COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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J. TYLER McCAULEY
AUDITOR-CONTROLLER

July 10, 2001

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: J. Tyler McCauley
Auditor-Controller

Subject: **Financial/Compliance Audits of 1999-2000 State Grants**

The Offices of the District Attorney, Public Defender, and Sheriff; the Department of Human Resources; the Probation Department; and the Countywide Criminal Justice Coordination Committee (CCJCC) receive grants from the State Office of Criminal Justice Planning and other State agencies. These grants require financial/compliance audits to ensure that State funding is used in accordance with applicable laws, regulations, policies and procedures.

The various departments requested that we arrange for the financial/compliance audits of the 1999-2000 State programs. A total of 43 grants (see Attachment) were included. To audit the grants, we contracted with the public accounting firm of Conrad & Associates, LLP, through our Master Agreement for As-Needed Contract Audits/Studies.

The auditors have reported their findings to the departments and copies of the reports have been sent to the appropriate State agencies. The auditors' reports identified a total of $102,779 of questioned costs (less than one-half of one percent of the total grant expenditures), primarily the result of clerical errors, such as misclassifying a sub-grantee's costs and double claiming of an expense. The auditors also noted some minor weaknesses in internal controls; none were considered material in nature. The departments' responses to the reported findings and recommendations, which are included in the enclosed reports, indicate that the departments will take action to correct the reported problems.

Please call me at (213) 974-8301 if you have any questions, or your staff may call DeWitt Roberts at 974-0301.

JTM:JEM:BL
5-60report - Rpt Trans to Bd - Memo.doc

Attachment
Enclosures

Enclosures

c: David E. Janssen, Chief Administrative Officer
Steven Cooley, District Attorney
Lee Baca, Sheriff
Michael P. Judge, Public Defender
Michael J. Henry, Director of Personnel
Richard Shumsky, Chief Probation Officer
Robert Mimura, Executive Director, CCJCC
Executive Officer, Board of Supervisors
Public Information Office
Audit Committee (6)

1999-2000 State Grants
List of Grants/Periods Audited

Countywide Criminal Justice Coordination Committee Grants:

Anti-Drug Abuse (ADA)Grant
Drug Court Expansion
OCJP Grant
No. DC97030190
7/1/1999 - 6/30/2000

Anti-Drug Abuse (ADA)Grant
LADEP Project
OCJP Grant
No. DC99010190
7/1/1999 - 6/30/2000
7/1/2000 - 12/31/2000

Department of Human Resources Grant:

Child Development Programs
Calif. Dept of Education Grant
Contract No. GLPC-9018
7/1/1999 - 6/30/2000

District Attorney Grants:

Anti-Drug (CRAFT)
OCJP Grant
No. DC98B10190
7/1/1999 - 6/30/2000

Anti-Drug (NEST)
OCJP Grant
No. DC99127250
7/1/1999 - 6/30/2000

Anti-Drug (COMNET)
OCJP Grant
No. DC98D10190
7/1/1999 - 6/30/2000

Career Criminal Prosecution
OCJP Grant
No. CP97080190
7/1/1999 - 6/30/2000

Drug Endangered Children (DEC)
OCJP Grant
No. DG97010190
7/1/1999 - 06/30/2000

Gang Violence - Lancaster
OCJP Grant
No. GV99C20190
7/1/1999 - 6/30/2000

Gang Violence - Lennox
OCJP Grant
No. GV99020190
7/1/1999 - 6/30/2000

Juvenile Accountability Incentive
OCJP Grant
No. IP98B010190
4/1/1999 - 3/31/2000
No. IP99B010190
4/1/2000 - 6/30/2000

District Attorney Grants (cont'd):

Juvenile Offenders
Intervention Network
OCJP Grant
No. JV98030190
7/1/1999 - 9/30/2000
No. JV98010190
7/1/1999 - 6/30/2000

Major Narcotics Vendors
Prosecution Program
OCJP Grant
No. NV99010190
7/1/1999 - 6/30/2000

Special Emphasis Victim-Witness
Assistance
OCJP Grant
No. SE97080190
7/1/1999 - 6/30/2000

Stalking and Threat Assessment
OCJP Grant
No. V V9701090
7/1/1999 - 6/30/2000

Statutory Rape Vertical
Prosecution
OCJP Grant
No. SR97030190
7/1/1999 - 6/30/2000

