



**Division of Military Affairs – Travel and  
Accounts Payable Follow-Up Audit  
No. A2025-03**

Issued by the  
Internal Audit Department  
April 1, 2025

**City of El Paso**  
**Internal Audit Department**  
**Division of Military Affairs – Travel and Accounts Payable A2025-03**

**EXECUTIVE SUMMARY**

The Internal Audit Department conducted a Follow-Up Audit of the Division of Military Affairs – Travel and Accounts Payable Audit Report dated June 10, 2024. The original Audit Report contained two findings. Upon completion of the audit fieldwork, we have determined the status of the recommendation for each audit finding as outlined in the table below:

Finding No.	Description of Original Findings / Status					
1	A sample of ten (10) payment vouchers from the Division of Veteran and Military Affairs for the period of September 1, 2022 to January 23, 2024 were reviewed for compliance with the City of El Paso <i>Accounts Payable Policy</i> dated August 2022. Our review identified the following non-compliance issues:					
	Ten (10) out of 10 (100%) vouchers reviewed included invoices with no evidence that mathematical accuracy of quantities and dollar amounts paid were confirmed by the department.					No Longer Applicable
	Four (4) out of 10 (40%) vouchers reviewed included invoices that were not paid within 30 calendar days of receiving the invoice. Below is a breakdown of the four invoices not paid on time:					In Progress - Management will assume the risk
	#	Invoice #	Invoice Amount	Invoice Date	Payment Date	# of Calendar Days Payment was made after Invoice Date
	1	27202	\$ 2,637.60	April 27, 2023	June 14, 2023	48
	2	14353	\$ 2,500.00	April 19, 2023	June 14, 2023	56
	3	31221	\$ 672.00	March 15, 2023	May 19, 2023	65
	4	2310005	\$ 257.59	June 14, 2023	November 2, 2023	141
2	A sample of eight (8) business trips conducted by the Division of Veteran and Military Affairs during the period of September 1, 2022 to January 23, 2024 were reviewed for compliance with the City of El Paso <i>Travel Policy</i> dated September 2022. Our review identified the following non-compliance issues:					
	Three (3) out of 8 (38%) business trips reviewed had a Travel Request Form that was not reconciled within five (5) working days after the completion of the travel. The Travel Request Forms were reconciled nine (9) to fourteen (14) working days after the trip ended.					Implemented
	One (1) out of 8 (13%) business trips reviewed was missing the After-Travel Approval signature required on the Travel Request Form. A reimbursement of \$147.90 for Uber expenses was paid to the Military Program Administrator even though there was no After-Travel Approval signature on the Travel Request Form.					Implemented

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	<p>One (1) out of 8 (13%) business trips reviewed included a \$36.00 overpayment of per diem paid to the Military Program Administrator for meal expenses.</p> <ul style="list-style-type: none"><li>• The Military Program Administrator purchased and attended the October 12, 2022 – Marshall Memorial Reception &amp; Dinner during the trip. The reception included dinner, which was not deducted from the per diem allowance used to calculate the traveler's meals.</li></ul>	Implemented	
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For a detailed explanation of the current observations please refer to the appropriate finding contained in the body of this Audit Report.

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***BACKGROUND***

The *Generally Accepted Government Auditing Standards* (Standard 8.30) states that auditors should evaluate whether the audited entity has taken appropriate corrective action to address findings and recommendations from previous engagements. The *Global Internal Audit Standards* (Standard 15.2) require that the Chief Audit Executive establish a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.

***AUDIT OBJECTIVES***

The audit objective was to ensure that corrective action was taken by management to address the recommendations for Finding #1 and Finding #2 identified in the original Audit Report dated June 10, 2024.

***AUDIT SCOPE AND METHODOLOGY***

Our scope for October 1, 2024 to February 28, 2025 will include:

- Obtain a listing of all travel events that Division of Military Affairs employees conducted during the scope of the audit.
  - Verify that Travel Requests are reconciled 10 working days after the conclusion of travel.
  - Determine if the Department is obtaining the After-Travel approval signature on the Travel Request Form.
- Obtain a listing of all the Accounts Payable transactions and select a sample.
  - Verify that invoices are paid within 30 days of the receipt of goods/services or the invoice.
- Summarize the results of testing.

