

FINANCE DEPARTMENT

INTEROFFICE MEMORANDUM



TO: Anthony Nicks, County Auditor

THRU: Hakeem Oshikoya, Finance Director *HKO*

FROM: Jane Simon, Accounts Receivable Manager *JS*

DATE: November 03, 2021

SUBJECT: Response to Business License – 2020 GSICA - Georgia Security & Immigration Compliance Act Audit Findings

Finding 1 – Incomplete Immigration Affidavit

Each year, applicants obtaining their business licenses must complete the *Private Employer Affidavits* to confirm compliance with O.C.G.A § 36-60-6(d). Applicants must also submit the *Affidavit Verifying Status of Benefit Applicant* that indicates the individual's immigration status as required by O.C.G.A. § 50-36-1. These affidavits must be completed in their entirety and submitted along with the Fulton County Occupational Tax Renewal and payment. During our review, we discovered one (1) applicant submitted an incomplete Private Employer Affidavit. As a result, the date of Authorization was missing from the Private Employer Affidavit. We were informed by the department, that the third-party vendor *Avenu Insights & Analytics* failed to validate the authorization date on the Private Employer Affidavit. Incomplete and inaccurate documentation increases the risk of non-compliance with GSICA, resulting in fines and loss of County funds.

Audit Concern 1 – Best Practices Not Implemented In Procedures

The finding is a missing date on a Private Employer Affidavit from the 2020 sample of twenty five(25) businesses. Upon review, it was determined this application was mailed directly from the business to servicer AVENU for a 2020 Business Licenses renewal.

AVENU was contacted and notified verbally on Monday, October 25, 2021 of the AUDIT finding after the GSICA Exit conference. Additionally on October 27, 2021 at the request of Accounts Receivable Manager, Jane Simon, a highlighted copy of the Private Employer Affidavit showing all areas requiring review for accuracy and completeness was sent to the new AVENU Business representatives. The Servicer, AVENU was also notified to inform all staff processing business licenses for the remaining Unincorporated Fulton County to only issue licenses on complete and accurate applications.

The Servicer has promised the following four (4) step process in the attached Avenu Insights & Analytical memo will be performed to prevent a recurrence:

1. Call Business Owner
2. Email Business owner
3. Send a hard copy letter - Notify Fulton County at steps 1, 2 and 3
4. Place License issuance on client HOLD until missing/incomplete information is received.