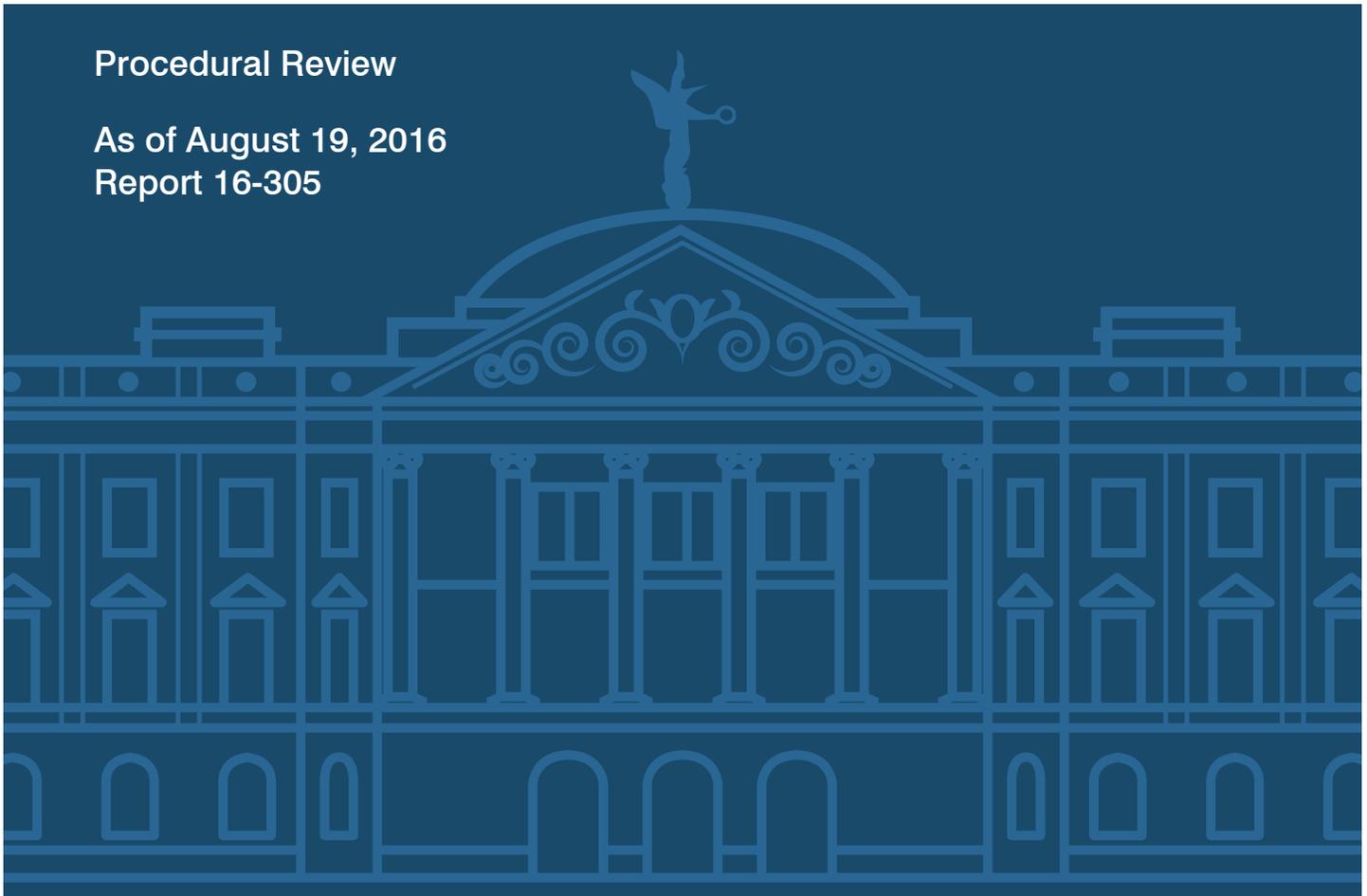


Arizona Office of Tourism

Procedural Review

As of August 19, 2016
Report 16-305



A Report to the Arizona Legislature

Debra K. Davenport
Auditor General





The Auditor General is appointed by the Joint Legislative Audit Committee, a bipartisan committee composed of five senators and five representatives. Her mission is to provide independent and impartial information and specific recommendations to improve the operations of state and local government entities. To this end, she provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, state agencies, and the programs they administer.

The Joint Legislative Audit Committee

Representative **John Allen**, Chair
Representative **Regina Cobb**
Representative **Debbie McCune Davis**
Representative **Rebecca Rios**
Representative **Kelly Townsend**
Representative **David Gowan** (ex officio)

Senator **Judy Burges**, Vice Chair
Senator **Nancy Barto**
Senator **Lupe Contreras**
Senator **David Farnsworth**
Senator **Lynne Pancrazi**
Senator **Andy Biggs** (ex officio)

Contact Information

Arizona Office of the Auditor General
2910 N. 44th St.
Ste. 410
Phoenix, AZ 85018

(602) 553-0333

www.azauditor.gov



DEBRA K. DAVENPORT, CPA
AUDITOR GENERAL

STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

August 19, 2016

Debbie Johnson, Executive Director
Arizona Office of Tourism

We have performed a procedural review of the Arizona Office of Tourism's (Office) internal controls in effect as of August 19, 2016. Our review consisted primarily of inquiries, observations, and selected tests of internal control policies and procedures, accounting records, and related documents. The review was more limited than would be necessary to give an opinion on internal controls. Accordingly, we do not express an opinion on the effectiveness of internal controls or ensure that all deficiencies in internal controls are disclosed.

Specifically, we reviewed cash receipts, cash disbursements, journal entries, transfers, payroll, purchasing, information technology access controls, travel, and compliance with certain Arizona Revised Statutes.

Our review disclosed minor internal control deficiencies that we have communicated directly to your staff.

This report is intended solely for the Office's information and use and is not intended to be and should not be used by anyone other than the specified party. However, this report is a matter of public record, and its distribution is not limited.

Should you have any questions concerning our procedural review, please let us know.

Sincerely,

Jay Zsorey, CPA
Financial Audit Director

