

**Napa County Auditor-Controller
Responses to Grand Jury Recommendations
Fiscal Year 2003-2004**

Peoplsoft Training

Finding 1

The Auditor- Controller's Staff lacks the skills to implement the new version of the PeopleSoft software.

Response 1

We disagree with the finding. The implementation of PeopleSoft Human Resources/Payroll and Financial Systems requires the expertise of the Auditor-Controller's Department, Human Resources, various user departments and the County's Information Technology Services Department (ITS). The Auditor-Controller's staff skill set has allowed the County to complete the initial implementation in 1996 and numerous upgrades over the past seven years.

Recommendation 1

The Auditor-Controller should ensure that the staff receives the requisite training.

Response 1

We agree with the recommendation. Continuous training of all County staff involved in the implementation process is critical to the successful implementation and operation of the PeopleSoft software.

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Cash Reconciliation

Finding 2

There are discrepancies in the cash reconciliation process.

Response 2

We agree in part with the finding. The Auditor-Controller's Department had in previous years dealt with cash reconciliation issues. As noted in the 2002-2003 Management Report issued by the County's external auditors Bartig, Basler & Ray, the management finding dealing with the cash reconciliation problem was fully implemented in the 2002-2003 fiscal year.

Recommendation 2

The general ledger should be reconciled each month.

Response 2

We agree in part with the recommendation. The Auditor-Controller's Department continues to reconcile the cash general ledger account on a monthly basis. Certain general ledger accounts will continue to be reconciled on an annual basis.