



**County of El Dorado**  
**OFFICE OF AUDITOR-CONTROLLER**

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Auditor-Controller

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Assistant Auditor-Controller

June 30, 2020

El Dorado County Superior Court  
Honorable Suzanne N. Kingsbury  
Department 3  
1354 Johnson Blvd., Suite 2  
South Lake Tahoe, CA 96150

RE: Response to Case Number GJ-19-03 County Credit Cards

Honorable Judge Kingsbury:

Below you will find my response to the above noted Civil Grand Jury Investigation:

**Finding F1.**

*County Credit Card Policy D-2 was last revised in 2003 and is outdated.*

**Response F1.**

The Auditor-Controller agrees with the finding. The credit card policy is outdated.

**Finding F4.**

*Delays in processing pcard transactions cause additional work and expense for the County.*

**Response F4.**

The Auditor-Controller partially disagrees with the finding. The finding is probably accurate, but there is no hard data to support the finding. The processing delays do cause inaccuracies in certain accounting reports due to delayed transaction posting to the County's general ledger.

**Finding F7.**

*The Auditor-Controller's Office spends an inordinate amount of time resolving minor discrepancies between transaction detail and the bank charge.*

**Response F7.**

The Auditor-Controller disagrees partially with the finding. There is no hard evidence or data to support the finding. Further, County Departments could submit to the Auditor-Controller transactions that are balanced with clear and sufficient backup to substantiate what was purchased.

June 30, 2020  
Honorable Suzanne N Kingsbury  
RE: Response to GJ-19-03

**Recommendation R1.**

*The CAO's office, with the cooperation of the Auditor-Controller's office, should revise the County Credit Card policy to better reflect current practices.*

**Response R1.**

The recommendation should be implemented. The credit card policy is outdated. The Auditor-Controller does not have the authority to implement the recommendation. The Auditor-Controller intends to assist with the implementation of the recommendation.

**Recommendation R3.**

*The Auditor-Controller should review and determine a transaction discrepancy amount that can be authorized by managers that will reduce excessive staff time.*

**Response R3.**

The recommendation requires further analysis and study. The Auditor-Controller will review this recommendation with County Counsel. The Board of Supervisors did adopt Policy B-18 on June 30, 2020, which may improve this situation.

**If you have any questions, please feel free to contact me at (530) 621-5456.**

Sincerely,



**Joe Harn**  
**Auditor-Controller**