



# MEMO

OFFICE OF THE INTERNAL AUDITOR

**To:** All County Council Members and Executive Pollitt  
**From:** Steve Roser, CPA/CIA  
**Date:** March 22, 2013  
**Re:** Postage Billing Audit

**Message:**

The Postage Billing Audit (report dated September 12, 2012) contained three findings. The originally scheduled follow-up was January 29, 2013. In a meeting with Purchasing and General Services, it was discovered that management was working with the manufacturer of the postage meter to resolve some the issues mentioned in the report. IA scheduled another follow-up for March 2013. The findings and status follows:

<b>Findings</b>	<b>As of March 20, 2013</b>
Password Protection	In place per Purchasing
Council billed for paycheck postage	Council was billed each month for the mailing of paychecks including Month ended March 11, 2013. Resolution of the matter, if necessary, is strictly a management function. Per management: the issue will be addressed as part of the upcoming budget process.
Reports - usable reports are not generated from the postage meter	General Services now has the ability to generate reports per department on a monthly basis. IA reviewed the report for month ended March 11, 2013. The report breaks out number of pieces of mail and dollar amount by department.

IA finds postage billing, as it stands today, satisfactory with respect to the scope of the audit and plans no further work at this time unless directed otherwise by Council.