



Road Map for Implementation of Bronner Group Recommendations

October 3, 2018

Finance & Administrative Committee

Within 30 days:

- ✓ Review of active cards/credit limits with each department head
- ✓ Documentation of department head-designated approvers
- ✓ Monthly report from HR of terminated employees
- ✓ Review/receipt of Request form for each active user
- ✓ Two dated signatures on all statements and exception reports
- ✓ Documentation of FAS review (signature and date)
- ✓ Designation of custodian for all departmental shared cards
- ✓ FAS tracking and monitoring of all personal charge reimbursements
- ✓ FAS tracking of submission dates and posting dates



Progress Report at November 7, 2018 F&A Committee

Research to be completed in 90 days

- ✓ Ability to post transactions to G/L to the vendor (currently vendor is just in the description)
- ✓ Ability to track procurement activity on p-card transactions (reference to PO or contract)
- ✓ Ability to post monthly transactions in batches
- ✓ Ways to efficiently determine which vendors accept credit cards



30 Days after County Board Rules Update

✓ County-wide Purchasing Card Policy Update

- One comprehensive document for County Board, Elected Officials, and employees
- Incorporates all recommendations, research, and Board action





Questions