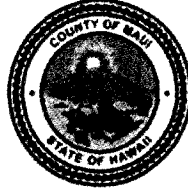


ALAN M. ARAKAWA
Mayor



MARK R. WALKER
Director

MARCI M. SATO
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF FINANCE
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793

March 23, 2018

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable G. Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Mayor Date 3/23/18

Dear Chair Hokama:

**SUBJECT: INDEPENDENT AUDIT OF THE DIRECTOR OF FINANCE'S
ACCOUNTS (BF-94)**

Pursuant to your letter dated March 16, 2018, regarding the Internal Audit of the Director of Finance's Accounts, below are the responses to the following questions:

- 1. It is noted that the final completed Travel Order Form for seven of nine transactions related to the Director, and two of nine transactions unrelated to the Director, were not provided to the Auditor for review. Did the Department process final completed Travel Order Forms for the transactions? If so, please provide copies of the forms and explain why they were not submitted to the Auditor. If not, please explain why the completed Travel Order Forms were not processed.*

Response:

Final travel order forms are only submitted upon completion of travel if the traveler incurred additional reimbursable expenses. In the case of the nine transactions mentioned, at the time of the request by the Auditors, we were still in the process of reviewing if any final travel

*Honorable G. Riki Hokoma, Chair
and Members of Budget and Finance Committee
March 23, 2018
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reimbursements were submitted. It has since been determined, to the best of our knowledge, that no final travel orders were submitted for the nine transactions.

- 2. If a final completed Travel Order Form was not submitted but advanced per diem was paid and lodging expenses were charged to the purchasing card, is the County owed the amounts indicated on pages 8 and 9 by the former Director of Finance, Employee A, and Employee B?*

*Response:
Please see attached.*

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at Ext. 7474.

Sincerely,



MARK R. WALKER
Finance Director

MRW:mms

Attachment

Attachment BF-94

	Post Date	Lodging Amount	Employee	Lodging Allowance	Per Diem Advanced	Lodging per Diem Overpaid	Comments
1	11/19/2015	618.07	Director	340	761.25	170	Transactions 1 & 2 are related to the same travel form. The Director was paid for 4 nights of lodging per diem totalling \$340 not the \$510 as indicated on this spreadsheet.
2	11/19/2015	350.16	Director	170	0	170	
3	4/4/2016	1,855.12	Director	680	870	425	Transactions 3 & 4 are related to the same travel form. The Director was paid for 5 night of lodging per diem totaling \$425 not the \$670 as indicated on this spreadsheet.
4	4/9/2016	914.85	Director	Unknown	Unknown		
5	6/27/2016	360.66	Director	100	180	100	
6	7/15/2016	1,144.65	Director	425	870	425	
7	8/22/2016	237.17	Director	0	0		

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	Post Date	Lodging Amount	Employee	Lodging Allowance	Per Diem Advanced	Lodging per Diem Overpaid	Comments
1	5/4/2012	827.58	Employee A	255	0	255	
2	5/25/2015	1,889.34	Employee B	425	0	340	Employee B was paid for 4 nights of lodging per diem totaling \$340 not the \$425 as indicated as there was a hotel credit for one night (5/29/15) not reflected here in the amount of \$195.19 on 6/5/15.

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