



Ricky D. Hatch, CPA
Clerk/Auditor

7 May 2021

Weber County Audit Committee
2380 Washington Blvd.
Ogden, UT 84401

Dear Committee Members:

I recently completed a comprehensive key internal control audit of Weber County Economic Development Department's (the Department) operations and administrative procedures. My purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls. My examination period covered 2020 transactions.

My audit scope included tests from the following Internal Control Questionnaires (ICQ), used as my audit program:

- Accounts Payable Disbursements
- General Journal Entries

There were no cash receipt entries in 2020 and no fixed assets assigned to Economic Development at 2020 year end.

Background:

The Department is responsible for:

1. Business Retention
2. Capital Investments
3. Upper Valley Communications
4. Northern Utah Economic Development

The Department is comprised of the Director and staff support from the County Commission Office. The 2020 revised budget was approximately \$476,980 with actual expenditures totaling approximately \$346,900.

The Department is assisted in its responsibilities through:

1. Utah Governor's Office of Economic Development
2. Economic Development Corporation of Utah
3. Northern Utah Economic Alliance – Davis and Weber Counties
4. Weber County Municipalities, Cities, Towns, Businesses, and Non-Profit Organizations

The Department Director works directly with the Northern Utah Economic Alliance as a Response Team member. This alliance is a liaison between statewide organizations and Weber County. The Director also works closely with Weber County municipalities, cities, towns, corporations, small business and non-profit organizations as needed.

I could not identify specific targeted outcome expectations for the Department. However, growth reports through various organizations indicate a strong pattern of economic growth in Weber County and potential hot spots for future growth.

Accounts Payable Disbursements:

Scope:

I reviewed all of the 33 accounts payable invoice transactions for the year ended 31 December 2020, totaling \$190,829.39.

Observations:

All transactions were supported by adequate documentation. There were certain charges that appeared to be more appropriately charged to general Commission expenditures or other departments. I submitted those expenditures to the Commission Administrative Assistant and discussed them with the Weber County Comptroller. Research indicated that all but one of the transactions were appropriately charged.

Recommendation:

None

General Journal Entries:

Scope:

There were 61 general journal entries with 111 line items for the year ended 31 December 2020. Included in this population were 17 purchase card expenditures. None of the purchase card transactions were made by the Department Director. I selected a random sample of 36 (32.4%) line items, which included nine (52.9) purchase card transactions.

Observations:

1. There were no journal entries created and posted by the same employee.
2. All entries tested were supported by adequate documentation.
3. Material CARES ACT related expenditures were identified to appropriate projects

Recommendation:

None.

I appreciate the time spent by the Department Director, County Commission staff, and the Comptroller for their help and support during my audit. They were friendly, courteous, and cooperative, answering my questions, gathering necessary documents and records, and allowing me access to information.

Sincerely,

Roger K Larsen
Weber County Internal Auditor