

Secondary FOLLOW-UP REPORT

An Audit of Salt Lake County Council Tax Administration Payroll

JUNE 2026



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AUDITOR'S LETTER

June 18, 2026

This is the final follow-up report for the *Audit of Salt Lake County Council Tax Administration Payroll*, originally issued in January 2024, and it concludes the audit cycle for all 11 recommendations.

That original audit identified six findings with 11 recommendations. The preliminary follow-up report, issued in June 2025, verified that Council Tax Administration management had implemented six recommendations, with five remaining in progress.

This secondary follow-up evaluated the five remaining recommendations. The audit period covered October 15, 2025, through April 15, 2026, with testing of Council Tax policies extended through May 30, 2026. Of the five outstanding recommendations, two were implemented, one was closed, and two were not implemented.

Management fully implemented two recommendations, addressing procedures for timecard approvals when supervisors are unavailable and segregation of duties over overtime compensation agreements.

One recommendation related to documentation supporting retroactive payments was closed. Because no retroactive payments occurred during either follow-up audit period, the risk could not be evaluated and additional follow-up is not planned. Management should ensure that documentation of calculations for any future retroactive payments is retained on file.

Two recommendations related to timely access termination were not implemented. Our preliminary follow-up in June 2025 flagged the same issue; that Council Tax Administration's offboarding policy did not meet the standard set by Human Resources Policy 02-400, which requires system access to be revoked no later than an employee's last day worked. A year later, that gap has not been closed. In June 2026, Council Tax management informed us that they had reached out to Human Resources regarding Policy 02-400 related to the processing of temporary employee terminations.

The final count of the original 11 recommendations: eight are fully implemented, one is closed, and two are not implemented. No recommendations remain in progress.

As authorized by Utah Code Title 17, Chapter 69, and in accordance with Generally Accepted Government Auditing Standards (GAGAS), this office monitors corrective action on audit recommendations to support continuous improvement across County agencies. We believe the evidence obtained provides a sufficient basis for our conclusions, and we extend our appreciation to Council Tax Administration management for their cooperation throughout this process. Should you have any questions, please contact me at 385-468-7200.

A handwritten signature in black ink, appearing to read "Chris Harding". The signature is written in a cursive, flowing style.

Chris Harding, CPA, CFE, CIA
Salt Lake County Auditor

Action Since Audit Report

An Audit of Salt Lake County Council Tax Administration Payroll

Original Audit: Report Issued January 2024

6 findings with 11 recommendations issued.

Preliminary Follow-up: Report Issued June 2025

Council Tax Administration management implemented six recommendations, and five were in progress.

Secondary Follow-up

Of the five recommendations previously in progress, two were implemented, one was closed, and two were not implemented. The audit period for this secondary follow-up was October 15, 2025, to April 15, 2026, with testing of Council Tax policies extending through May 30, 2026.

Final Implementation Status (After Two Follow-Up Audits)



FULLY IMPLEMENTED 8



IMPLEMENTATION IN PROGRESS 0



NOT IMPLEMENTED 2



CLOSED 1

Remaining Risks

Overall, Council Tax Administration management fully implemented eight recommendations from the original audit, one recommendation was closed, and two recommendations were not implemented. Management should ensure that documentation of calculations for any future retroactive payments is retained on file, consistent with Council Tax Administration's internal policy.

Although management updated internal payroll policies related to timecard approvals and compensatory time, corrective action was not taken to ensure timely termination of temporary employee access in accordance with HR Policy 02-400. As a result, the risk of delayed system deactivation and unauthorized access to County systems remains. In June 2026, Council Tax management informed us that they had reached out to Human Resources regarding Policy 02-400 and requested consideration of potential revisions related to the processing of seasonal employee terminations.

This secondary follow-up concludes the testing of recommendations related to the Audit of Salt Lake County Council Tax Administration Payroll report from January 2024.

