



**Lehigh County**  
Pennsylvania

**OFFICE OF THE CONTROLLER**

Mark Pinsley, MBA  
COUNTY CONTROLLER

Nanton John, CFE  
DEPUTY CONTROLLER

**TO:** Heather Reed, Children & Youth Services Director  
**FROM:** Nam Tran, Auditor, Controller's Office *NT*  
**DATE:** October 18, 2024  
**RE:** **NAS24-01** Holiday On-call Scheduling 2025 - OCYS

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We have completed a Non-Audit service arrangement with the Office of Children & Youth (OCYS) for the upcoming year 2025. The purpose of this arrangement was to assist you in creating an On-call schedule by randomly assigning eligible employees to predetermined holidays scheduled in 2025, using a Controller's Office software called Audit Command Language (ACL). OCYS management is responsible for the validity of the data and information to which the procedures were applied. **The information in this document originates from the office of the Lehigh County Controller and does not represent an audit performed under the Generally Accepted Government Auditing Standards (GAGAS).**

The results of this arrangement are attached to this document. All 22 employees and holidays provided were randomly assigned.

We thank Christine Wagner, for her cooperation and assistance during this arrangement. If you have any questions, please call me at 610-782-3914.

xc: Nanton John, Deputy Controller  
Mark Pinsley, County Controller  
Christine Wagner, Administrative Assistant

