



INTER-OFFICE MEMORANDUM

TO: Dick Anderson, County Manager

FROM: Kisha C. Johnson, Investment Officer *KJ*

DATE: April 26, 2017

RE: Business License GSICA Audit

Following the audit performed by the Internal Audit office in April 2017, we received a finding for two affidavits that were not completed properly as a requirement for a Business License application. The error was not caught by our vendor processing business license applications (Revenue Discovery Systems – RDS) quality control methods. The Business License Unit along with the vendor RDS, strives to ensure that all documentation received is completed thoroughly. Therefore, upon receiving the Audit report, the following actions were taken:

I reached out to the Vendor RDS that processes our business licenses and discussed a solution to strengthen the controls around document verification. RDS has assured us of the following:

1. Meeting with their internal staff to discuss the error.
2. Update their procedure so that going forward they will contact us regarding affidavits that pose any questions.
3. Send the business a letter letting them know they are not in compliance and of the additional information needed.

I have also met with my staff as a reminder that all affidavits must be verified and completed prior to sending the documents to RDS for processing. Both the RDS and the Business license staff are all aware of this error. We have implemented some measures to prevent this from happening again in future.