



DEPARTMENT OF  
**FINANCE**

ARNOLD SCHWARZENEGGER, GOVERNOR

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Transmitted via e-mail

December 16, 2010

Ms. Michele Meadows, Assistant Director of Administration  
Office of Traffic Safety  
2208 Kausen Drive, Suite 300  
Elk Grove, CA 95758

Dear Ms. Meadows:

**Final Report—Sacramento Police Department, Office of Traffic Safety Grant Audit**

The Department of Finance, Office of State Audits and Evaluations (Finance), has completed its interim audit of the Sacramento Police Department's (SPD) Pilot Program for Brief Intervention of Impaired Drivers grant AL0757, for the period October 1, 2006 through December 31, 2009.

The enclosed report is for your information and use. Because there were no audit findings or issues requiring a response, we are issuing the report as final.

In accordance with Finance's policy of increased transparency, this report will be placed on our website. Additionally, pursuant to Executive Order S-20-09, please post this report in its entirety to the Reporting Government Transparency website at <http://www.reportingtransparency.ca.gov/> within five working days of this transmittal.

We appreciate the assistance and cooperation of the SPD's staff. If you have any questions regarding this report, please contact Cheryl McCormick, Manager, or John Rogers, Supervisor, at (916) 322-2985.

Sincerely,

Original signed by:

David Botelho, CPA  
Chief, Office of State Audits and Evaluations

Enclosure

cc: Mr. Craig Mohar, Program Manager, Sacramento Police Department  
Mr. James Beezley, Lieutenant, Sacramento Police Department  
Ms. Priscilla Smith, Accountant/Auditor, Sacramento Police Department  
Ms. Patty Wong, Regional Coordinator, Office of Traffic Safety  
Ms. Deborah Hrepich, Associate Accounting Analyst, Office of Traffic Safety

A GRANT AUDIT

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Sacramento Police Department  
Grant Agreement AL0757

Prepared By:  
Office of State Audits and Evaluations  
Department of Finance

**MEMBERS OF THE TEAM**

Cheryl L. McCormick, CPA  
Manager

John Rogers, CPA  
Supervisor

Staff  
Dennis Williams

Final reports are available on our website at <http://www.dof.ca.gov>

You can contact our office at:

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# BACKGROUND, SCOPE, METHODOLOGY, AND RESULTS

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## BACKGROUND

The Office of Traffic Safety (OTS) is charged with the responsibility of obtaining and distributing federal funds in an effort to carry out the direction of the National Highway Traffic Safety Act. The federal funds are designed to mitigate traffic safety problems as defined by the Highway Safety Plan. Currently, there are eight program priority areas earmarked for grant funding: Alcohol and Other Drugs, Occupant Protection, Pedestrian and Bicycle Safety, Emergency Medical Services, Traffic Records, Roadway Safety, Motorcycle Safety, and Police Traffic Services. OTS allocates funds to local government agencies to implement these programs via grant awards.

The Sacramento Police Department (SPD) received a \$1,147,122 grant from OTS in an effort to reduce alcohol-involved fatalities and injuries. This project will assist in the implementation of a pilot program in Sacramento County to provide brief intervention for impaired drivers at the jail upon their release. The purpose of the brief intervention is to create a “teachable moment” where impaired drivers can receive resources and referrals to treatment in Sacramento County that will prompt changes in their life-threatening driving behavior. SPD administered the grant and managed the development and implementation of the program.

## SCOPE

In accordance with an interagency agreement, the Department of Finance, Office of State Audits and Evaluations, conducted an interim audit of the SPD's OTS grant listed below:

<u>Grant Agreement</u>	<u>Audit Period</u>	<u>Awarded</u>
AL0757	October 1, 2006 through December 31, 2009 <sup>1</sup>	\$ 1,147,122

The audit objective was to determine whether SPD's grant expenditures were in compliance with applicable laws, regulations, and grant requirements. In order to design adequate procedures to evaluate fiscal compliance, we obtained an understanding of the relevant internal controls. We did not assess the efficiency or effectiveness of program operations.

SPD's management is responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements as well as evaluating the efficiency and effectiveness of the program. OTS is responsible for the state-level administration of the grant funds.

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<sup>1</sup> An interim audit was conducted of grant AL0757, as the grant period ended September 30, 2010.

## METHODOLOGY

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements, we performed the following procedures:

- Interviewed key personnel.
- Obtained an understanding of the grant-related internal controls.
- Examined the grant files.
- Reviewed SPD's accounting records.
- Determined whether a sample of expenditures were:
  - Allowable
  - Grant related
  - Incurred within the grant period
  - Supported by accounting records
  - Properly recorded
  - Not double billed to other revenue sources
- Evaluated whether the goals and objectives required by the grant agreement were met.

The results of the audit are based on our review of documentation, other information made available to us, and interviews with staff directly responsible for administering grant funds. The audit was conducted from April 2010 through June 2010.

This audit was conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our observations and recommendations based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our observations and recommendations.

## RESULTS

Based on the audit procedures performed, SPD met the fiscal requirements for the grant agreement. No observations or questioned costs were identified. The Schedule of Claimed, Audited, and Questioned amounts is presented in Table 1.

**Table 1: Schedule of Claimed, Audited, and Questioned Amounts**

<b>Grant Agreement AL0757</b>			
<b>For the Period October 1, 2006 through December 31, 2009</b>			
<b>Category</b>	<b>Claimed</b>	<b>Audited</b>	<b>Questioned</b>
Personnel	\$ 264,073	\$ 264,073	\$ 0
Travel	3,901	3,901	0
Contractual Services	745,582	745,582	0
Other Direct Costs	5,772	5,772	0
<b>Total Expenditures</b>	<b>\$1,019,328</b>	<b>\$1,019,328</b>	<b>\$ 0</b>