

WHEN TO CONTACT AUDIT SERVICES

New Program Development

If you are putting together a new program which will be taking in cash collections, Audit Services is available for consultation to help you establish appropriate controls over the collection of funds.

Problem Areas

If you are having problems with a particular business function, Audit Services is available for consultation, reviews, or audits, where appropriate.

Suspected Impropriety

If you suspect financial irregularities or improprieties, you should contact Audit Services immediately.

Confirmed Impropriety

If a financial impropriety occurs and an employee confesses, this must be reported to Audit Services immediately.

Negotiating with an Employee - Managers or other employees are not to negotiate with employees in exchange for the return of funds or assets. For example, you must not state to an employee that you will not report the loss as long as they return the funds, or if they return the funds, as this is a violation of state law (Penal Code Section § 519).