

ARIZONA COMPANION ANIMAL SPAY AND NEUTER COMMITTEE

December 15, 2025

Lindsey A. Perry
Auditor General
2910 N 44th Street, Suite 410
Phoenix, AZ 85018

Ms. Perry,

Finding 1: Arizona Department of Administration's Central Services Bureau (CSB) incorrectly processed some travel claim payments for 3 agencies and adjusted a travel claim without notifying another agency in sample of reimbursements we reviewed, and agencies did not verify payment amounts to identify errors/adjustment

Arizona Companion Animal Spay and Neuter Committee response: The Auditor General's finding is agreed to.

Response explanation: Agreed that the Committee did not review what was paid by CBS. The committee did not know that they should check those claims once they were approved, nor did they know they were allowed to receive a report of what was paid.

Develop and implement written policies and procedures for processing board member expense reimbursements, including requirements to:

Recommendation 15: Perform a detailed review and approval of board member claims to ensure reimbursements follow allowable rates outlined in the reimbursement schedule in State of Arizona Accounting Manual based on travel dates and location.

Arizona Companion Animal Spay and Neuter Committee response: The audit recommendation will be implemented.

Recommendation 16: Reconcile approved board member claims submitted to the CSB to amounts paid to ensure all board members were paid appropriately and follow up on any discrepancies.

Arizona Companion Animal Spay and Neuter Committee response: The audit recommendation will be implemented.

Annette Lagunas

Annette Lagunas
Committee Chairwoman
Arizona Companion Animal Spay & Neuter Committee