

A REPORT
TO THE CITIZENS OF SALT LAKE COUNTY
BEN McADAMS, MAYOR



An Audit of the Key Controls of the
Housing Trust Fund Program

December 31, 2013

GREGORY P. HAWKINS

SALT LAKE COUNTY AUDITOR

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December 31, 2013

Ben McAdams, Mayor
Salt Lake County
2001 S State St #N2100
Salt Lake City, UT 84114-4575

Re: An Audit of the Key Controls of the Housing Trust Fund Program

Dear Mayor McAdams:

We recently completed an analysis of the financial records of the Housing Trust Fund Program in compliance with Utah Code Ann. § 17-19a-204. Our purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls that we have identified as key to good financial management. We also sought to identify areas of material risk to determine whether we should commit more of our limited resources in further auditing or investigation.

Our work was designed to provide reasonable but not absolute assurance that records were accurate and complete and that the system of internal controls was adequate. There may be inaccurate or incomplete financial records that were not selected for review. Further, there may also be instances of noncompliance in areas not examined.

We appreciate the time spent by the staff at Community Resources and Development and the cooperation from Michael Gallegos, Division Director, Kerry Steadman, Assistant Division Director, Jared Steffey, Fiscal Manager, and other assigned staff members for answering our questions, gathering the necessary documents and records, and allowing us access to the Housing Trust Fund Program during our audit. The staff was friendly, courteous, and very helpful. Please feel free to contact me with any questions.

Sincerely,

Gregory P. Hawkins
Salt Lake County Auditor

By Cherylann Johnson MBA, CIA, CFE
Sr. Deputy Auditor

cc: Michael Gallegos, Division Director
Kerry Steadman, Assistant Division Director
Jared Steffey, Fiscal Manager



Objectives

Pursuant to § 17-19a-204, we analyzed the financial records and internal controls of the Housing Trust Fund Program. Our purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls that are key to good financial management. We also sought to identify areas of material risk.

Conclusion

The Housing Trust Fund Program is used to provide funding for housing rehabilitation and home weatherization programs. The Housing Trust Fund Program does not have any employees and does not own any capital or controlled assets. The fiscal staff in Community Resources and Development provide oversight and maintain financial information for the Housing Trust Fund Program. Key controls for cash receipting and depositing, financial computer controls, and accounts receivable management were reviewed during the audit of Community Resources and Development in December 2013. There were no findings noted for the Housing Trust Fund Program.

Background

The Housing Trust Fund Program provides resources to public and private entities within unincorporated Salt Lake County. The objective of the program is to develop viable communities by providing suitable housing and living environments, principally for persons of low and moderate income. The current funding source of the Housing Trust Fund is housing tax increment set aside from the Redevelopment Agency of Salt Lake County. The priority for Housing Trust Fund dollars is for housing in redevelopment project areas including transit oriented development.

Scope

Our work included a formal examination of financial records related to the following key internal controls, to the degree applicable:

- Change fund
- Petty Cash and Imprest Accounts
- Cash Receipting
- Cash Depositing
- Credit / Debit Card
- Capital and Controlled Assets and Software Inventory
- Financial Computer Controls
- Purchasing Card Use
- Payroll Practices

Our examination period covered up to twelve months ending October 31, 2013. In addition to reviewing financial records, we reviewed and examined current practices through observation. Sampling of daily cash deposits, where applicable, was performed to assess compliance with Countywide policy and standard business and internal control practices.