



PAT FRANK  
Clerk of the Circuit Court  
13th Judicial Circuit

**COUNTY AUDIT**

**HILLSBOROUGH COUNTY, FLORIDA**

**PARKS, RECREATION AND CONSERVATION DEPARTMENT'S  
RECREATION CENTERS**

**REPORT #223 (INTERIM REVIEW OF REPORT #214)**

**OCTOBER 13, 2011**

October 13, 2011

The Honorable Al Higginbotham, Chairman  
The Honorable Kevin Beckner  
The Honorable Victor Crist  
The Honorable Ken Hagan  
The Honorable Lesley "Les" Miller  
The Honorable Sandra Murman  
The Honorable Mark Sharpe

Dear Chairman Higginbotham and Commissioners:

At the May 4, 2011, Board of County Commissioners meeting, the Board requested that the County Audit Department perform an interim review and report on the progress of the corrective actions taken by the Parks, Recreation and Conservation Department in response to the fifteen findings identified in County Audit Report #214, dated April 28, 2011.

We reviewed and reported on fourteen of the fifteen findings in County Audit Report #219, dated July 7, 2011. At that time, one finding (FINDING 11) remained with a completion date of October 1, 2011.

We have completed our review of FINDING 11. Based on our work and discussions with the Director of Parks, Recreation and Conservation Department, the finding has been addressed and corrective action has been taken. The interim report on the review is enclosed.

Since our interim reviews were outside of the time frame of a regular follow-up audit (six to twelve months), we will conduct a regular follow-up audit in the near future.

We appreciate the cooperation and professional courtesies extended to our auditors by the Director and personnel of the Parks, Recreation and Conservation Department during this interim review.

Sincerely,

Daniel A. Pohto, CPA, CIA  
Director, County Audit

cc: Mike Merrill, County Administrator  
Sharon Subadan, Deputy County Administrator  
Mark Thornton, Director, Parks, Recreation and Conservation Department  
Bruce Dangremond, Manager, Performance Management, Business & Support  
Services

**INTERIM REVIEW OF AUDIT FINDINGS IN REPORT #214**

This chart summarizes the Parks, Recreation and Conservation Department's (PRCD) original audit concerns at the completion of this review. The original audit findings and their review status are listed below.

For reference purposes, the entire original audit report #214 (issued Fiscal Year 2011, April 28, 2011) can be viewed on the Clerk's web site at <http://www.hillsclerk.com> under Clerk Services, County Audit – Recent Reports.

| FINDING | DESCRIPTION   | COMPLETION DATE                                      | REVIEW STATUS | REVIEW COMMENTS   |
|---------|---|--|---------------|---|
| 1       | Cash collections may not be accurate, timely deposited, and reported. | June 2, 2011<br><br>(Original date was June 1, 2011) | Completed     | A new written procedure, <i>Recreation Site Fee Schedule Collections</i> , was implemented on June 2, 2011. The procedure supplements Hillsborough County's procedure, <i>Standards and Guideline –Collection of County Funds</i> . The new procedure clearly establishes controls that define the roles and processes used to accurately collect, timely deposit, and promptly report cash collections. Control procedures appear to be adequately designed. |
| 2       | Fees owed to the County may not be collected.                         | June 1, 2011   | Completed     | The <i>Recreation Site Fee Schedule Collections</i> procedure requires a first time check payer to complete a Check Acceptance Form and remit it with their check. The form contains all information required by the procedure <i>Standards and Guidelines–Collection of County Funds</i> . Control procedures appear to be adequately designed.  |
| 3       | County funds may not be deposited into the proper bank account.       | June 1, 2011   | Completed     | The <i>Recreation Site Fee Schedule Collections</i> procedure establishes cash receipt controls to be used at recreation sites when collecting County funds. Control procedures appear to be adequately designed.   |

| FINDING | DESCRIPTION  | COMPLETION DATE                                       | REVIEW STATUS | REVIEW COMMENTS   |
|---------|--|---|---------------|---|
| 4       | The Daily Collection Report preparation and submission to County Finance needs improvement.                                  | June 1, 2011<br><br>(Original date was July 15, 2011) | Completed     | The <i>Recreation Site Fee Schedule Collections</i> procedure establishes controls designed to ensure the accuracy and proper authorization of Daily Collection Reports (DCR). The procedure requires all staff responsible for cash collections to attend a departmental training on DCR preparation. It directs that all cash collections, other than summer and after school programs, be deposited the same day the accounts are credited. The summer and after school program's cash collections will be deposited within 24 hours. Control procedures appear to be adequately designed. |
| 5       | The lack of County staff follow-up caused revenues to fall short an estimated \$867,657.34.                                  | June 1, 2011  | Completed     | A new written procedure, <i>Recreation Program Application and Fee Assessment</i> , was implemented on June 1, 2011. The procedure assigns responsibility for the monitoring of the School Readiness Program (SRP) to the Recreation Services Administrative Team with oversight by the Recreation Area Supervisors. The Team will verify with the School District, on a quarterly basis, which SRP applicants are on the waiting list or awarded grant dollars. Control procedures appear to be adequately designed.   |
| 6       | The County's handling of the Friends of the Park's funds may not be properly deposited or dispersed from their bank account. | June 9, 2011<br><br>(Original date was July 1, 2011). | Completed     | Effective June 9, 2011, the responsibility for Friends of the Park's (Friends) bank accounts and financial statements maintained by County employees were returned to the Friends' executive board. County employees were removed from the Friends bank accounts and are no longer engaged in the Friends day-to-day financial matters. In addition, the <i>Recreation Site Fee Schedule Collections</i> procedure clearly establishes controls that define the roles and processes used to timely deposit cash collections. Control procedures appear to be adequately designed.             |