FINDING 1. TIMECARDS NOT APPROVED BY A SUPERVISOR



Recommendation 1.1 - We recommend that Council Tax Administration Management establish and implement written procedures that include:

- Clearly defined guidelines outlining the process for reviewing and approving employee time by their direct supervisors or managers
- Procedures addressing situations in which the direct supervisor is unavailable to approve time, specifying necessary documentation required to ensure proper oversight and accountability.
- Implementation of safeguards to ensure that the approval is not provided by a subordinate.

Agency Action – Implemented our recommendation.

FINDING 3. AGENCY DID NOT UNDERSTAND RETRO PAY RESPONSIBILITIES



Recommendation 3.2 - We recommend that Council Tax Administration Management work with Payroll Administration to establish a documentation retention system to ensure that documentation supporting retro payments is maintained on file.

Agency Action – Recommendation Closed

No retroactive payments were issued to Council Tax Administration employees during the audit period of October 15, 2025, through April 15, 2026. Therefore, the risk the recommendation was intended to address could not be evaluated. Given the absence of retroactive payments during the two follow-up audits, additional follow-up work is not planned and the recommendation was closed.

Management should ensure that documentation of calculations for any future retroactive payments is retained on file, consistent with Council Tax Administration's internal policy.

FINDING 4. NO INTERNAL POLICY FOR EXEMPT EMPLOYEE'S COMPENSATORY TIME



Recommendation 4.2 - We recommend that Council Tax Administration Management ensure separation of duties be in place in the signature approval sections of the Overtime Compensation Agreement form and that form only be used for non-exempt staff.

Agency Action – Implemented our recommendation.

FINDING 5. ACCESS TERMINATION REQUESTS NOT SUBMITTED TIMELY



Recommendation 5.1 - We recommend that Council Tax Administration Management establish and implement Policies and Procedures for employee offboarding including the timing of access termination to sensitive data and systems, including timekeeping and network access.

Agency Action – Not Implemented

Management indicated that decisions regarding seasonal employee retention may occur weeks or months after an employee's last day worked. They explained that they revoke access as soon as practicable, after becoming aware of an employee's separation or determining that the employee will not be retained.

Although management updated its policy to address access termination procedures, the policy does not align with Human Resources Policy 02-400, which requires system access to be revoked no later than the employee's last day worked. As a result, the recommendation was not implemented, and the risk of delayed system deactivation and unauthorized access to County systems remains.

On June 11, 2026, Council Tax management informed us that they had communicated with Human Resources regarding Policy 02-400 and requested consideration of revisions related to the processing the termination of seasonal employees.



Recommendation 5.2 - We recommend that Council Tax Administration Management work with Information Technology to ensure the timely removal of employees from network access upon termination of employment.





Agency Action – Not Implemented

Management indicated that decisions regarding seasonal employee retention may occur weeks or months after an employee's last day worked. They explained that they revoke access as soon as practicable, after becoming aware of an employee's separation or determining that the employee will not be retained.

Although management updated its policy to address access termination procedures, the policy does not align with Human Resources Policy 02-400, which requires system access to be revoked no later than the employee's last day worked. As a result, the recommendation was not implemented, and the risk of delayed system deactivation and unauthorized access to County systems remains.

On June 11, 2026, Council Tax management informed us that they had communicated with Human Resources regarding Policy 02-400 and requested consideration of revisions related to the processing of the termination of seasonal employees.

APPENDIX A: AUDIT RECOMMENDATION IMPLEMENTATION STATUS

Audit Recommendation Implementation Status			
 Fully Implemented	 Implementation In Progress	 Not Implemented	 Closed
<p>The audit recommendation has been implemented, and the corrective actions effectively address the original issue or finding, as verified by the follow-up audit. No further action is required at this time.</p>	<p>The agency has begun taking corrective actions to address the audit recommendation. However, full implementation has not yet been achieved.</p>	<p>The agency has not taken corrective action to address the audit recommendation.</p>	<p>Circumstances have changed surrounding the original finding or recommendation that make it no longer applicable, or the agency will only implement a portion of the recommendation as verified by the follow-up audit. No further follow-up is required.</p>