DGS
GENERAL SERVICES

MEMORANDUM

Date: September 23, 2013 File No.: 3166

To: Jean Shiomoto, Chief Deputy Director
Department of Motor Vehicles
2415 First Avenue
Sacramento, CA 95818

From: **Department of General Services**
Office of Audit Services

Subject: **QUALITY CONTROL REVIEW OF CONTRACT APPROVAL EXEMPTION AUDIT**

This report presents the results of our quality control review of an internal audit conducted of the Department of Motor Vehicles' (DMV) contracting program. The audit was conducted by DMV's Audits Office.

As a condition of DMV's exemption (Exemption Letter No. DMV2) from the Department of General Services' (DGS) approval of its contracts under $75,000, two audits were required to be performed of the department's contracting program during the exemption period of January 1, 2009 through December 31, 2012. On November 30, 2012, the Audits Office issued an audit report which presented the results of the second audit required under the terms of the exemption. Public Contract Code Section 10352 requires DGS to perform a quality control review of the audit.

The objectives of our quality control review were to determine: (1) if the internal audit was conducted in accordance with an audit guide issued by DGS; and, (2) if reported findings are being appropriately addressed by DMV's management. Based on our interviews of audit staff and review of the working papers prepared to support audit tests, and our performance of other procedures as deemed necessary, we concluded that the audit was conducted in accordance with DGS' audit guide and that management indicated a commitment to take appropriate actions to address reported findings.

We greatly appreciated the cooperation and assistance provided by DMV's audit staff.

If you need further information or assistance on this report, please contact me at (916) 376-5058, or Andy Won, Audit Supervisor, at (916) 376-5052.

Rick Gillam

RICK GILLAM, CPA, CIA
Chief, Office of Audit Services

cc: David Zocchetti, Deputy Director and Chief Counsel, Office of Legal Services, DGS
Pam Mizukami, Deputy Director, Administrative Services Division, DMV
Barbara Owens, Chief, Audits Office, DMV