Audit of Miscellaneous Expenses January to March 2022

OIG Report No. 23-AUD-01

Karen Gorman, Inspector General

September 14, 2022

Metro

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

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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.**

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