We conducted this audit in accordance with *Generally Accepted Government Auditing Standards* and the *Global Internal Audit Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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***CURRENT OBSERVATION AND STATUS***

Based on the follow-up audit results, each original finding recommendation will be designated with one of the following four status categories:

<i>Implemented</i>	The finding has been addressed by implementing the original corrective action or an alternative corrective action.
<i>In Progress</i>	The corrective action has been initiated but is not complete.
<i>Not Applicable</i>	The recommendation is no longer applicable due to changes in procedures or changes in technology.
<i>Not Implemented</i>	The recommendation was ignored, there were changes in staffing levels, or management has decided to assume the risk.

**Finding 1**

**Current Observations**

The Division of Military Affairs processed two (2) invoices during the period of October 1, 2024 to February 28, 2025. Based on the review of the two (2) invoices, we determined the following:

**Not Applicable**

The City of El Paso Accounts Payable Policy dated September 10, 2024 no longer requires that the invoice should be footed and cross-footed to ensure the accuracy of the calculations made by the vendor. This section of the original finding is no longer applicable.

**In Progress**

One (1) out of 2 (50%) invoices reviewed was not paid within 30 calendar days of receiving the invoice as required by the City of El Paso Accounts Payable Policy.

- Invoice #165361 for \$16,655.43 was paid 37 days after the invoice date. The invoice was paid late due to staffing changes in the Division of Military Affairs. Additionally, there were not enough funds available to pay the invoice on time.

**Status**

In Progress – The Division of Military Affairs should ensure invoices are paid within 30 days of receiving an invoice for goods or services. The Division of Military Affairs will assume the risk of ensuring invoices are paid within the 30-day requirement. A second follow-up audit will not be conducted.

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**Finding 2**

**Current Observations**

The Division of Military Affairs conducted three (3) business trips during the period of October 1 2024, to February 28, 2025. A review of the three (3) trips identified the following:

- Three (3) out of 3 (100%) business trips reviewed were reconciled within ten business days after completing travel.
- Three (3) out of 3 (100%) business trips reviewed had a Travel Request Form with the required After-Travel approval signature.
- The Military Program Administrator refunded a \$36.00 overpayment of Per Diem owed to the City.

**Status**

Implemented

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***INHERENT LIMITATIONS***

Because of the inherent limitations of internal controls, errors or irregularities may occur and not be detected. Also, projections of any evaluation of the internal control structure to future periods beyond the Audit Report date are subject to the risk that procedures may become inadequate due to changes in conditions, management override of internal controls, or that the degree of compliance with the procedures may deteriorate. This was a limited scope audit which only reviewed the areas stated in the Audit Objectives during the Audit Scope period. No representations of assurance are made to other areas or periods not covered by this audit.

***CONCLUSION***

We have concluded our audit work on the objectives of the Division of Military Affairs – Travel and Accounts Payable Follow-Up Audit. The audit evidence used in the analysis is sufficient and appropriate for addressing the objectives and supporting the observations and conclusion. In accordance with *Generally Accepted Government Auditing Standards*, we are required to conclude on whether the Division of Military Affairs met the objectives of this Follow-Up Audit. Based on our audit work, we have determined that:

1. The Division of Military Affairs met the audit objectives in the following areas:
  - Travel Request Forms are reconciled within ten business days after completing travel.
  - Obtaining required After-Travel approval signatures.
2. The Division of Military Affairs did not meet the audit objectives in the following area:
  - Paying invoices within 30 calendar days of receiving the invoice from the vendor.

We wish to thank the Division of Military Affairs management and staff for their assistance and courtesies extended during the completion of this Follow-Up Audit.

*Signature on File*

Edmundo Calderon, CIA, CGAP, CRMA, MBA  
Chief Internal Auditor

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Esmeralda Herrera, CFE  
Auditor II

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