



# OFFICE OF THE COUNTY AUDITOR

## DUPAGE COUNTY, ILLINOIS

**James W. Rasins, C.P.A., C.F.E.**  
**County Auditor**

**Peter W. Balgemann, C.G.A.P.**  
**Chief Deputy Auditor**

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December 13, 2006

Hon. Gwen Henry, C.P.A.  
County Treasurer  
Wheaton, Illinois

Dear Gwen:

As a part of the continuous internal audit responsibilities of this Office, an internal audit of the personal property fixed assets utilized by the Office of the County Treasurer (Office) was completed on December 6, 2006. The objective of this audit was to verify that those personal property fixed assets identified on the County fixed asset records maintained by the Finance Department, as being in the custody of the Office, were actually located within the Office. The audit was conducted in accordance with generally accepted government auditing standards, and included such audit procedures deemed necessary to fulfill the audit objective.

A sample of fifteen items, representing 30% of the taggable fixed assets appearing on the Finance Department records, were selected for verification. The internal audit procedures disclosed minor differences between the personal property fixed assets located in the Office and the information appearing on the County's records.

- An asset on the fixed asset records, IBM 3179 Color CRT, inventory control tag number 055746, had been removed from the Office because it was inoperative. It is recommended that the Office prepare a *Fixed Asset Disposal* form and forward it to the Finance Department to remove the item from the fixed asset records.
- It was noted that inventory control tag number 4508 was affixed to a Mosler Safe. This item had been removed from the fixed asset records several years ago because the value of the item is less than the \$5,000 capitalization threshold. It is recommended that the Office remove the inventory control tag from the item.
- The serial number (0020818228) identified on the Gateway 7400 NTS Network Server, inventory control tag number 074678, is not recorded on the fixed asset records. It is recommended that the Office advise the Finance Department to include the serial number in the asset's description.

I would like to express my appreciation to you and your staff for the assistance provided during this internal audit.

Sincerely,

OFFICE OF THE COUNTY AUDITOR

James W. Rasins, C.P.A., C.F.E.  
County Auditor

JWR:sls

Copy: F. Backfield, Chief Financial Officer