

# Audit of County Long Distance Bills

For the period ending April 2002

## Overview and Statutory Authority

The Clay County Auditor conducted an audit of County Long Distance Bills. The following represents a report on the audit. In my opinion, this audit was conducted in compliance with the below referenced Missouri Revised State Statutes effective August 28, 2001.

### **Chapter 55 -County Auditors - Section 55.160 - August 28, 2001 - Duties** **(Excerpted section of statute)**

**55.160.** ..The auditor shall audit, examine and adjust all accounts, demands, and claims of every kind and character presented for payment against the county, and shall in his discretion approve to the county commission of the county all lawful, true, just and legal accounts, demands and claims of every kind and character payable out of the county revenue or out of any county funds before the same shall be allowed and a warrant issued therefore by the commission. Whenever the auditor thinks it necessary to the proper examination of any account, demand or claim, he may examine the parties, witnesses, and others on oath or affirmation touching any matter or circumstance in the examination of such account, demand or claim before he allows same.

## Scope of the Audit

The scope of this audit of the County Long Distance Bills involves the following areas:

1. A Review of the Current Process and Internal Controls
2. Identification of Long Distance Costs by Department
3. Recommendations

The following pages represent the Clay County Auditor's report in performing an audit of the County Long Distance Bills.

## **Audit Objectives**

An audit of County Long Distance Bills was performed to recommend improvement in the County Commission telephone policy. It is hoped that the Clay County Commission will adopt the recommendations made in this report.

## **Background**

Currently, employees may make business and personal long distance calls using county government telephones. Employees are assigned a four-digit pass code that is entered after a long distance telephone call is made. The County Commission's Information Technology department assigns and thus, controls the issuance of the four-digit personal identification code.

## **Current Process and Internal Controls**

As calls are made, the County's vendor (MCI) provides a billing service capturing the originating and terminating numbers, length of call and date and time of the call. Additionally, MCI provides the billed cost of the call.

### **County Commission Information Technology Department – Procedures**

1. The long-distance records arrive via CD from MCI.
2. The MCI program, MCI Prospective, is run on the data on the MCI CD. Dates are checked to make sure that they reflect the correct period.
3. The long-distance usage by user is e-mailed to the various offices. Those that cannot be e-mailed are sent via inter-office mail.
4. After all reports have been e-mailed or sent to the various offices, a complete copy of all long distance charges is printed for IT records.
5. The totals per department are then entered onto an excel spreadsheet. This page in the spreadsheet shows the total by month, the running total, and the percentage.
6. As the court systems needs to have this information for reporting to the state, the offices under the Judicial Information Systems are

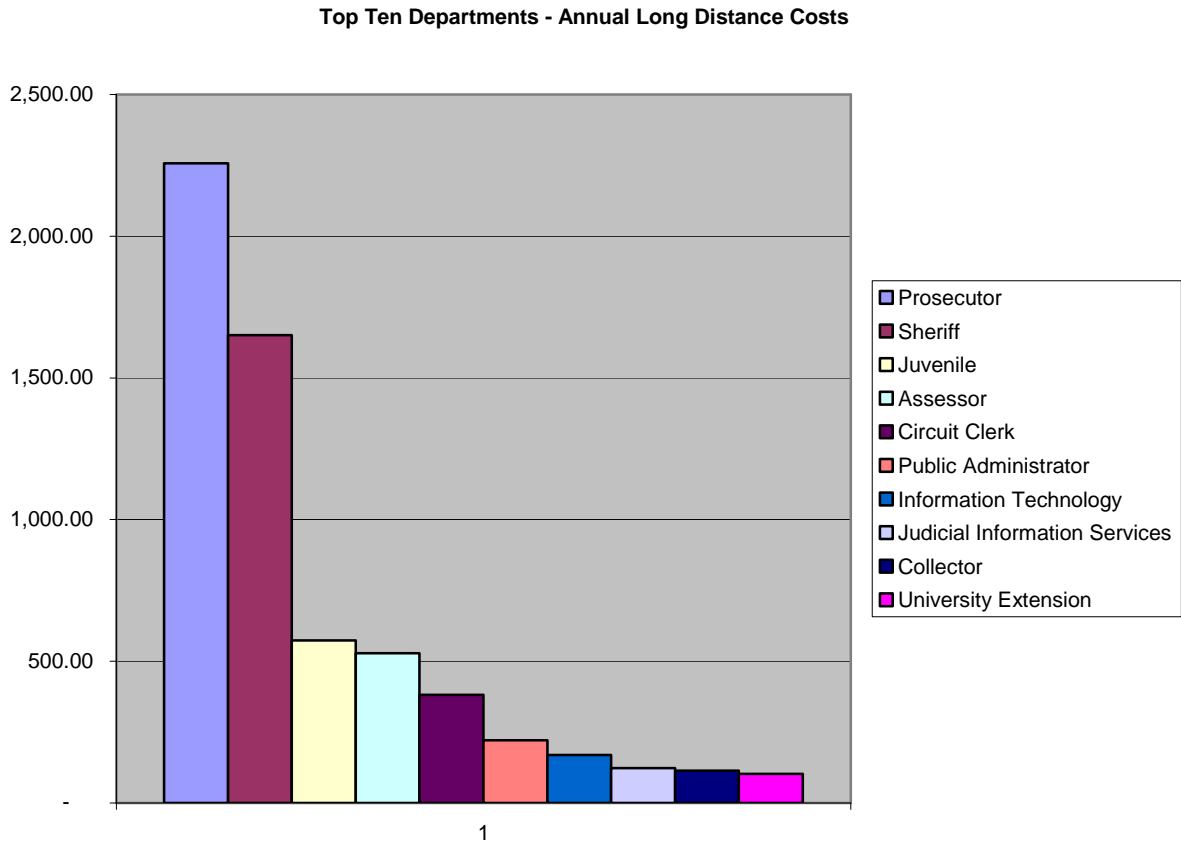
linked to another page in the spreadsheet. There is also a running total on this page.

7. When the cash receipts are received from the Treasurer's office, they are then entered onto a different page in the spreadsheet by individual payments (with the office listed). These cash receipts are attached to the actual MCI print out as back up. After they are logged onto the spreadsheet, they are then filed.
8. When cash is received from another office, the envelope is sent immediately to the Treasurer's office. Cash payments from this office are copied and filed, along with the back up and sent to the Treasurer's office.
9. When the call sheets come in from the various offices, they are then filed.

## **Treasurer Procedures**

The procedure for long distance reimbursement through the Treasurer's office is generally done 2 - 3 times monthly. Some offices send totals for the entire office without noting from which individual, some send the detail sheets marked and signed with the money. The money is receipted and the detail is noted on the description portion of the receipt and follows through to the #35 report. The act of receipting posts the money to the proper fund and line item and the #17 report. Receipts of any given day are deposited at the bank the next day.

# Identification of Annual Long Distance Costs by Department



## Recommendations

**It is recommended that all monies go directly to the Treasurer and not to the County Commission Information Technology department when an individual reimburses the County for personal phone calls.**