

Asset Management

Implementing an asset
management policy will
improve transparency
and accountability

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I. Executive Summary





**An asset management policy will
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Executive Summary

While all assets selected for testing were found, the risk of loss is elevated without countywide asset management guidance and policy.

The Office of County Internal Audit selected both capital assets and sensitive non-capital assets for review and validation of the asset's existence. Sensitive assets include laptops, employee badges, procurement cards, and assets in an employee's telework spaces. A sample of 77 various assets was selected. All 77 assets were located and confirmed to exist. However, the county has opportunities to increase efficiency, transparency and accountability.

Key observations included:

- The county has not established a countywide asset management policy. Existing policies addressing capital assets and various sensitive assets do not collectively address risk mitigation throughout the asset lifecycle.
- Laptop decommissioning and disposal processes (i.e., when the hard drive was wiped, when it was recycled, etc.) were not consistently documented.
- Not all departments and divisions maintained a system to track assets in telework sites.
- Trackers and logs were not utilized to document when employee-assigned assets (i.e., county assets located at telework sites, employee badges and procurement cards) were returned to the appropriate department for redistribution or disposal.
- Not all employee badges and procurement cards were returned to the appropriate department when an employee left the county or transferred to another division/department.
- Unique capital asset identification numbers were not used across both the finance PeopleSoft capital asset tracking system and department subsidiary capital asset tracking systems (i.e. the county-assigned capital asset identification number is not sufficiently implemented to provide an adequate audit trail).



Thank you!

- Capital asset reviews were insufficiently documented to verify the inventory activity was conducted and to confirm the completeness, existence, and accuracy of department capital asset inventory listings.

Recommendations

Two recommendations were made addressing potential improvements to asset management. Detailed observations and recommendations are included in this report.

- Develop a countywide asset management policy.
- Enhance documentation of physical review and validation of capital assets.

Management Response

The finance department has reviewed these recommendations and agreed with the recommendations. Full responses have been included in this report.

Acknowledgements and gratitude

Team members of the finance, technology services, and human resources departments have contributed their time and effort to provide access to the information and data cited. These contributions significantly supported the completion of this review. Collaborative efforts are vital to the county's ability to successfully meet objectives, as well as identify, thoroughly analyze, and appropriately respond to risks. We demonstrate our core values, SPIRIT, when we collectively and proactively identify steps to streamline processes, strengthen controls, and mitigate risks.

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