



# SAN JUAN COUNTY COMMISSION

Jamie Harvey  
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County Administrator

March 25, 2024

Julie M. Wrigley, CPA  
Special Projects Audit Manager  
Office of the State Auditor  
Utah State Capitol Complex  
East Office Building, Suite E310  
Salt Lake City, Utah 84114

## **Re: Report No. SJCO-21-SP Response**

Dear Ms. Julie M. Wrigley:

Thank you for providing the summary of findings and the proposed actions to address them based on the recent review conducted by the Office of the State Auditor regarding San Juan County's internal control and compliance over cash receipting procedures. I have reviewed your efforts and suggestions for improvement, and I appreciate your commitment to enhancing controls and compliance within the county.

### **Finding 1: Significant Separation of Duties Weakness in the Assessor's Office**

We agree that there should be a separation of duties in the Assessor's Office, namely cash handling and having the ability to change the valuation in COINS at the same time. However, we feel that we do not want to take away any of the elected official's abilities to perform his elected duties.

In the Assessor's overall functions, this elected position also supervises the DMV/Deputy Assessor's positions in a separate office. Speaking with the owner of COINS, there is the ability to have those employees take payments in their office, receipt those payments in COINS but restrict their access to make value changes.

We will work with the County Assessor to see if he is amenable to placing those duties on them. If he is not amenable to having them perform those duties, then we will have all payments go to the County Treasurer after they receipt it in Pelorus. Pelorus provides a timestamp on the receipt of payments which can be used to monitor a timeline of transactions compared to transaction receipts in COINS.

### **Finding 2: Inadequate Procedures Over Reconciliation of the Treasurer's Trust Account**

The County Clerk/Auditor reconciles the tax payment entries on the COINS reports and the accounting records to the deposits on the bank statement to ensure that all tax payments received were properly deposited.

The Trust Account bank statement is delivered directly to the County Clerk/Auditor prior to being opened by the Treasurer. In the alternative, the Clerk/Auditor could observe the Treasurer printing the statement from the online account and use that document for the reconciliation or have view-only access to print the bank statement.

The Chief Deputy Clerk Auditor, who has no writability access to COINS, will reconcile the tax payments to the COINS reports. Furthermore, the Trust statements will be changed so that they're sent to the Auditor's office first, where a copy will be made before sending it to the Treasurer's Office. The Auditor will then compare the statement against the reconciliation of the tax payments and COINS reports.

### **Finding 3: Lack of Procedure to Review Adjustments to the Property Records and Tax Roll System**

Speaking with the COINS Company, access can be granted to our Clerk/Auditor staff, namely our Chief Deputy Clerk Auditor, so that they can only view items but will be able to run a transaction report to see what changes have been made to the system. Through this report, they can verify if the changes that have been made for the appropriate quarter are reasonable changes, that any waiver of fees have followed the proper process and procedure and act as an independent review of those adjustments on the COINS system. Annually, the County Administrator will review the access rights to the COINS system to ensure that those who have access and who has access to change the data in COINS to make sure that we maintain view-only access from the individual performing the independent transaction audit.

### **Finding 4: Reliable Record of Payments Received by Main Not Established**

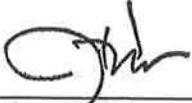
Most of our departments here in the County take payments and we have adopted by ordinance a Cash Receipting and Deposit Policy to guide our departments to help ensure that payments are being appropriately and timely deposited.

The county plans to explore adding a centralized address for all mail-in payments, which is a proactive step to streamline the payment collection process. By having two employees collect the mail, it ensures accountability and reduces the risk of misplaced or lost payments. As we transition this year to a .gov account, the County will explore adding a centralized during our address changes this year.

The difficulty with this is our department's accept payments by mail throughout the County where deliveries take place at different Post Offices within the County closer to the operations being 20 to 40 miles in distance from Monticello. Timeliness of the departments receiving those payments to receipt them and then return them back to the Treasurer's Office is a concern as they do not always come to Monticello for days on end and we do not want late fee's being applied to our citizens or vendors due to a slower system that we add in place, but we will give it an attempt to see if this will work.

As we change our letterhead and email address, by creating another mailing address for payments, then we will be able to create a Payment Registry in the Clerk/Auditor's Office. We will also encourage our departments to use a credit card payment system as much as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'J Harvey', written over a horizontal line.

Jamie Harvey  
Commission Chair