Victim Witness Assistance
OCJP Grant
No. V W97180190
7/1/1999 - 6/30/2000

Spousal Abuser Protection
Program (SAPP)
Department of Justice Grant
No. 99SA06A010
7/1/1999 - 6/30/2000

Automobile Insurance Fraud
Department of Insurance Grant
Grant not numbered
7/1/1999 - 6/30/2000

Workers' Compensation Insurance
Fraud Program
Department of Insurance Grant
Grant not numbered
7/1/1999 - 6/30/2000

Probation Department Grants:

Lancaster Gang Violence
OCJP Grant
No. GV99D20190
7/1/1999 - 6/30/2000

Anti-Drug Abuse Enforcement Program (ADA/THISP)
OCJP Grant
No. DC98C1090
7/1/1999 - 6/30/2000

Lennox Gang Violence
OCJP Grant
No. GV99A20190
7/1/1999 - 6/30/2000

Anti-Drug (COMNET)
OCJP Grant
No. DC98D10190
7/1/1999 - 6/30/2000

Repeat Offender Prevention (ROPP)
BOC Grant
No. 084-96
11/2/1999 - 6/30/2000

Anti-Drug Abuse Enforcement Program (ADA/THISP)
OCJP Grant
No. DC98C10190
7/1/2000 - 12/31/2000

Juvenile Accountability (JAIBG)
OCJP Grant
No. IP98A10190
7/1/1999 - 6/30/2000

Anti-Drug Abuse Enforcement Program (ADA/LADEP)
OCJP Grant
No. DC99010190
7/1/1999 - 6/30/2000

Anti-Drug - Drug Court Expansion Project (ADA)
OCJP Grant
No. DC97030190
7/1/1999 - 6/30/2000

Juvenile Accountability (JAIBG)
OCJP Grant
No. IP98A10190
7/1/2000 - 12/31/2000

High School Graduate/GED Program
OCJP Grant
No. IP99A10190
4/1/2000 - 3/31/2001

Public Defender Grants:

Vertical Defense of Indigents
Project (VDI)
OCJP Grant
No. VI99010190
7/1/1999 - 6/30/2000

Client Assesment Recommendation
Evaluation Project (CARE)
OCJP Grant
No. IP98C10190
4/1/1999 - 6/30/2000

Sheriff Grants:

Lennox Gang Violence
Suppression Program
OCJP Grant
No.GV99B10190
7/1/1999 - 6/30/2000

L. A. County Sheriff's Department
Mentoring Program
OCJP Grant
No. ME96010190
7/1/1999 - 6/30/2000

Region II Community Based
Policing Program
OCJP Grant
No. CR99020190
7/1/1999 - 6/30/2000

Juvenile/Parent Assistance
& Accountability Program
OCJP Grant
No. IC98010190
7/1/1999 - 6/30/2000

Lancaster Gang Violence
Suppression Program
OCJP Grant
No. GV99E20190
7/1/1999 - 6/30/2000

L.A. County Drug Court Expansion
OCJP Grant
No. DC97030190
7/1/1999 - 6/30/2000

Community Oriented Multi-Agency
Narcotics Enforcement (COMNE
OCJP Grant
No. DC98D10190
7/1/1999 - 6/30/2000

COUNTY OF LOS ANGELES
SHERIFF DEPARTMENT
4700 Ramona Blvd.
Monterey Park, California 91754

Report on Audit of OCJP Grants

For the Period
July 1, 1999 through June 30, 2000

CONRAD and ASSOCIATES, L.L.P.
Certified Public Accountants
1100 Main Street, Suite C
Irvine, California 92614

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Report on Audit of OCJP Grants

For the Period
July 1, 1999 through June 30, 2000

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INDEPENDENT AUDITOR'S REPORT

We have audited the Office of Criminal Justice Planning (OCJP) program statements identified in the table of contents of the County of Los Angeles, Sheriff Department for the grants and periods as noted below.

Grant Number	Grant Period	Audit Period
GV99B20190	07/01/99 - 06/30/00	07/01/99 - 06/30/00
ME96010190	06/30/97 - 06/30/00	07/01/99 - 06/30/00
CR99020190	07/01/99 - 06/30/00	07/01/99 - 06/30/00
IC98010190	10/01/98 - 08/30/00	07/01/99 - 06/30/00
GV99E20190	07/01/99 - 06/30/00	07/01/99 - 06/30/00
DC97030190	07/01/97 - 06/30/00	07/01/99 - 06/30/00
DC98D10190	07/01/98 - 12/31/00	07/01/99 - 06/30/00

The amounts included in the program statements are the responsibility of the County of Los Angeles, Sheriff Department's management. Our responsibility is to express an opinion on these statements.

