



Audit Project Completion Form

Project Title: Accounts Payable Project Number: 007

Table 1: Project Timeline

Deliverable	Responsible Staff	Audit Plan FY	Date Issued	Months to Complete	Hours to Complete
Audit Report	Madison Rorschach Umesh Dalal	FY2018-19	10/08/2019	8.00	NA
Follow-Up Report	Madison Rorschach Amber Jackson	FY2020-21	10/12/2021	1.50	NA
Second Follow-Up Report	Madison Rorschach Amber Jackson	FY2022-23	09/26/2023	NA	31.25
Total:				9.5	31.25

Concurrent Rate: 100% Implementation Rate: 92%

Table 2: Project Recommendation Summary

Recommendation	Mgmt. Response	Status
1. Formalize an AP policies & procedures manual.	Concur	Implemented
2. Ensure AP & Purchasing staff don't have incompatible system access.	Concur	Implemented
3. Include a standard invoice numbering guideline in the policies & procedures manual.	Concur	Implemented
4. Consider developing a procedure to verify invoices weren't paid via p-card.	Concur	Implemented
5. Establish a process to ensure the City isn't paying exempt taxes.	Concur	Implemented
6. Require employees to enter adequate receiving documentation for all goods & services.	Concur	Implemented
7. Consider requiring employees who physically receive goods & services to enter receiving documentation.	Concur	Implemented
8. Require check requisitions under \$5,000 to be approved.	Concur	Implemented
9. Restrict physical collection of checks.	Concur	Implemented
10. Encourage use of electronic payments.	Concur	In Progress
11. Ensure Staples purchases are approved & received.	Concur	Implemented
12. Annually review Staples users to verify access.	Concur	Implemented
13. Consider changing Staples billing practices to improve efficiency in the AP Division	Partially Concur	Implemented

Based on the project timeline and recommendation summary listed previously, the City Auditor recommends this project be closed and considered formally complete:

City Auditor: Madison Rorschach Date: 10/13/2023