

Audit of Miscellaneous Expenses April 1 to June 30, 2024

OIG Report No. 25-AUD-04
Karen Gorman, Inspector General

July 17, 2025



Objectives

The objectives of the audit were to determine whether:

- Expenses charged were proper, reasonable, and in accordance with Metro policies and procedures;
- Expenses had proper approval, receipts, and other supporting documentation; and
- Policies and procedures are adequate to ensure that expenses are documented and accounted for properly.

Results of Audit

- Staff generally complied with Metro policies and procedures; but OIG found the following issues:
 - Non-Compliance with P-Card Rules and Guidelines due to purchases without proper preapproval
 - Exceptions related to Metro's Petty Cash Funds (ACC-11) Policy due to missing required documentation
 - Issue with Justification Memo for Exception to Business Travel Guidelines (GEN 65)

- ❖ OIG provided 4 recommendations.

