



TAX AND LICENSING GENTAX POPULATION PROCEDURES

To: Terri Velasquez, Director, Finance

From: Wayne C. Sommer, CPA, CGMA
Internal Audit Manager

Re: GenTax Population Procedures

Date: January 11, 2019

Internal Audit has completed the Tax and Licensing Review engagement for the post-conversion GenTax population. We conducted this engagement in response to a special request from Terri Velasquez, Finance Director.

The objectives were to:

- Assess the effectiveness of key tax and licensing processes, as they relate to establishing new business accounts
- Verify the completeness of the current tax and licensing population within GenTax following the recent conversion

To these ends, Internal Audit:

- Flowcharted the key tax and licensing processes
- Evaluated the key processes for missing or weak internal controls; efficiency and other risk-related issues
- Tested the current tax and licensing population (post conversion) within GenTax for completeness

Internal Audit did not identify any exceptions to the testing objectives. Procedures for establishing new business accounts are effective. Internal Audit verified that each approved license in the T&L system from May (conversion month) through September 2018, had a GenTax account with the appropriate tax license.