



# MEMORANDUM

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**Date:** October 5, 2020

File No.: 0127

**To:** **Kim Johnson**, Director  
Department of Social Services  
744 P Street  
Sacramento, CA 95814

**From:** **Department of General Services**  
**Office of Audit Services**

**Subject: AUDIT REPORT: COMPLIANCE WITH STATE BUSINESS MANAGEMENT POLICIES**

Attached is the final report on our compliance audit of the business management functions and services of the Department of Social Services (CDSS). The objective of our audit was to determine compliance with policies set forth in the State Administrative Manual, and the terms and conditions of any specific delegations of authority or exemptions from approval granted by the Department of General Services (DGS).

As noted in the report, we concluded that CDSS is conducting its business management functions and services in compliance with state requirements.

We sincerely appreciated the cooperation and assistance provided by all of CDSS' personnel.

If you need further information on or assistance with this report, please call / e-mail me at (916) 376-5064 / [Dennis.Miras@dgs.ca.gov](mailto:Dennis.Miras@dgs.ca.gov), or Eric Kim, Management Auditor, at (916) 376-5071 / [Eric.Kim@dgs.ca.gov](mailto:Eric.Kim@dgs.ca.gov).

*Dennis M Miras*

DENNIS M MIRAS, CIA  
Manager, Office of Audit Services

Attachment

cc: Pete Cervinka, Chief Operating Officer, CDSS  
Marcela Ruiz, Director, Office of Equity, CDSS  
Kären Dickerson, Deputy Director, Administration Division, CDSS  
Debbie Richardson, Chief, Office of Audit Services, CDSS

**GOVERNMENT OPERATIONS AGENCY  
DEPARTMENT OF GENERAL SERVICES**

**AUDIT OF THE  
DEPARTMENT OF SOCIAL SERVICES**

**FOR COMPLIANCE WITH STATE  
BUSINESS MANAGEMENT POLICIES  
REPORT NO. 0127**

**OFFICE OF AUDIT SERVICES**

**SEPTEMBER 2020**



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMPLIANCE AUDIT  
REPORT NO. 0127**

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**STATE OF CALIFORNIA**  
**DEPARTMENT OF GENERAL SERVICES**  
**AUDITOR'S REPORT**

DATE: October 5, 2020

TO: **Kim Johnson**, Director  
Department of Social Services

This report presents the results of our compliance audit of the business management functions and services of the Department of Social Services (CDSS). These audits are routinely performed under the authority granted to the Department of General Services (DGS) by Government Code Sections 14615 and 14619. The objective of our audit was to determine compliance with policies set forth in the State Administrative Manual, and the terms and conditions of any specific delegations of authority or exemptions from approval granted by DGS.

As applicable, the scope of our audits of state agencies includes, but is not limited to, compliance with policies governing fleet administration, small business (SB) and disabled veteran business enterprises (DVBE) usage, driver safety and insurance, surplus property and real estate. Our audit was conducted in accordance with U.S. generally accepted auditing standards.

To determine compliance, we reviewed policies and procedures, interviewed parties involved, tested records and transactions and performed other tests as deemed necessary. The period covered by our testing varied depending upon the area of review and the type of transactions involved; however, the emphasis of our review and testing was with current procedures and transactions completed during the 2019-20 fiscal year.

Based on the audit results of our fieldwork conducted over the period April 7, 2020 through September 8, 2020, we concluded that CDSS is conducting its business management functions and services in compliance with state requirements.

We are pleased with how receptive and responsive CDSS staff and management were to our suggestions for improvement and with the prompt actions taken and commitments made to address issues identified and discussed during our audit fieldwork. However, we did not perform subsequent effectiveness tests to determine whether the corrective actions were functioning as intended. CDSS' management has the ongoing responsibility for ensuring that its business management policies and procedures are functioning as prescribed and are modified, as appropriate, for changes in conditions.

We sincerely appreciated the cooperation and assistance provided by CDSS' personnel.

If you need further information or assistance on this report, please contact me at (916) 376-5064, or Eric Kim, at (916) 376-5071.

*Dennis M Miras*

DENNIS M MIRAS, CIA  
Manager, Office of Audit Services

Staff: Eric Kim, Management Auditor

cc: Pete Cervinka, Chief Operating Officer, CDSS  
Marcela Ruiz, Director, Office of Equity, CDSS  
Kären Dickerson, Deputy Director, Administration Division, CDSS  
Debbie Richardson, Chief, Office of Audit Services, CDSS