



City of Chattanooga

INTERNAL AUDIT

City Hall

Chattanooga, Tennessee 37402

Stan Sewell
Director

Ron Littlefield
Mayor

December 4, 2008

Mayor and City Council
City of Chattanooga
Chattanooga, TN 37402

RE: Flu Shot Collections, Audit 08-14

Dear Mayor Littlefield and City Council Members:

Attached is the Internal Audit report on Flu Shot Collections.

We thank the Personnel Department and the CareHere staff for their cooperation and assistance during this audit.

Very truly yours,

Stanley L. Sewell, CPA, CGFM
Director of Internal Audit

cc: Dan Johnson, Chief of Staff
Daisy Madison, City Finance Officer
Donna Kelley, Personnel Administrator

**PERSONNEL
DEPARTMENT
FLU SHOT COLLECTIONS
AUDIT 08-14
December 4, 2008**

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Auditor



Director

**PERSONNEL
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INTRODUCTION

During the fall months each year, the City offers flu shots to City employees for a cost of \$10 each. These flu shots are administered by CareHere staff, while the City is responsible for managing the sales revenue collection process for the flu shots.

STATEMENT OF OBJECTIVES

The objectives of this audit are to determine if:

1. Receipts are being issued and duplicate receipts are being retained for flu shot collections.
2. Flu shot sales revenue and flu shot inventory are properly accounted for.
3. Flu shot sales revenue was submitted to the Treasurer's Office within three (3) days of the initial receipt.

STATEMENT OF SCOPE

Based on the work performed during the preliminary survey and the assessment of risk, the audit period will cover flu shots that were purchased during October 2008 and November 2008.

STATEMENT OF METHODOLOGY

We met with management and staff from Personnel and CareHere to obtain an understanding about the flu shot collections process. We reviewed the State Code and City Collection Reports as a part of this audit. We also conducted a physical inventory of remaining vaccine.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. In addition, we abide by the standards of professional practice established by the Institute of Internal Auditors. An internal audit charter has not been approved by the City Council.

AUDIT CONCLUSIONS

Based upon the testwork performed and the audit findings noted below, we conclude that:

1. Receipts are being issued and duplicate receipts are being retained for flu shot collections.
2. Flu shot sales revenue and flu shot inventory are properly accounted for.
3. Flu shot sales revenue was submitted to the Treasurer's Office within three (3) days of the initial receipt.