



Transmitted via e-mail

October 3, 2013

Ms. Michele Meadows, Assistant Director of Administration (Acting)
Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

Dear Ms. Meadows:

Final Report—Lake Elsinore Police Department, Traffic Safety Grant Audit

The Department of Finance, Office of State Audits and Evaluations, has completed its audit of the Lake Elsinore Police Department's grant PT1034 for the period October 1, 2009 through September 30, 2010.

The enclosed report is for your information and use. Because there were no audit findings or issues requiring a response, we are issuing the report as final.

We appreciate the assistance and cooperation of the Lake Elsinore Police Department. If you have any questions regarding this report, please contact Frances Parmelee, Manager, or Robert Scott, Supervisor at (916) 322-2985.

Sincerely,

Original signed by:

Richard R. Sierra, CPA
Acting Chief, Office of State Audits and Evaluations

Enclosure

cc: Mr. David Doucette, Assistant Director of Operations, Office of Traffic Safety
Ms. Janise Truelock, Regional Coordinator, Office of Traffic Safety
Ms. Deborah Hrepich, Associate Accounting Analyst, Office of Traffic Safety
Ms. Trina Nguyen, Associate Accounting Analyst, Office of Traffic Safety
Ms. Shelley Kennedy-Smith, Chief, Lake Elsinore Police Department
Mr. Peter Giannakakos, Sergeant, Lake Elsinore Police Department
Mr. James Riley, Manager, Department of Finance, City of Lake Elsinore
Ms. Rita Davis, Accountant, Department of Finance, City of Lake Elsinore

AUDIT REPORT

Lake Elsinore Police Department Grant Agreement PT1034



City of Lake Elsinore—Lake Elsinore Station

Prepared By:
Office of State Audits and Evaluations
Department of Finance

MEMBERS OF THE TEAM

Frances Parmelee, CPA
Manager

Robert Scott, CPA, CGMA
Supervisor

Staff
Alice Yip

Final reports are available on our website at <http://www.dof.ca.gov>

You can contact our office at:

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Office of State Audits and Evaluations
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Sacramento, CA 95814
(916) 322-2985

BACKGROUND, SCOPE, METHODOLOGY AND RESULTS

BACKGROUND

The Office of Traffic Safety's (OTS) mission is to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic loss. OTS implements its mission by awarding grants to local and state public agencies from several federal funding sources. The ten priority areas of concentration include the following: Alcohol-Impaired Driving, Distracted Driving, Drug-Impaired Driving, Occupant Protection, Pedestrian and Bicycle Safety, Traffic Records, Emergency Medical Services, Roadway Safety, Police Traffic Services, and Motorcycle Safety.¹

The Lake Elsinore Police Department (Lake Elsinore) received a \$185,260 grant from OTS to reduce the number of persons killed and injured in crashes involving drivers with suspended or revoked licenses, and to reduce alcohol-related crashes. The strategies include Driving-Under-the-Influence (DUI) and Driver's License checkpoints and Special Enforcement Operations. Lake Elsinore will develop a "Hot Sheet" program and conduct "Stakeout" operations for officers to concentrate on repeat DUI offenders on probation who have had their license suspended or revoked. In addition, special enforcement operations will be conducted to reduce the number of motorcyclists killed and injured in traffic collisions. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.²

SCOPE

In accordance with an interagency agreement, the Department of Finance, Office of State Audits and Evaluations, audited grant agreement PT1034 for the period October 1, 2009 through September 30, 2010.

The audit objectives were to determine whether Lake Elsinore's grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and to determine whether the grant objectives were completed as required. We did not assess the efficiency or effectiveness of program operations.

Lake Elsinore's management is responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements. OTS is responsible for the state-level administration of the grant program.

¹ Excerpts from www.OTS.ca.gov

² Excerpts from grant agreement PT1034

METHODOLOGY

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements; and if the grant objectives were completed as required, we performed the following procedures:

- Interviewed key personnel to obtain an understanding of the grant-related internal controls.
- Examined the grant files, the grant agreement, and applicable policies and procedures.
- Reviewed Lake Elsinore's accounting records, contracts, contractor personnel documents, contractor invoices, and vendor invoices.
- Selected a sample of claimed expenditures to determine if costs were allowable, grant-related, incurred within the grant period, supported by accounting records, and properly recorded.
- Evaluated whether other revenue sources were used to reimburse expenditures claimed for reimbursement under the grant agreement.
- Performed procedures to determine if the revenues earned from the Vehicle Impound Program were recorded in a separate account and whether revenues were used to further grant goals and objectives.
- Evaluated whether a sample of grant objectives required by the grant agreement were met based on review of supporting documentation.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

RESULTS

The results of the audit are based on our review of documentation, other information made available to us, and interviews with staff directly responsible for administering grant funds.

Based on the procedures performed, the grant expenditures claimed were in compliance with the requirements of the grant agreement and grant objectives were completed as required. The Schedule of Claimed Amounts is presented in Table 1.

Table 1: Schedule of Claimed Amounts

Grant Agreement PT1034	
Category	Claimed³
Contractual Services	\$ 162,883
Other Direct Costs	16,700
Total Expenditures	\$ 179,583

³ OTS awarded \$185,260; however, Lake Elsinore only claimed \$179,583.