



## County of Santa Clara

Policy Name: Administrative Review of Agency Responses to Management Audits  
Page 1 of 5

**Policy Type:** Administrative

**Category:** Administrative Practices

**Policy Name:** Administrative Review of Agency Responses to Management Audits

**Policy Owner:** County Executive

### **Policy Purpose**

The purpose of the policy is to provide direction to County Agencies and Departments to ensure the proper review of draft audit responses to the Management Auditor prior to the public release of audit reports.

### **Policy Summary**

Pursuant to the [Management Auditor Policy – Board Policy 3.35](#), the County's Management Auditor will provide an audited Agency/Department with the opportunity to prepare a written response to a revised draft audit report, and the written response will be included in the final audit report. If the written response of the Agency/Department is considered by the Management Auditor to lack sufficient information or adequate detail to be responsive to the audit report findings and recommendations, the Management Auditor will give the Agency/Department an opportunity to explain their perspective on the issue and/or provide necessary additional documentation or information prior to the release of the final report to the Board of Supervisors.

The audited Agency/Department shall provide to the Office of the County Executive any draft response prepared by the Agency/Department prior to submission to the Management Auditor and public release of the final audit



## County of Santa Clara

Policy Name: Administrative Review of Agency Responses to Management

Audits

Page 2 of 5

report. This policy does not apply to draft responses prepared by County elected officials or the Office of the County Counsel.

### **Procedures**

#### Management Audit Timeline

##### **Entrance Conference**

- 1) The Management Auditor will conduct an entrance conference with the responsible Agency/Department management for each audit.
  - 1a) At least five working days prior to the scheduled meeting time, the Management Auditor will send a letter from the Board Chair and the Chair of the Finance and Government Operations Committee that describes the County's Management Audit Program and pertinent aspects of the management audit process.

##### **Audit**

- 2) The Management Auditor conducts audit and prepares draft audit report.

##### **Exit Conference**

- 3) The Management Auditor will discuss the findings, conclusions and recommendations of the audit or special study with the Agency/Department management at an exit conference to be held not more than 15 working days from the date the Management Auditor provides a draft audit report to the Agency/Department.



## County of Santa Clara

Policy Name: Administrative Review of Agency Responses to Management

Audits

Page 3 of 5

3a) If the Management Auditor believes there should be an extension of the 15-working day time frame due to length of the audit or the Agency/Department requests an extension, the Management Auditor will request an extension from the Chair of the Finance and Government Operations Committee.

3b) Following the exit conference and in a timely manner, the Management Auditor will provide the audited Agency/Department with a revised draft audit report for use by the Agency/Department to prepare its written response to be included in the final audit report.

### **Agency/Department Response**

4) The Management Auditor will request that the responsible Agency/Department management provide a written response to the revised draft audit report or study within 15 working days from the Agency/Department receiving the revised draft audit report that resulted from the exit conference.

4a) If the Management Auditor believes there should be an extension to the 15-working day time frame due to the length of the audit or the agency requests an extension, the Management Auditor will request an extension from the Chair of the Finance and Government Operations Committee.

### **Notification to Office of the County Executive**

5) Prior to submission to the Management Auditor, the responsible Agency/Department will provide any prepared written response to the executive who oversees the Agency/Department for review.



### Final Report

6) The Management Auditor will release the final audit report within 10 working days of receiving the written response(s) from the audited Agency/Department and any other Agency/Departments that are providing responses to the audit recommendations.

### Definitions

- 1) **"Management Audit,"** means a management, program or operational audit prepared by the Management Auditor as authorized by the Board of Supervisors, and conducted pursuant to its power of inquiry specified in Article III, Section 302(c) of the County Charter and in conformity with the United States Government Accountability Office Audit Standards.
- 2) **"Management Auditor,"** means the entity that performs management audit services for the County. The Management Auditor is independent from County administration, as well as all departments and programs, and reports directly to the Board.

### Frequently Asked Questions

None.

### Related Policies

- Charter of the County of Santa Clara – Section 302(c) – <https://www.sccgov.org/sites/scc/gov/CountyPolicies/Charter.pdf#S302>



## County of Santa Clara

Policy Name: Administrative Review of Agency Responses to Management

Audits

Page 5 of 5

- Management Auditor Policy - Board Policy 3.35 - <https://www.sccgov.org/sites/scc/gov/CountyPolicies/Board-Policy-3.35-Management-Auditor-Policy.pdf>

### Related Forms and Information

- Finance and Government Operations Committee Procedures on the Board's Management Auditor - [https://www.sccgov.org/sites/bos/Management%20Audit/Documents/FGOC\\_Procedures\\_on\\_Board\\_Management\\_Auditor.pdf](https://www.sccgov.org/sites/bos/Management%20Audit/Documents/FGOC_Procedures_on_Board_Management_Auditor.pdf)

### History

Date	Changes Made
2/16/2016	Policy Uploaded. (David Bruno)
2/1/2016	Policy Adopted.