

Audit of Miscellaneous Expenses
July to September 2020
OIG Report No. 21-AUD-06

Karen Gorman, Inspector General

April 14, 2021



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.
- Policies and procedures are adequate to ensure that expenses are documented and properly accounted for.

Results

Based on our sample reviews for the covered period, the expenses incurred generally complied with policies, were reasonable, and adequately supported by required documents. However, we found that for three of the expenses reviewed, policy requirements were not followed for travel, Purchase Card, and media expenses.

We also determined that the CEO's cost reduction measures were effective for travel, seminar, business meal, training, and membership. These costs were reduced by 90 to 98 percent in comparison to prior year.

We made five recommendations to improve the monitoring and payment of Metro miscellaneous expenses.



Metro