

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Inspector General

Inspector General



January 10, 2019

Jeffrey S. DeWitt  
Chief Financial Officer  
Office of the Chief Financial Officer  
1350 Pennsylvania Avenue, N.W., Suite 203  
Washington, D.C. 20004

Dear Chief Financial Officer DeWitt:

The Inspections and Evaluations (I&E) Unit will soon start an evaluation of the Office of the Chief Financial Officer's (OCFO) Central Collection Unit (CCU). I&E projects are conducted under the *Quality Standards for Inspection and Evaluation* promulgated by the Council of the Inspectors General on Integrity and Efficiency. As a matter of standard practice, our evaluations pay particular attention to the quality of internal control.<sup>1</sup>

The objectives of this review, which is part of the OIG's *Fiscal Year 2019 Audit and Inspection Plan*,<sup>2</sup> are to evaluate: (1) the processes through which District agencies identify, document, and transfer aged receivables (i.e., debts) to the CCU; and (2) CCU's oversight and management of the collections processes, and recommend improvements in areas to include debt collections and the effectiveness of CCU's contract administration.

Please provide Edward Farley, Assistant Inspector General for Inspections and Evaluations, with the name and telephone number of the person who will serve as the primary point of contact at the CCU during the evaluation process. You can reach Mr. Farley at 202-727-9249 or [edward.farley@dc.gov](mailto:edward.farley@dc.gov).

In addition, Mr. Farley will need the following information no later than January 29, 2019, so the I&E evaluation team can prepare its evaluation plan:

- All OCFO policies and procedures that apply to the CCU;

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<sup>1</sup>“Internal control” is defined by the U.S. Government Accountability Office (GAO) as comprising “the plans, methods, policies, and procedures used to fulfill the mission, strategic plan, goals, and objectives of the entity” and is not one event, but a series of actions that occur throughout an entity's operations. Furthermore, internal control is a process that provides reasonable assurance that the objectives of an entity will be achieved, serves as the first line of defense in safeguarding assets, and is an integral part of the operational processes management uses to guide its operations. U.S. GOVERNMENT ACCOUNTABILITY OFFICE, STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL GOVERNMENT 5-6, GAO-14-704G (Sept. 2014).

<sup>2</sup> This document is accessible on the OIG website at: [oig.dc.gov](http://oig.dc.gov).

- A list of the District's agencies collecting monies required to report uncollected debts to the CCU;<sup>3</sup>
- A list of the District's agencies reporting uncollected debts to the CCU;
- A copy of the contract(s) for the collection of debts owed to the University of the District of Columbia;
- A copy of the contract(s) for the collection of debts owed to the Department of Motor Vehicles; and
- A copy of the contract(s) for the collection of debts owed to United Medical Center.

Also, please include any additional documentation or information (e.g., any recent internal or external audits of the debts collected by outside entities on behalf of the CCU) that you believe would assist the review team as it plans the evaluation.

Mr. Farley will schedule an entrance conference with the point of contact you identify. Thank you in advance for your cooperation, and I look forward to working with OCFO in our joint efforts to improve the quality of services provided to District stakeholders.

Sincerely,



Daniel W. Lucas  
Inspector General

cc: The Honorable Muriel Bowser, Mayor, District of Columbia  
Mr. Rashad Young, City Administrator  
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia  
The Honorable Jack Evans, Chairperson, Committee on Finance and Revenue, Council of the District of Columbia  
The Honorable Brandon T. Todd, Chairperson, Committee on Government Operations, Council of the District of Columbia  
The Honorable Kathy Patterson, D.C. Auditor, Office of the D.C. Auditor, Attention: Cathy Patten (via email)

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<sup>3</sup> Tax debts collected by the Office of Tax and Revenue, water and sewer debts collected by D.C. Water (formerly the D.C. Water and Sewer Authority), and child support debts collected by the D.C. Office of Attorney General, Child Support Services Division are exempt from debt referral to CCU.