS OF PROBATION OFFICER AND
CASH COUNTS OF THE COUNTY TREASURY.

Gentlemen:

RECOMMENDATION:

Approve audits of Probation Officer on a two-year cycle pursuant to Welfare & Institutions Code 275; and cash counts of the County Treasury on a quarterly basis pursuant to Government Code 26923.

DISCUSSION:

Welfare & Institutions Code Section 275 was added by statutes of 1976. It includes the provision that the County Auditor may audit the books and accounts of the Probation Officer biennially instead of annually if so ordered by the Board of Supervisors. Current audits have not disclosed any fiscal deficiencies of major importance, and the audit is a very time consuming one. I believe that adequate control and disclosure would be maintained by converting to a two-year audit cycle.

At present, cash counts are made monthly in the County Treasurers office as required by Government Code 26921. Government Code 26923 allows the Board of Supervisors to direct (by a four-fifths vote) "that the duties to be performed pursuant to this article shall be performed at least once each quarter or more frequently at the discretion of the officer making the count". Our monthly counts have seldom disclosed any errors, and then only minor ones. Garner, Nasif, and Company, the independent audit firm that audited the County's financial statements, found no weaknesses in internal

control and concurs that cash counts should only be necessary on a quarterly basis. The counts would continue to be made on a surprise basis.

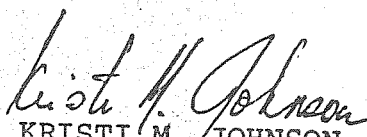
Both affected department heads concur with this recommendation.

SPECIAL INSTRUCTIONS:

Notify: Probation Officer regarding audit cycle
Glen Neikirk, County Treasurer, regarding cash count cycle
Kristi Johnson, County Auditor-Controller, regarding both subjects

Distribution to be made by Clerk of the Board.

Respectfully submitted,


KRISTI M. JOHNSON
AUDITOR-CONTROLLER

KMJ:KWL:cc