| FINDING | DESCRIPTION  | COMPLETION DATE                                   | REVIEW STATUS | REVIEW COMMENTS   |
|---------|--|---|---------------|---|
| 7       | Purchase card transactions are not always supported with sufficient documentation. | June 1, 2011                                      | Completed     | A new written procedure, <i>Advanced Ticket Purchases for Events with Assigned Seating</i> , was implemented on June 1, 2011. The procedure assigns ticket accountability to the employee who purchases the tickets and assigns approval and oversight authority to the Recreation Area Supervisor. Control procedures appear to be adequately designed.  |
| 8       | A separation of duties control is lacking in two fiscal functions.                 | June 22, 2011<br>(Original date was July 1, 2011) | Completed     | A new written procedure, <i>Special Interest Instructor Request and Evaluation</i> , was implemented on June 22, 2011. The new procedure clearly establishes a separation of duties as it pertains to the collecting, depositing, and reporting of special interest class instructor payments. Additionally, County employees no longer perform day-to-day financial duties for the Friends of the Park. Control procedures and management action appear to address the control weaknesses. |
| 9       | Participants may not have been assessed correct program fees.                      | June 1, 2011                                      | Completed     | The <i>Recreation Site Fee Schedule Collections</i> procedure along with the <i>Recreation Program Application and Site Fee Assessment</i> procedure addresses the audit recommendation. They assign responsibility and authority to carry out the fiscal policy of the department. Control procedures appear to be adequately designed.  |
| 10      | The County may not have realized all fees for summer and after school programs.    | June 1, 2011                                      | Completed     | The <i>Recreation Site Fee Schedule Collections</i> procedure along with the <i>Recreation Program Application and Fee Assessment</i> procedure addresses the audit recommendation. They assign responsibility and authority to carry out the fiscal policy of the department. Control procedures appear to be adequately designed.   |

| FINDING | DESCRIPTION   | COMPLETION DATE                                    | REVIEW STATUS | REVIEW COMMENTS   |
|---------|---|--|---------------|---|
| 11      | An unsafe condition exists at the Bakas Equestrian Center.  | October 1, 2011                                    | Completed     | The PRCD Director has negotiated with the Public Utilities Department's Utility Operations Division to locate an access road on the Utilities' property (folio 0035430000) just south of the PRCD's Bakas Equestrian Center. The road is to be used for emergency vehicles requiring access to the center and for larger trailers that cannot access the Center through the narrow roads of the Highland Park subdivision. The Utility is confirming their ability to grant an easement to the PRCD. If confirmed, the Utility will meet with PRCD to review the land area needed and the conceptual design of the access road. |
| 12      | Current contractual agreements between special interest class instructors and PRCD were not always available. | June 22, 2011<br>(Original date was July 1, 2011). | Completed     | The <i>Special Interest Instructor Request and Evaluation</i> procedure clearly establishes sufficient detail for proper filing of documents related to Special Interest Classes, including hold harmless/indemnification information. It assigns oversight control to the Recreation Area Supervisors. Control procedures appear to be adequately designed.  |
| 13      | There were no background checks on file for some volunteer coaches/instructors of special interest classes.   | June 1, 2011                                       | Completed     | A new written procedure, <i>Volunteer and Instructor Background Checks</i> , was implemented June 1, 2011. The procedure requires copies of volunteer coaches/instructors background checks be kept at the PRCD's Human Resources section and at all applicable facilities. Control procedures appear to be adequately designed.  |

| FINDING | DESCRIPTION   | COMPLETION DATE  | REVIEW STATUS | REVIEW COMMENTS  |
|---------|---|------------------|---------------|--|
| 14      | Not all support documents for enrollments into a recreation program are scanned into EZ Care. | December 1, 2010 | Completed     | The <i>Recreation Program Application and Fee Assessment</i> procedure requires that documents in support of an assessed fee be scanned and linked to the applicant's account in the EZ Care computer system. A hard copy is required to be in the applicant's file maintained by Recreation Services Administration. Control procedures appear to be adequately designed. |
| 15      | PRCD has not established criteria for the Leaders in Training (LIT) program.                  | June 1, 2011     | N/A           | The LIT program has been suspended by PRCD.  |



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