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August 29, 2019

The Honorable Rick Gray, Chair
Joint Legislative Audit Committee

The Honorable Anthony T. Kern, Vice Chair
Joint Legislative Audit Committee

Dear Senator Gray and Representative Kern:

We have recently completed a 24-month followup of the Arizona Department of Administration—Central Services Bureau (Bureau) regarding the implementation status of the audit recommendation presented in our procedural review report on internal controls in effect as of March 30, 2017, released in April 2017 (Auditor General Report 17-305). As the attached grid indicates, the recommendation has been implemented.

Unless otherwise directed by the Joint Legislative Audit Committee, this concludes our follow-up work on the Bureau's efforts to implement the recommendation from the April 2017 procedural review.

Sincerely,

Donna Miller, CPA
Director, Financial Audit Division

cc: Andy Tobin, Director
Arizona Department of Administration

**Arizona Department of Administration—
Central Services Bureau
Auditor General Report No. 17-305
24-Month Follow-Up Report**

Recommendation

Status/Additional Explanation

Finding 1: The Department should ensure proper approval of its contracts with state agencies

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1. To help ensure Internal Service Agreements are properly approved and all parties involved are aware of their duties and responsibilities, the Bureau should obtain signatures from authorized officials of the Department and the applicable state agency.

Implemented at 24 months