We conducted our audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; the *OCJP Grants Audit Program*; and with certain provisions of the *OCJP Grantee Handbook*. Those standards and the *OCJP Grants Audit Program* and *OCJP Grantee Handbook* require that we plan and perform the audit to obtain reasonable assurance about whether the OCJP program statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts presented in the OCJP program statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the OCJP program statements. We believe that our audit provides a reasonable basis for our opinion.

As more fully described in Note 2 to the OCJP program statements, the County of Los Angeles, Sheriff Department prepares Form OCJP-201 in accordance with OCJP requirements. The

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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS PRIVATE COMPANIES PRACTICE SECTION

accounting practices used to prepare Form OCJP-201 may differ in some respects from generally accepted accounting principles. Accordingly, the accompanying OCJP program statements, which are based in part on Form OCJP-201, are not intended to present the financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the OCJP program statements referred to in the first paragraph present fairly, in all material respects, the status of cash, the approved budget and costs claimed and the allowable costs for the grants and periods audited, in conformity with the basis described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 20, 2000 on our consideration of the County of Los Angeles, Sheriff Department's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of the State of California, Office of Criminal Justice Planning and the County of Los Angeles, Sheriff Department's management and is not intended to be and should not be used by anyone other than those specified parties.

Conrad And Associates, L.L.P.

November 20, 2000

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Status of Cash

For the Period
July 1, 1999 through June 30, 2000

Grant No. GV99B20190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 133,000
Grantee matched funds	34,994
Grantee expenditures	(174,972)
Cash on hand at end of grant period	**$ (6,978)**

Grant No. ME96010190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 65,111
Grantee expenditures	(71,997)
Cash on hand at end of grant period	**$ (6,886)**

Grant No. CR99020190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 79,301
Grantee matched funds	19,825
Grant expenditures	(99,126)
Cash on hand at end of grant period	**$ -**

Grant No. IC98010190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 148,867
Grant expenditures	(148,867)
Cash on hand at end of grant period	**$ -**

See accompanying *Notes to OCJP Program Statements*.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Status of Cash

(Continued)

Grant No. GV99E20190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 168,823
Grantee matched funds	42,205
Grant expenditures	(211,028)
Cash on hand at end of grant period	**$ -**

Grant No. DC97030190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 25,977
Grant expenditures	(25,977)
Cash on hand at end of grant period	**$ -**

Grant No. DC98D10190 July 1, 1999 through June 30, 2000	
Grant cash received	$ 1,616,508
Grant expenditures	(1,616,508)
Cash on hand at end of grant period	**$ -**

See accompanying *Notes to OCJP Program Statements*.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Statement of Approved Budget and Costs Claimed

For the Period
July 1, 1999 through June 30, 2000

Grant No. GV99B20190 July 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$ 142,446	142,446	-
Operating expenses	32,554	32,526	28
Totals	**$ 175,000**	**174,972**	**28**

Grant No. ME96010190 July 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$ 42,120	19,888	22,232
Operating expenses	107,880	52,109	55,771
Totals	**$ 150,000**	**71,997**	**78,003**

Grant No. CR9902090 July 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$ 50,000	49,518	482
Operating expenses	43,945	18,236	25,709
Equipment	34,250	31,372	2,878
Totals	**$ 128,195**	**99,126**	**29,069**

Grant No. IC98010190 July 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$ 205,037	110,578	94,459
Operating expenses	115,104	17,544	97,560
Equipment	28,697	20,745	7,952
Totals	**$ 348,838**	**148,867**	**199,971**

See accompanying *Notes to OCJP Program Statements*.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Statement of Approved Budget and Costs Claimed

(Continued)

Grant No. GV99E20190 October 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$ 169,483	165,468	4,015
Operating expenses	20,190	10,478	9,712
Equipment	44,128	35,082	9,046
Totals	**$ 233,801**	**211,028**	**22,773**

Grant No. DC97030190 July 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$ 137,241	25,977	111,264
Totals	**$ 137,241**	**25,977**	**111,264**

