



City of San Antonio

Agenda Memorandum

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In Control: Audit and Accountability Committee

AUDIT COMMITTEE SUMMARY
November 17, 2020
AU20-002 ACS Drug Inventory Audit
Report Issued October 29, 2020

Audit Objective

Determine if the drug inventory for Animal Care Services is managed in accordance with policies and State and Federal regulations.

Background

ACS maintains an inventory of drugs used for spay/neuter surgeries, vaccinations, and euthanasia. ACS currently has three Schedule II and seven Schedule III and IV drugs on hand. Schedule II drugs are regulated by the Drug Enforcement Agency and the Texas Department of Public Safety. Regulations require ACS to maintain logbooks for each controlled substance at each location in which they are stored or administered to animals. ACS personnel use a primary log to record amounts of controlled substances received from vendors and stored in the Clinic's main drug inventory safe, with exception of the Euthanasia drug that is stored in the Euthanasia by Injection (EBI) Center safe.

ACS' FY 2019 actual expenditures was \$15.8 million, of which \$732,016 was for chemicals and drugs inventory. The FY 2020 adopted budget was \$16 million, of which \$730,145 is for chemicals and drugs inventory.

Scope & Methodology

The audit scope was from October 2018 to April 2020. The scope included all policies and State and Federal regulations that oversee drug inventory ordered, received and distributed at ACS. It also included the Chameleon system used to track drug inventory used during surgery at ACS.

Conclusions

The drug inventory for ACS is managed in accordance with policies and State and Federal regulations. ACS had adequate controls over the ordering, receiving and distribution of the drug inventory. Additionally, ACS ensures that Petshotz Inc., the contractor who provided veterinary services, is in compliance with key contract terms.

However, we identified one area that needs improvement. User access controls should be strengthened to ensure only ACS employees have access to the Chameleon system.

ACS Management agreed with the audit finding and has developed a positive action plan to address it.