

Audit of Miscellaneous Expenses January to March 2022

OIG Report No. 23-AUD-01
Karen Gorman, Inspector General

September 14, 2022



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 accounted for properly



Results

❖ Staff generally complied with Metro policies but we found the following issues:

- No written pre-approval of cardholder purchases
- Purchase card was used for a restricted purchase

Non-compliance was due to the urgency of the transaction where immediate payment was required.

❖ **OIG provided three recommendations.**