Grant No. DC98D10190 July 1, 1999 through June 30, 2000			
	Approved Budget	**Costs Claimed**	**Variance**
Personal services	$2,359,839	1,344,423	1,015,416
Operating expenses	257,254	87,716	169,538
Equipment	480,147	184,369	295,778
Totals	**$3,097,240**	**1,616,508**	**1,480,732**

See accompanying *Notes to OCJP Program Statements*.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Statement of Costs Claimed and Accepted

For the Period
July 1, 1999 through June 30, 2000

Grant No. GV99B20190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 142,446	142,446	-	-	
Operating expenses	32,526	32,526	-	-	
Equipment	-	-	-	-	
Totals	**$ 174,972**	**174,972**	-	-	

Grant No. ME96010190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 19,888	19,888	-	-	
Operating expenses	52,109	52,109	-	-	
Equipment	-	-	-	-	
Totals	**$ 71,997**	**71,997**	**-**	**-**	

Grant No. CR99020190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 49,518	49,518	-	-	
Operating expenses	18,236	18,236	-	-	
Equipment	31,372	31,372	-	-	
Totals	**$ 99,126**	**99,126**	**-**	**-**	

Grant No. IC98010190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 110,578	110,578	-	-	
Operating expenses	17,544	17,544	-	-	
Equipment	20,745	20,745	-	-	
Totals	**$ 148,867**	**148,867**	-	-	

See accompanying *Notes to OCJP Program Statements*.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Statement of Costs Claimed and Accepted

(Continued)

Grant No. GV99E20190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 165,468	165,468	-	-	
Operating expenses	10,478	10,478	-	-	
Equipment	35,082	35,082	-	-	
Totals	**$ 211,028**	**211,028**	-	**-**	

Grant No. DC97030190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 25,977	25,977	-	-	
Operating expenses	-	-	-	-	
Equipment	-	-	-	-	
Totals	**$ 25,977**	**25,977**	-	-	

Grant No. DC98D10190 July 1, 1999 through June 30, 2000					
		Per Audit			
	Costs Claimed	Costs Accepted	Costs Questioned	Costs Recommended for Disallowance	Note
Personal services	$ 1,344,423	1,338,715	5,708	-	4
Operating expenses	87,716	87,716	-	-	
Equipment	184,369	184,369	-	-	
Totals	**$ 1,616,508**	**1,610,800**	**5,708**	-	

See accompanying *Notes to OCJP Program Statements*.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Notes to OCJP Program Statements

For the Period
July 1, 1999 through June 30, 2000

Note 1: Background

OCJP awarded grants to the County of Los Angeles, Sheriff Department for the following program objectives:

- Lennox Gang Violence Suppression Program (GV99B20190)

  This program provided funding for a deputy and the purchase of patrol car equipment. The grant deputy was to implement a strong communication network between involved participating agencies and the community. This was intended to increase the number of arrests, increase the number of gang crimes solved and decrease the amount of gang membership in the target area.

- L.A. County Sheriff's Department Mentoring Project (ME96010190)

  This program was designed to develop and expand one-on-one mentoring relationships between trained deputy sheriffs and 200 identified high-risk youths associated with street gangs in three diverse areas. The deputy sheriffs, in the role of adult mentors, will provide guidance to these youths to strengthen their chances of avoiding inter-generational gang recruitment pressures and street gang involvement.

- Region II Community Based Policing (CR99020190)

  This program was designed to address: Quality of Life; Personal and Property Safety; Economic Impact on Business and Community; Youth Crime, and Family Violence and Abuse in the target Communities. The goals to improve the quality of life in the target communities will be implemented in ethnically appropriate means, utilizing project personnel, citizen volunteers representing the ethnicity in the target communities, including vulnerable youth and the elderly, in coordination with Los Angeles Sheriff Department and County Public Service programs.

- Juvenile/Parental Assistance and Accountability Program (IC98010190)

  This program is designed to develop and implement an innovative local law enforcement and community policing program in the target areas that focus on a youth and parent/community based accountability sanction system which includes the Balance and Restorative Justice System (BARJS) model. The project will be responsible for holding parents accountable for caring, controlling and supervising their children. A grant modification was executed which extended the grant period through August 30, 2000.

Note 1: Background, (Continued)

- Lancaster Gang Violence Suppression Program (GV99E20190)

  This program will provide a specially-trained gang sergeant who focuses on the Lancaster community. The sergeant will supervise the existing, six person Gang Unit contracted by the City of Lancaster. This unit identifies gang members and gang related activities, apprehends offenders, and works in conjunction with the Probation Department's Gang Alternative Prevention Program (GAPP) and the District Attorney's program for successful prosecution.

