



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Finance Office Department

300 Sixth Street


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MEMO

To: Mayor Sam Kooiker & City Council

From: Pauline Sumption 

Date: June 20, 2013

RE: Letter Received from Compass

As most of you are aware now, I received a letter from Kelan Kelly (Compass) on Monday, June 17, 2013 with a formal request that they be allowed direct read-only access to IFAS and training on IFAS. This letter is also attached so that you have a copy of it if you haven't already seen it.

When the verbal request for access first was received in 2012, Finance had some concerns. Not with allowing them access necessarily, but with the time it would take to train someone just to have a new software package purchased and to have to provide the training all over again. In addition, Sarah Kuntz already had access to input information into the system for the Compass program and our system does not allow the same user to have multiple kinds of access and I was worried about the internal controls regarding the ability of her to change the City's data.

That being said, Tracy Davis called IT first thing Tuesday morning to have read-only access set up for Compass in a manner somewhat similar to our external auditors. I believe Jean Hawkinson is working on this request. We did indicate to the auditors that the actual training on running the reports they would need would not be able to take place for some time as we are currently 2.75 FTE's short-staffed due to vacancies, which we are in the process of filling. In addition, we are busy with the FY2014 budget and Ketel Thorstenson is here performing the FY2012 audit. We are more than willing to provide the training when it is convenient for both the Finance Office and Compass.

If you have any questions, please feel free to contact either me or Tracy.



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June 17, 2013

Ms. Pauline Sumption
Finance Officer
City of Rapid City
300 Sixth Street
Rapid City, SD 57701

Dear Ms. Sumption,

In accordance with Rapid City Municipal Code 2.95.080, we shall be furnished with reasonable access to employees, information, and records, to include automated data. When our first audit was started in October of 2012, Sarah had requested read-only access to IFAS data from Tracy Davis. Tracy stated that read-only access would most likely only be possible if another user name was set up as to not interfere with daily job duties, and training on running reports would be necessary. But, since the City was in the process of selecting a new accounting system, Tracy didn't feel it would make sense to train on IFAS, if it was to be replaced. Therefore, we have requested financial data from Tracy and the other departments for audits.

Over the last few months we have determined that it is unlikely that IFAS will be replaced in the near future, as a conversion process is a long process and therefore we anticipate that we will need data from IFAS well into the future. Additionally, with proper access, audit staff can obtain information that we have requested from others, which we hope will save City staff time.

The standards under which we operate, require that we obtain data that is free from error and omission, and thus it is most appropriate for audit staff to extract data from IFAS directly, as we must document the basis and completeness of the data used in an audit.

I respectfully request that read-only access be obtained immediately in IFAS for the purposes of performing current and future audits. Additionally, I request that training be provided with the access.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "K. J. Kelly".

Kelan Kelly
Chief Auditor

Cc: Peter Wernicke, Coleen Schmidt, Bill Waugh, Sam Kooiker, Bonny Peterson, Charity Doyle, Bill Clayton, Steve Laurenti, Ritchie Nordstrom, Chad Lewis, Jerry Wright, Amanda Scott, John Roberts, Ron Sasso, Jeff Barbier