



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 3/3/2016

Agenda Placement: 7A

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors

FROM: Richard Luthy - Executive Director
Napa-Vallejo Waste Management Authority

REPORT BY: Marie Nicholas, Accountant-Auditor II - 253-4977

SUBJECT: Napa-Vallejo Waste Management Authority - Internal Audit Report for the Quarter Ended September 30, 2015

RECOMMENDATION

DRTS QUARTERLY INTERNAL AUDIT

REQUESTED ACTION: Executive Director requests acceptance of Napa-Vallejo Waste Management Authority -- Internal Audit Report for the quarter ended September 30, 2015.

EXECUTIVE SUMMARY

Staff recommends acceptance of the Internal Audit Report solely to assist the Authority Board and management with respect to the review of internal controls over cash; coverage of scale house operations; voids, hand tags and issuance of tickets at Devlin Road Transfer Station operated by Northern Recycling Operations & Waste Services, LLC (Northern), for the quarter ended September 30, 2015.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

This engagement was conducted in conformance with the *International Standards for the Professional Practice of Internal Auditing*. Napa County Auditor-Controller Internal Audit Section performed a review applicable to the internal controls over the areas noted below for the Napa-Vallejo Waste Management Authority (Authority). This review is solely to assist the Authority Board and management with respect to the review of internal controls over cash; voids, hand tags, and issuance of tickets at Devlin Road Transfer Station operated by Northern Recycling Operations & Waste Services, LLC (Northern), for the quarter ended September 30, 2015.

Summary of the Engagement

For the purpose of our review, items requiring notification to the Board and management have been categorized as follows:

Result - A transaction or group of transactions that warrant notification to the Board and management, but do not require action from the involved parties, such as a revision of procedures.

Exception - A transaction or group of transactions that warrant notification to the Board and management and require action from the involved parties, such as a revision of procedures.

Based on our review of the quarter ended September 30, 2015, we noted the following results and exceptions as identified below by Category and Report Section:

Accounts Receivable

I. Result - **Account Balances Over 90 Days** - As of September 30, 2015, fifteen accounts had balances over 90 days past due for an amount of \$7,738. See Exhibit A on page 7 for a detail list and Exhibit B on page 8 for the history of accounts over 90 days from October 1, 2013 to September 30, 2015.

Revenue

II.A. Result - **Analysis of General Ledger Activity** - A total of 3.6 million in revenue was received in cash, checks, credit card charges and payments on accounts receivable. See Exhibit C on page 9 for the detail results of the analysis.

II.B. Result - **Cash (Shortage) Overage** - During the quarter there was one instance where a counterfeit bill was deposited for the amount of \$100.

Internal Controls

III.A Exception - **Same Time In and Out** - We noted nine tickets with the same "Time In" and "Time Out" entries for a cumulative amount of \$945 for inbound materials that did not indicate the cause of why the time was the same within the comment field of SoftPak or on the Daily Reconciliation Forms. Tickets for voids, replacements, non-weighted items, Collection Contractors and public agencies were excluded from the procedure.

III.B Exception - **Negative Tickets** - During the quarter there were twenty-five tickets with negative amounts for a cumulative amount of \$7,336.

Please see the attached Internal Report for a detailed description of the results, exceptions, recommendations, and management responses noted during the quarter ended September 30, 2015. Please note that management's responses to the exceptions have been included; however, we did not review the responses, and accordingly express no opinion on them.

SUPPORTING DOCUMENTS

A . NVWMA Quarterly Report - Quarter Ended 9/30/15

Executive Director: Approve

Reviewed By: Martha Burdick