- Community Oriented Multi-agency Narcotics Enforcement (COMNET) (DC98D10190)

  COMNET is a pilot program whose primary focus is to address chronic narcotics related problems that affect the quality of life within a neighborhood anywhere in Los Angles County. COMNET will be a Community Oriented Policing (COPS) narcotics task whose mission is to support high impact Sheriff's Department COPS Team efforts within the Sheriff's jurisdiction, as well as to respond to mission specific requests generated by police chiefs form independent cities. A grant modification was executed which extended the grant period through December 31, 2000.

- Los Angeles County Drug Court Expansion Project (DC97030190)

  The Los Angeles County Drug Court Program was established to channel non-violent drug offenders into comprehensive programs of judicially supervised treatment and rehabilitation. The program was developed to reduce the long-term impact of repeat drug offenders on the criminal justice system by breaking the cycle of drugs and crime through meaningful treatment intervention and effective case management. The drug courts structured treatment intervention around the authority and personal involvement of a single drug court judge and is dependent upon the creation of a non-adversarial courtroom atmosphere where the judge and a dedicated team of court officers, staff and treatment counselors work together to help the offender off drugs and become committed to a drug-free lifestyle.

Note 2: Summary of Significant Accounting Policies

The OCJP program statements have been prepared from the original grant budget and subsequent modifications, if any, approved by OCJP, the Report of Expenditures and Request for Funds (Form OCJP-201), and the County of Los Angeles, Sheriff Department's financial records.

Form OCJP-201 was prepared by County of Los Angeles, Sheriff Department personnel in accordance with OCJP requirements. The basis of accounting used in preparing Form OCJP-201 differs from generally accepted accounting principles for the following items:

- Equipment. Equipment purchased with grant funds is expensed at cost. Generally accepted accounting principles require the equipment to be capitalized and depreciated over its useful life.

- Audit Costs. Estimated audit costs related to OCJP grants can be claimed on the final Form OCJP-201 for an audit which will not be completed prior to submission of the final Form OCJP-201. Generally accepted accounting principles define an accrued expense as an accounting recognition of unpaid expenses that come into existence as the result of past contractual commitments, past services received, or by operation of a tax law.

Accordingly, the accompanying program statements are not intended to present the financial position and results of operations in conformity with generally accepted accounting principles.

Note 3: Definitions

Questioned costs are costs that require additional support from the Grantee or require an allowability determination by OCJP. *Costs recommended for disallowance* are costs where we have obtained documentary evidence beyond a reasonable doubt that the Grantee is in violation of legislative or regulatory requirements, or specific conditions of pertinent grants.

Note 4: Community Oriented Multi-agency Narcotics Enforcement (COMNET) (DC98D10190)

For this program, the Sheriff Department was the lead agency among three cooperating agencies, including the District Attorney's Office and the Probation Department. Each respective agency maintained its own accounting records and submitted their quarterly claims to the Sheriff Department for reimbursement from OCJP.

Claimed costs from each agency were as follows:

Cost Category	Sheriff Department	District Attorney	Probation Department	Total
Personal services	$ 1,344,423	115,458	106,056	1,565,937
Operating expenses	87,716	-	-	87,716
Equipment	184,369	-	-	184,369
Total	**$ 1,616,508**	**115,458**	**106,056**	**1,838,022**

During our review of Personal Services, we noted that the amount claimed by Sheriff Department for the Probation Department did not agree with the actual amount incurred. As a result, we have questioned the difference of $5,708.

Costs Claimed	$ 111,764
Costs Incurred	106,056
Variance	$ 5,708

Grantee Response

A reimbursement request was received from the Probation Department that included an employee benefit rate of 23.52%. The actual claim submitted to OCJP included an employee benefit rate of 30.17%, which ultimately resulted in the over-payment. The finding is accurate and will be corrected. This is an ongoing grant so an adjustment will be made with the next claim to reverse the $5,708 error.

Auditor Comment

We concur with the corrective action plan proposed by the Sheriff Department.

