

SUMMARY

***Oregon Disabilities Commission:
Change of Director
Report No. 2001-40***

Purpose

This audit was conducted in compliance with Oregon Revised Statute 297.210, which requires the Secretary of State to perform an audit or review when the executive head of a state agency leaves his or her position.

Results in Brief

We found that the Oregon Disabilities Commission (commission) did not have adequate controls over time sheets, travel expense sheets and fixed assets, and could have obtained cost savings by utilizing a motor pool car. We also found that the commission did not approve and document out-of-state travel. In addition, we noted that the commission did not have formal policies regarding employee termination and made payments for questionable or unallowable items.

Recommendations

We recommend that the commission:

- Require that all time sheets and travel expense sheets go through a supervisory review process to ensure completeness and accuracy.
- Develop formal policies and procedures regarding employee termination.
- Maintain documentation to support all personal service contracts and adhere to the terms specified in the contracts.
- Control inventory items that have a high risk of loss.
- Obtain a state motor pool car when it is most cost effective to do so.
- Ensure that all out-of-state travel is approved and documented.
- Ensure that only appropriate and allowable expenses are approved for reimbursement, and recover payments made for meals that were not allowable.

Agency's Response

The Oregon Disabilities Commission generally agreed with the recommendations. The commission found this information timely and helpful and planned to use the recommendations to review and revise existing policies and procedures as necessary to

comply with state requirements. The commission began checking with its AG regarding the issue of payment recovery.

[Top of Page](#)

[Audit Reports Issued in 2001](#)

[Return to Agency List](#)

[Return to Audits Division Home Page](#)

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By Audits Division