

CITY AUDITOR'S REPORT

MONDAY, SEPTEMBER 10, 2012

DISTRICT TWO TOWN MEETING

I ATTENDED A DISTRICT TWO TOWN MEETING HELD BY COUNCILWOMAN MARCIA GOODMAN HINNERSHITZ ON WEDNESDAY, SEPTEMBER 5, 2012 AT ST. PAUL'S CHURCH AT 16TH STREET & PERKIOMEN AVENUE. THERE WERE TWO MAIN TOPICS AT THIS MEETING: 1) COTTON STREET PAVING PROJECT AND 2) UGI GAS METER REPLACEMENTS. ALSO ANSWERING QUESTIONS AND CONCERNS AT THIS MEETING WERE MANAGING DIRECTOR CAROLE SNYDER, PUBLIC WORKS DIRECTOR CHARLES JONES, COUNCIL PRESIDENT FRANCIS ACOSTA AND TWO REPRESENTATIVES FROM UGI.

AUDIT COMMITTEE

THE AUDIT COMMITTEE MET ON FRIDAY, AUGUST 24TH IN THE CITY CLERK'S OFFICE TO DISCUSS "PAY TO PLAY" AND CONFLICT OF INTEREST POLICIES. WE MET WITH AN ATTORNEY FROM THE CITY ETHICS BOARD, WHO HAS BEEN WORKING ON THOSE TOPICS, AND EXPECT A RECOMMENDED POLICY/ORDINANCE WILL BE FORTHCOMING FOR COUNCIL CONSIDERATION WITHIN THE NEXT THIRTY (30) DAYS.

ANOTHER AUDIT COMMITTEE MEETING WAS HELD ON THURSDAY, SEPTEMBER 6TH, WITH COMMUNITY DEVELOPMENT DIRECTOR LENIN AGUDO REGARDING FINDINGS PERTAINING TO HIS DEPARTMENT.

PAYROLL CHANGES

ON SEPTEMBER 14TH, THE CITY WILL HAVE IT'S FIRST PAYROLL PROCESSED THROUGH THE NEWLY SELECTED FIRM OF ADP (AUTOMATIC DATA PROCESSING). PREVIOUSLY, PAYROLL WAS RUN IN HOUSE WITH PDS/VISTA (PERSONNEL DATA SYSTEMS) SOFTWARE. THE PAYROLL DIVISION HAS BEEN RUNNING PARALLEL PAYROLL RUNS SINCE JULY, 2012 TO TEST AND VERIFY THE NEW PROCESSING VIA ADP. WE EXPECT A FAIRLY SMOOTH TRANSITION TO THIS NEW SYSTEM. THE AUDITOR'S OFFICE WILL BE REVIEWING THE PROCEDURES AND WORKFLOW FOR ACCURACY AND TIMELINESS.

ACCOUNTS PAYABLE UPDATE

THE CITY IS STILL IN TESTING MODE FOR A QUICKER ACCOUNTS PAYABLE PROCESS THROUGH WELLS-FARGO BANK. VENDORS ACCEPTING PAYMENTS VIA “WELLS ONE COMMERCIAL CARD” CAN EXPECT A SPEEDIER PAYMENT, BUT INCUR A FEE FOR THAT EXPEDITED SERVICE. WHEN WE “GO LIVE” WITH THIS NEW SYSTEM, I’LL PROVIDE SOME FACTS AND FIGURES REGARDING ITS IMPLEMENTATION AND EXPECTATIONS.

2011 CITY AUDIT UPDATE

THE 2011 CITYWIDE AUDIT, BY HERBEIN & COMPANY, IS NEARING COMPLETION.

AFTER THE VERY LAST FEW PIECES OF NECESSARY INFORMATION ARE RECEIVED, REVIEWED, COMPILED AND VERIFIED, THE FOLLOWING WILL BE THE PROPOSED TIMELINE FROM THIS POINT FORWARD:

1. TBD INTERNAL MEETING W/AUDITOR & FINANCE/ADMINISTRATION
2. 9/24 MEETING W/CITY COUNCIL AND AUDIT COMMITTEE
3. 10/8 2011 AUDIT PRESENTATION AT REGULAR COUNCIL MEETING

AT THE FIRST SCHEDULED COUNCIL MEETING IN OCTOBER (10/8), REPRESENTATIVES FROM HERBEIN & COMPANY, OUR EXTERNAL AUDITOR’S, WILL FORMALLY PRESENT THE RESULTS OF THE AUDIT TO THE MAYOR, COUNCIL AND THE GENERAL PUBLIC.