



## **EXECUTIVE SUMMARY**

**DEPARTMENT OF HEALTH  
DIVISION OF BEHAVIORAL HEALTH SERVICES  
ANN KLEIN FORENSIC CENTER  
July 1, 2017 to January 31, 2020**

We found the financial transactions included in our testing were related to the facility's programs, were reasonable, and were recorded properly in the accounting systems. We also found that the facility has made progress toward decreasing overtime costs. In making these determinations, we noted certain internal control weaknesses meriting management's attention.

### **AUDIT HIGHLIGHTS**

- Temporary Workers' Compensation (TWC) is a cash benefit provided to workers who sustain job-connected injury or illness. We judgmentally selected a sample of 18 of 181 individual TWC files and reviewed them for the required documents as stated in the facility's internal policy. We found that all sampled files were incomplete and observed the internal policy does not include the utilization of AKFC's security camera system to supplement claim documentation.
- The federal government, as well as the state government, have each established a family leave program. The state's Family Leave Act (FLA) entitles an employee to leave time of 12 weeks in any 24-month period. The Federal Family and Medical Leave Act (FMLA) entitles the employee to 12 weeks of leave time in a 12-month period. We reviewed all 136 employees who took FLA or FMLA leave time from July 1, 2017 to September 17, 2019 and found 36 who took more than 12 weeks in the allowable time periods.
- The payroll timekeeping process was not automated for all employees. Our review of the Calendar Year 2018 employee timekeeping records noted 35 employees exceeded their yearly allocation of sick, vacation, and administrative leave by a total of 1,533 hours.
- We determined AKFC's off-line funds are at an increased risk of misuse due to a lack of oversight and noncompliance with governing legislation, Department of the Treasury circulars, and internal policies.
- We noted internal controls over procurement can be strengthened by adhering to state procurement laws, policies and procedures, and by segregating certain duties.
- We observed that overtime costs may be reduced if employees are prohibited from working overtime on the same day they use a full day of leave time.

### **AUDITEE RESPONSE**

The department generally concurs with our findings and recommendations.

For the complete audit report, click [here](#).