

SUMMARY

Oregon Commission for Women:
Change of Director Audit
Report No. 2001-25

Purpose

This audit was conducted in compliance with *Oregon Revised Statute 297.210*, which requires the Secretary of State to perform an audit or review when the executive head of a state agency leaves that position for any reason.

Results in Brief

- The Commission could improve controls over purchasing and fixed assets.
- The Commission could improve accounting procedures over the proceeds from the Women of Achievement dinner.
- Our limited review of access to systems, travel claims, payroll and contracts did not identify any compliance or control issues.

Recommendations

- We recommend that the Commission:
 - Develop and document policy outlining criteria for what constitutes appropriate business purposes.
 - Establish procedures to review and approve all purchases to ensure compliance with established policy.
 - Identify all assets with a State of Oregon property identification tag.
 - Create and maintain a listing of fixed assets, and periodically have an independent inventory performed.
- We recommend that the Director maintain supporting documentation for the number of tickets issued, sold and unsold, donations received and auction proceeds.
- We recommend that the Commission Chair or Board verify all deposits to the corresponding supporting documentation.

Commission's Response

The Commission for Women generally agrees with the recommendations. The Commission's response letter is attached at the end of the full report.



[Top of Page](#)

[Audit Reports Issued in 2001](#)

[Return to Agency List](#)

[Return to Audits Division Home Page](#)

Last updated on 6/11/01

By Audits Division