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<sup>††</sup> Audit Committee Member

**FY2021 Data Analysis Results**

November 24, 2021



**City of Fort Worth  
Department of Internal Audit**

200 Texas Street  
Fort Worth, Texas 76102





## FY2021 DATA ANALYSIS RESULTS

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The Department of Internal Audit completed the following data analysis projects during fiscal year 2021. Since these projects were not audits, they were not conducted in accordance with government auditing standards. Instead, these projects were conducted to help evaluate risks throughout the City, and to help identify functions that should be considered for audit.

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### **Payroll - Terminal Leave Payments**

Internal Audit recalculated 14 terminal leave payments for the quarter ending December 2020. We then performed independent calculations to determine the accuracy of the payments.

*Results:* We identified two exceptions that appeared to have been system issues.

- In one instance, 5.43 vacation hours were deducted from the former employee's leave balance. However, the City did not pay the employee the value of the 5.43 vacation hours.
  - In the other instance, a termed employee was paid for eight hours of personal holiday leave, although the City's Personnel Rules and Regulations state that employees who resign their employment or are involuntarily terminated will not be paid for unused personal holidays upon separation from employment with the City.
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### **Payroll – Saved But Not Submitted Leave Hours**

Internal Audit identified potential instances where employee leave balances were not reduced, although the employees used leave hours.

#### March 2021

*Results:* No exceptions noted.

#### June 2021

*Results:* Two departments did not properly submit employee leave hours during the quarter ended June 2021. One department did not reduce one employee's sick leave balance by nine hours. The other department did not reduce two employees' vacation leave balances by two and eight hours, respectively.

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### **Payroll Records – Non-Payroll Group**

FY2021 PeopleSoft transactions were reviewed to ensure that no payroll records existed for employees in Pay Group 800. Pay Group 800 is a non-payroll group number assigned to non-paid positions.

*Results:* No exceptions noted.

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### **City Vendor-to-City Employee Match**

Internal Audit compared vendor payment data to City employee data, to ensure that City employees were not paid (as vendors) to provide goods and/or services to the City of Fort Worth.

*Results:* The City did not appear to have paid employees as vendors during the quarters ended December 2020, March 2021 or June 2021.

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### **Wire Transfers**

Internal Audit judgmentally reviewed wire transfers recorded within PeopleSoft for the quarters ended December 2020, March 2021 and June 2021.

*Results:* Based on our test results, wire transfers appeared to have been conducted for legitimate business for each quarter reviewed. For the quarter ended December 2020, we concluded that there were no date stamps to confirm that wire transfers were actually authorized by those persons whose names were affixed via digital signatures. That internal control weakness was corrected during our review of wire transfers completed the following quarter.

No exceptions were noted during our review of wire transfers processed during the quarters ended March 2021 and June 2021.

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### **Top 25 Vendors**

Internal Audit conducted an analysis of vendor payments (made between 6/1/2021 and 9/30/2021 -- via PeopleSoft and procurement cards) to determine whether vendors who received the most dollars from the City seemed appropriate. Internal Audit took into consideration the types of services provided by the vendors (e.g., expenses related to the Internal Revenue Service, insurance, construction, telephone service, contractual supplies, office supplies, retirement fund, etc.).

*Results:* No exceptions were noted. Based on our review, vendors who received the most dollars from the City of Fort Worth (for FY2021) seemed appropriate when taking into consideration the types of services provided by those vendors.

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### **Duplicate Payments**

Internal Audit judgmentally selected 23 vendor payments (dated from 10/1/2020 through 9/30/2021), based on invoices Internal Audit perceived as possible duplicates.

*Results:* Internal Audit identified five duplicate payments, three of which had already been identified by the user departments.

- The three duplicate payments that were identified by the user departments totaled \$4,607.05.
- The two duplicate payments that were not identified by user departments totaled \$11,925.21. The duplicates were noted for the quarters ended 12/31/2020 (\$4,153.21) and 3/31/2021 (\$7,772.00). One of the duplicate payments resulted because the vendor invoices had different invoice dates. The other duplicate payment resulted because the vendor billed the City under different names.

## **Unannounced Cash Counts**

Internal Audit conducted unannounced cash counts of six Fort Worth Police Department imprest funds totaling \$85,000.00. Our cash counts covered approximately 68% of the City's cash fund population.

*Results:* No significant exceptions were noted. The general ledger had not been modified to properly reduce a \$10,000.00 cash fund account by \$100.00, and a \$0.10 overage was identified in a \$15,000.00 cash fund.

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## **Procurement Card Reviews**

### May 2021

*Results:* We concluded that the sampled procurement card transactions were adequately supported, and appeared to have been for City business purposes.

### October 1, 2018 through June 30, 2021

*Results:* We identified 503 active procurement cards, and concluded that 34 cardholders had no procurement card activity in FY2020 or FY2021. We also recommended the use of a standardized form to evidence management's approval of cardholders to exceed monthly spending limits, and recommended updating the procurement card policy to clarify the meaning of "monthly" (e.g., calendar month or billing cycle month).

## Acknowledgements

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The Department of Internal Audit would like to thank all City departments for their cooperation, assistance and prompt follow-up to the results of our data analysis projects.