

**BROOME COUNTY  
DEPARTMENT OF  
AUDIT AND CONTROL**

**PAYROLL AUDIT  
CASA AND  
DEPARTMENT OF EMPLOYMENT AND TRAINING**

**December 2001**

*Alex J. McLaughlin, Comptroller*

December 13, 2001

Jeffrey P. Kraham, County Executive:

The Department of Audit and Control has audited the payroll for CASA and the Department of Employment and Training for the payroll period ended October 28, 2001. The principle objectives were to ensure that payroll was recorded and distributed in a proper manner and that proper authorization existed for all payroll deductions.

The audit was conducted in accordance with generally accepted auditing standards. Such standards require that the Department of Audit and Control plan and perform the audit to adequately assess the accuracy of the financial records and adequacy of the internal controls, and that we examine, on a test basis, sufficient, competent and relevant evidence to afford a reasonable basis for our conclusions.

Based on the results of our examination, it is our opinion that CASA and the Department of Employment and Training have complied in all material respects with existing rules, regulations, policies and procedures to properly monitor and record departmental payroll transactions.

Sincerely,

Alex J. McLaughlin  
Comptroller

cc: Daniel A Schofield, Chairman of the Legislature  
Members of the Legislature  
Louis P. Augostini, Clerk of the Legislature  
Michelle Berry, Director of CASA  
Richard D. Lindhorst, Director of Employment and Training  
Jerome Z. Knebel, Commissioner of Finance

## **AUDIT FINDINGS, RECOMMENDATIONS AND RESPONSES**

### **-DEPARTMENT OF FINANCE-**

#### **FINDING 1: AUTHORIZATION FOR PAYROLL DEDUCTION NOT ADEQUATELY DOCUMENTED**

During the course of our examination, we found an instance in which an arrear deduction from an employee's wages was not supported by a letter from the New York State and Local Retirement System indicating that the employee has authorized the current arrear deduction.

Employee payroll files are established and maintained to store information for earnings and deductions and should be complete and up to date at all times.

Without written documentation, deductions cannot be readily verified for accuracy and authorization.

#### **RECOMMENDATION:**

We recommend that management undertake corrective action to ensure that documentation is maintained in the payroll files for every payroll deduction.

#### **MANAGEMENT RESPONSE:**

We have verified that the deduction for arrears is correct and obtained documentation to that effect from the New York State Retirement System. This documentation has been filed in the employee's payroll file.