

State of California Department of Justice

California Witness Relocation and Assistance Program Santa Clara County District Attorney's Office

**Review Period:
January 1, 2008 to August 31, 2010**



**Division of Executive Programs
Office of Program Review and Audits**

INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED-UPON PROCEDURES

TO: Chief Deputy Attorney General, Legal Affairs
Chief Deputy Attorney General, Administration and Policy

We have performed procedures, which were agreed upon by the Department of Justice (DOJ), the California Witness Relocation and Assistance Program (CAL WRAP), and the Office of Program Review and Audits (OPRA), solely to assist the CAL WRAP in evaluating the Santa Clara County District Attorney's Office (SCCDAO) assertions that they have followed the policies and procedures of the CAL WRAP and have claimed only reimbursable costs for the period January 1, 2008 to August 31, 2010.

Procedures were performed to verify that the SCCDAO:

1. Implemented the program in a manner consistent with the CAL WRAP guidelines.
2. Claimed costs that were reasonable and allowable for reimbursement under the CAL WRAP guidelines.
3. Claimed costs that were supported by source documents (cash receipts, rental receipts, rental agreements, invoices, payroll registers, time sheets and/or other relevant documents).
4. Returned or credited rental and utility deposit(s) to the CAL WRAP when a case was closed or terminated or the when witness moved to a different location.
5. Claimed per diem costs consistent with the rates allowable with the CAL WRAP guidelines.
6. Complied with the 25 percent (25%) match required of all expenditures incurred on or after January 1, 2008, unless the CAL WRAP waived the required local match.
7. Returned unused funds to the CAL WRAP for closed or terminated cases.

We have performed the procedures in accordance with attestation standards established by the International Standards for the Professional Practice of Internal Auditing. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures for the purpose for which this report has been requested or for any other purpose. In performing the agreed-upon procedures, no findings came to our attention that requires CAL WRAP notification.

We were not engaged to nor did we perform an examination, the objective of which would have been the expression of an opinion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for use by the CAL WRAP and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Andrew J. Kraus III, CPA
Director
Office of Program Review and Audits
May 13, 2011

Staff: William Wong, Audit Manager/Auditor