

SUMMARY

Oregon Commission on Asian Affairs:
Change of Director Audit
Report No. 2001-29

Purpose

This review was conducted to comply with *Oregon Revised Statute* 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves his or her position.

Results In Brief

We found that the Oregon Commission on Asian Affairs (commission) could improve controls over time sheets and fixed assets and obtain cost savings by using a motor pool vehicle. We noted that the commission should ensure that only appropriate and allowable expenses are approved for payment.

Recommendations

We recommend that the commission:

- Require all time sheets to go through a supervisory review process to ensure completeness and accuracy.
- Control inventory items that have a high risk of loss.
- Obtain a state motor pool vehicle when it is most cost effective to do so.
- Ensure that only appropriate expenses are approved for reimbursement.

Agency's Response

The Oregon Commission on Asian Affairs generally agreed with the recommendations.

[Top of Page](#)

[Audit Reports Issued in 2001](#)

[Return to Agency List](#)

[Return to Audits Division Home Page](#)

Last updated on 7/05/01
By Audits Division