



**RON DESANTIS**  
**GOVERNOR**

**JASON WEIDA**  
**SECRETARY**

August 3, 2023

Jason Weida, Secretary  
Agency for Health Care Administration  
2727 Mahan Drive  
Tallahassee, Florida 32308

Dear Secretary Weida:

In accordance with Internal Auditing Standards, attached is the six-month status update from the Division of Health Care Finance, Bureau of Finance and Budget in response to our audit report number *AHCA 2122-01-A PCard Administration Audit* published on February 6, 2023.

Management has indicated corrective action has been completed for all of our report issues. A detailed description of all issues, recommendations, and management's responses can be found in the attached table.

If you have any questions regarding this report, please let me know.

Sincerely,

Brian P. Langston  
Inspector General

BPL/pr

Attachment

cc: Melinda M. Miguel, Chief Inspector General  
Sherrill F. Norman, Auditor General  
Stefan Grow, Chief of Staff  
Bailey Smith, Communications Director  
Tom Wallace, Deputy Secretary Health Care Finance and Data  
Sonya Smith, Chief of Finance and Budget



**Agency for Health Care Administration**  
**Office of Inspector General – Internal Audit**  
**Report Title: PCard Administration Audit**  
**Report #: AHCA-2122-01-A, issued February 7, 2023**  
**Six-Month Follow-up Status as of August 3, 2023**

No.	Finding(s)	Recommendation(s)	Previous Management Response(s)	Status Update, Anticipated Completion Date and Contact
1	PCard cancellations by the Agency are not always timely.	The Agency review their processes and controls to ensure timely cancellation of PCard upon employee separation.	<p><u>Status as of February 7, 2023</u></p> <p>Due to the Accountant IV position (Assistant PCard Administrator) being vacant in the Policy &amp; Systems Section within the Bureau of Financial Services, there was a delay by the PCard Administrator of cancelling the PCards for the three former Agency employees who were identified during the audit.</p> <p>Staff in the Policy &amp; Systems Section have limited access to PCards and oversight of them due to internal control measures. In addition, the Agency’s policies and procedures indicate that Administrators, both the PCard Administrator and Assistant PCard Administrator, will deactivate profiles within five business days of the separation date to ensure there are no unauthorized charges.</p> <p>Anticipated Completion Date: January 31, 2023</p> <p>Gale Smith-Johnson, Finance &amp; Accounting Director III  Tonya Gant, Accountant IV (PCard Administrator)  Sonya Smith, Chief of Financial Services</p>	<p><u>Status Update:</u>  Accounts are deactivated within five business days of the separation date to ensure that there are no unauthorized charges. Since the PCard Administrator and Assistant PCard Administrator positions are currently vacant, staff in the Policy &amp; Systems Section ensure that reminders are placed on the PCardAdmin calendar with the names and dates in order to deactivate accounts.</p> <p><u>Anticipated Completion Date:</u>  Completed</p> <p><u>Contacts:</u>  Gale Smith-Johnson, Finance &amp; Accounting Director III  Sonya Smith, Chief of Financial Services</p>