

Message

From: Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]
Sent: 5/14/2018 7:16:24 PM
To: Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]
Subject: Card transactions, travel policy, check numbers

Good afternoon Larry,

Last week at our audit review, we were instructed by our Director that I need to add in the original sample I made for our credit card testing.

I was hoping that my new sample would have sufficed for testing, but the % I chose didn't satisfy my bosses. So, with that said, I'll need a few more vouchers/documents for the card expenses.

1- Adding back in the 3 months of my original sample will suffice.

The 3 months are:

Statement date- 9/27/15

Amount of statement- 960.50

Statement date- 11/27/15

Amount of statement- 2,178.27

And unfortunately,

Statement Date- 2/27/17

Amount of statement- 8212.33

As with the other months previously tested, I'll need all the receipts for the transactions as best as you can.

If any of the hotel stays were in reference to any meetings or talks, any advertisement or reference that matches the date will be perfect.

I know Feb had quite a bit of travel involved, so I appreciate your help.

- 2- The credit card expense test has inadvertently become a review of "travel expenses", Do you have an official travel expense policy? I looked in your IC 1.04.00 plan and your HR 3.01.00 management plan, but didn't see any references to any sort of travel expense policies. If you have any, I would need them.
- 3- On the purchase requisition forms for the invoices you gave us (for our administrative expense testing), there doesn't appear to be check numbers listed. I don't suppose it's the "BSD" number listed on the P.O.# line at the bottom of the form. For example BSD16-3460? If not, where would I find the expensed check number for a given payment?
- 4- Lastly, could you provide for me the beginning check number at the start of our audit period (7/1/15) and the last check number written at the end of our audit period (12/31/17). I will use these numbers to determine the total number checks written during our audit period.

Thanks again.

I know your busy, we will be back on site Wednesday, so you don't have to rush the new credit card invoices since there are so many.

Lou

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