Note 5 **Los Angeles County Drug Court Expansion Project (DC97030190)**

For this program, the County of Los Angeles Countywide Criminal Justice Coordination Committee (CCJCC) was the lead agency among three cooperating agencies, including the County Sheriff's Department and Probation Department as well as nine municipal courts within Los Angeles County. Each respective agency maintained its own accounting records and submitted their quarterly claims to the CCJCC for reimbursement from OCJP. Claimed costs from each agency were as follows:

	Cost Category			
Agency	**Personal Services**	**Operating Expenses**	**Equipment**	**Total**
CCJCC	-	127,739	-	127,739
Sheriff Department	25,977	-	-	25,977
Probation Department	31,450	-	-	31,450
L.A. Municipal Court	-	18,911	-	18,911
Pasadena Municipal Court	-	-	-	-
Rio Hondo Municipal Court	-	-	-	-
Santa Monica Municipal Court	-	17,050	-	17,050
Inglewood Municipal Court	6,711	6,028	-	12,739
Van Nuys Municipal Court	-	28,478	1,507	29,985
Southeast Municipal Court	-	27,381	-	27,381
Compton Municipal Court	-	8,150	-	8,150
East L.A. Drug Court	-	10,363	4,109	14,472
Total	**64,138**	**244,100**	**5,616**	**313,854**

CONRAD AND ASSOCIATES, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF OCJP PROGRAM STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited the OCJP program statements of the County of Los Angeles, Sheriff Department for the grants and periods noted below, and have issued our report thereon dated November 20,2000.

Grant Number	Grant Period	Audit Period
GV99B20190	07/01/99 - 06/30/00	07/01/99 - 06/30/00
ME96010190	06/30/97 - 06/30/00	07/01/99 - 06/30/00
CR99020190	07/01/99 - 06/30/00	07/01/99 - 06/30/00
IC98010190	10/01/98 - 08/30/00	07/01/99 - 06/30/00
GV99E20190	07/01/99 - 06/30/00	07/01/99 - 06/30/00
DC97030190	07/01/97 - 06/30/00	07/01/99 - 06/30/00
DC98D10190	07/01/98 - 12/31/00	07/01/99 - 06/30/00

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; the *OCJP Grants Audit Program*; and with certain provisions of the *OCJP Grantee Handbook.*

Compliance

As part of obtaining reasonable assurance about whether the County of Los Angeles, Sheriff Department's OCJP Program Statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of program statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Audit Standards.*

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However, the results of our tests disclosed immaterial instances of noncompliance which did not affect the program statements. These item have been included in the **Compliance Findings** section of this report.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the County of Los Angeles, Sheriff Department's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the OCJP program statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the OCJP Program Statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the State of California, Office of Criminal Justice Planning and the County of Los Angeles, Sheriff Department's Management and is not intended to be and should not be used by anyone other than those specified parties.

Conrad And Associates, L.L.P.

November 20, 2000

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Report on Audit of OCJP Grants

For the Period
July 1, 1999 through June 30, 2000

COMPLIANCE FINDINGS

Late Submission of Form OCJP-201's

The Grantee did not submit the following Form OCJP-201's in a timely manner:

Grant Name	Grant Number	Request Number	Days Late
Lennox Gang Violence	GV99B20190	2	37
Lennox Gang Violence	GV99B20190	3	8
Lennox Gang Violence	GV99B20190	4	59
Mentoring Program	ME96010190	9	93
Mentoring Program	ME96010190	10	3
Mentoring Program	ME96010190	11	44
Region II Community Policing	CR99020190	1	8
Region II Community Policing	CR99020190	A	A
Region II Community Policing	CR99020190	A	A
Juvenile/Parental Assistance	IC98010190	5	35
Juvenile/Parental Assistance	IC98010190	6	8
Lancaster Gang Violence	GV99E20190	1	1
Lancaster Gang Violence	GV99E20190	2	34
Lancaster Gang Violence	GV99E20190	3	8
COMNET	DC98D10190	5	1
COMNET	DC98D10190	7	8

A – Form OCJP-201 was not filed for the periods of 07/01/99- 09/30/99 nor 10/01/99 – 12/31/99.

OCJP Grantee Handbook, Section 6320.2, states in part:

> "With the exception of final payment, projects are required to submit an OCJP 201 (Appendix D) within 30 calendar days of the end of the following four quarters whether or not funds are being requested…"

Recommendation

We recommend that the Grantee establish procedures to ensure that all OCJP 201's are filed in a timely manner as required by OCJP guidelines.

