

Audit Alert

Alert Number 2012

December 21, 2012

Mail Security

During a recent audit, we observed mail within a department, which could contain money or other confidential information, accessible to the general public and other employees. We also noticed a mailroom in one building that housed mail for various departments within the building. Although access to this mailroom is limited to specific employees within the respective departments, each had access to the other's mail which could contain sensitive content or money.



This alert is issued to remind each department of your responsibility to ensure controls over mail within your office locations are adequate. Be aware of potential control weaknesses, review your current departmental mail procedures and ensure the way you handle your mail does not make it vulnerable to potential theft or misuse. In addition, every effort should be made to ensure mail with remittances are deposited in accordance with the County's cash handling policy and recorded in the County's financial system in a timely manner.



Following these few precautions, can help make sure that mail is secured.

- Require deliveries to be made in a restricted, defined area.
- Control or limit access of employees.
- Keep the area for processing incoming and outgoing mail separate from all other operations, as feasible.
- Protect County funds. If money is included in the mail you receive, establish adequate controls to fix individual responsibility for any losses that may occur.
- Record and deposit all remittances timely.
- Train personnel in policies and procedures relative to mail security.



For additional information, contact the Internal Audit Division.