

# **Audit of Miscellaneous Expenses April 1 to June 30, 2024**

OIG Report No. 24-AUD-11  
Karen Gorman, Inspector General

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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.