COMPLIANCE FINDINGS, (Continued)

Late Submission of Form OCJP-201's, (Continued)

Grantee Response

Grant Name	Response
Lennox Gang Violence	OCJP-201 #2 – Finding indicates it was submitted 37 days late. The claim was submitted on 2/4/00 for the period ending 12/31/99 (4 days late). Subsequent to that submission OCJP requested that a revised 201 be submitted. The revised 201 was submitted on 3/8/00.
Lennox Gang Violence	OCJP-201 #4 – Finding indicates it was submitted 59 days late. The claim was submitted on 7/31/00 for the period ending 6/30/00 (1 day late). Subsequent to that submission OCJP requested that a revised 201 be submitted. The revised 201 was submitted on 9/28/00.
Mentoring Program	OCJP-201 #9 – Finding indicates it was submitted 93 days late. Fiscal Administration had been in contact with OCJP with regard to a question/fiscal issue relative to the 201. The Unit was awaiting direction from OCJP in order to submit this claim.
Mentoring Program	OCJP-201 #11 – Finding indicates it was submitted 44 days late. Our records do not reflect that a claim #11 was submitted on this grant.
Juvenile/Parental Assistance Program	OCJP-201 #5 – Finding indicates it was submitted 35 days late. The claim was submitted on 2/4/00 for the period ending 12/31/99 (4 days late). Subsequent to that submission OCJP requested that a revised 201 be submitted. The revised 201 was submitted on 3/6/00.
Lancaster Gang Violence	OCJP-201 #2 – Finding indicates it was submitted 34 days late. The claim was submitted on 2/4/00 for the period ending 12/31/99 (4 days late). Subsequent to that submission OCJP requested that a revised 201 be submitted. The revised 201 was submitted on 3/6/00.
Remaining findings	Remaining findings are accurate.

COMPLIANCE FINDINGS, (Continued)

Late Submission of Form OCJP-201's, (Continued)

Auditor Response

It is noted that revised OCJP-201's were submitted after the initial OCJP-201 was submitted. However, it is also noted that the initial OCJP-201 was submitted late. Section 6320.2 of the Grantee Handbook clearly states that OCJP-201 must be submitted 30 calendar days after the period end. As a result, the findings remain as previously stated.

COMPLIANCE FINDINGS, (Continued)

Late Submission of Progress Reports

The Grantee did not submit the following Progress Reports in a timely manner:

Grant Name	Grant Number	Reporting Period	Days Late
Lennox Gang Violence	GV99B20190	07/01/99 – 12/31/99	112
Mentoring Program	ME96010190	01/01/00 – 06/30/00	2
Lancaster Gang Violence	GV99E20190	01/01/00 – 06/30/00	10

OCJP Grantee Handbook, Section 10120, states in part:

> "Unless otherwise specified in the Program Guidelines or RFP, OCJP requires one status report and two progress reports for the grant period. The status report covers the first three months of the grant's operation… All projects are required to submit an original and one copy of the status/progress report to OCJP's Grants Control Unit. These are due 30 calendar days after the end of the reporting period…"

Recommendation

We recommend that the Grantee establish procedures to ensure that all progress reports are filed in a timely manner as required by OCJP guidelines.

Grantee Response

Findings related the grants are accurate.

Auditor Comment

Our finding and recommendation remains as previously stated.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Report on Audit of OCJP Grants

For the Period
July 1, 1999 through June 30, 2000

STATUS OF PRIOR AUDIT FINDINGS

The Grantee was previously audited by Conrad and Associates, L.L.P. There was one finding in the prior audit related to OCJP programs. The status of the prior audit finding is noted below:

Finding

Status/progress reports were not submitted in a timely manner.

Status

Unresolved. Similar finding was noted in the current year. See Compliance Findings for summary of similar findings.

COUNTY OF LOS ANGELES, SHERIFF DEPARTMENT

Report on Audit of OCJP Grants

For the Period
July 1, 1999 through June 30, 2000

EXIT CONFERENCE

The audit results and the audit report process were discussed with the representatives of the County of Los Angeles, Sheriff Department noted below on November 20, 2000. It was explained to those in attendance that the results were subject to a final review prior to release of the draft report. Any changes made based upon this review would be incorporated into the draft report.

County of Los Angeles, Sheriff Department

Vicky Morcos	Accounting Officer II
Judi Torres	Administrative Service Manager III
Roy Fisher	Assistant Director

Conrad and Associates, L.L.P.

Tom Huey, C.P.A.	Senior Accountant