

# **CalMHSA Board of Directors Meeting**

## **Board Packet**

Wednesday, June 22, 2022

12:00 p.m. – 1:00 p.m.































**Auditor's Recommendation:** "We recommend management ensure all employee timecards are reviewed on a timely basis. Since contracting with the 3rd party payroll administrator, timecards are noted to be formally reviewed."

**CalMHSA Actions to Address Recommendation:** As previously noted in the Audit Report, controls have been implemented and all employee timecards are reviewed and approved in a timely manner through a third-party payroll administrator.

**2021-007: Financial Reporting Deficiency in Internal Control**

**Audit Finding:** "[W]e identified several adjustments or errors in financial statement disclosures relating to accounts payable, and compensated absences. . . . In addition, we noted that CALMHSA did not timely compile quarterly financial reporting as required by California Government Code 6505.

**Auditor's Recommendation:** "We recommend management create and adopt a policy to ensure all transactions and activities are properly documented, accounted for, and maintained in the accounting records. Furthermore, periodic reviews should be performed to ensure the policy is operating effectively."

**CalMHSA Actions to Address Recommendation:** Management has created and adopted a policy to ensure all transactions and activities are properly documented, accounted for, and maintained in the accounting records. Periodic reviews are performed to ensure the policy is operating effectively. Management has compiled all quarterly financial reporting as required by California Government Code 6505, and has implemented a policy to ensure all such reports are prepared and reviewed timely.











