



PAT FRANK
Clerk of the Circuit Court
13th Judicial Circuit

County Audit Department

**Quarterly Status Report of Audit Recommendations and
Board of County Commissioners' Management Action Plans
Quarter Ending March 31, 2016**

Report # 303

May 6, 2016



Date: May 06, 2016

To: The Honorable Lesley “Les” Miller, Chairman
The Honorable Kevin Beckner
The Honorable Victor D. Crist
The Honorable Ken Hagan
The Honorable Al Higginbotham
The Honorable Sandra L. Murman
The Honorable Stacy White

From: Steve Hooper, CIA, CFE, CCSA, CGAP, Director of County Audit

Subject: Quarterly status report of audit recommendations and Board of County Commissioners’ management action plans

Dear Chairman Miller and Commissioners:

Attached is the quarterly report on the status of audit recommendations. Addressing these recommendations will enhance the Board of County Commissioners’ overall operations and mitigate risks to the organization.

As a result of audit testing, it is common practice for the County Audit Department to make a recommendation based on the auditor’s observations and conclusions. The recommendation calls for action to correct an existing condition or improve operations. The recommendation may suggest an approach to correct or enhance performance as a guide for management in achieving a desired result.

In compliance with the Institute of Internal Auditors Standard 2500, the County Audit Department monitors management’s action plans for up to 12 months after the audit report issuance date (or longer if authorized by the Director of County Audit). At the end of the monitoring time period, any management action plan whose implementation has not yet reached the “audit approved” step in the monitoring life cycle is reported to the County Internal Auditor.

For the quarter ended March 31, 2016, the County Audit Department monitored management action for 10 recommendations. The County Audit Department closed 4 of these recommendations and 6 remain open. These 6 will carry forward to the third fiscal quarter.

I appreciate this opportunity to be of service to the Board of County Commissioners. I will be pleased to respond to any questions that you may have concerning the attached report and to furnish you with any desired information.

CC: Mike Merrill, County Administrator
Greg Horwedel, Deputy County Administrator
Lucia Garsys, Chief Development & Infrastructure Services Administrator
Bonnie Wise, Chief Financial Administrator
Dexter Barge, Assistant County Administrator
Tom Fass, Assistant County Administrator
Kevin Brickey, Performance Mgmt, Management & Budget
Peggy Caskey, County Internal Auditor
Pat Frank, Clerk of the Circuit Court
Dan Klein, Chief of Staff
Rick Van Arsdall, Chief Deputy, Finance & Budget

STATUS OF AUDIT RECOMMENDATIONS as of MARCH 31, 2016

Project Name	Recommendation Title	Recommendation State	Entity	Estimated Implementation Date	Revised Implementation Date	Actual Implementation Date	Recommendation Close Date
281 Repair, Replacement, Renovation & Maintenance Program (R3M) Ops	Opportunities Exist to Enhance the Efficiency and Effectiveness of R3M	Implemented - Partial Client Approved	Real Estate and Facilities Services	9/30/2015	3/31/2016	4/13/2016	
288 PRCD Canoe/Kayak, Classroom/Shelter, and Vendor Fee Revenue Collections Control Environment	The PRCD has opportunities to improve controls over its vendor fee revenue process.	Started	Parks and Recreation	5/31/2015	4/22/2016		
288 PRCD Canoe/Kayak, Classroom/Shelter, and Vendor Fee Revenue Collections Control Environment	The PRCD has opportunities to improve controls over its classroom/picnic shelter revenue process.	Closed - By Audit Team	Parks and Recreation	5/31/2015	1/31/2016		3/24/2016
289 Employee Travel Advances	Opportunities exist to enhance the controls over employee travel advances.	Pending	BOCC - Human Resources	9/1/2015			
292 Tree Trimming & Disposal Service Contract Management	Opportunities exist for the Public Works Department to mature the tree trimming and removal services contract management control environment.	Started	Public Works	1/15/2016	4/25/2016		
297 Parks and Recreation Department's Mowing Services Outsourcing Cost Analysis	The County saved money by outsourcing the mowing and chemical application services	Closed - By Audit Team	Parks and Recreation	12/31/2015	3/1/2016		3/28/2016
302 Barney's Pumps Inc Contract Management	Management should consider formalizing the actual discount structure	Pending	Public Utilities	5/1/2016			
302 Barney's Pumps Inc Contract Management	Management should address opportunities to enhance the contract management of the Barney's Inc Agreement	Pending	Public Utilities	5/1/2016			
302 Barney's Pumps Inc Contract Management	Sole Source certification should be endorsed and/or verified	Closed - Follow Up Unwarranted	Public Utilities	3/1/2016		3/1/2016	3/1/2016
302 Barney's Pumps Inc Contract Management	No Corrective Action Needed	Closed - Follow Up Unwarranted	Public Utilities	1/12/2016		3/25/2016	3/25/2016

Steps in the Management Action Plan Monitoring Process



DEFINITIONS:

Pending = Indicates that the recommendation was sent to TeamCentral and client management has not yet started implementation.

Implemented = Indicates that the recommendation was implemented but the recommendation has not yet been approved by the client and the Audit Team.

Partial Client Approval = Indicates that the recommendation received one or more client approvals, but not yet final client management approval.

Final Client Approval = Indicates that the recommendation received final client management approval and is now ready for the Audit Team to approve or reject the implementation.

Audit Approval = Indicates that the recommendation received the Audit Team's approval and is now ready to be tested and closed.

Closed = Indicates that the County Audit Department stopped monitoring.

By Audit Team = Indicates that the Audit Team reviewed or verified the actions taken to implement the recommendation and the recommendation is closed.

Follow-Up Unwarranted = Indicates that the recommendation was closed by the Audit Team because the concern is no longer applicable or no corrective action is needed.

Management Accepts Risk = Indicates that the recommendation was closed by the Audit Team because client management accepted the risk exposure and is not implementing the recommendation.

County Audit Follow-Up Tracking Expired = Indicates that the recommendation is greater than 12 months old, and corrective actions have not been implemented by client management. County Audit will no longer track the status of the implementation and has referred this item to the Office of the Internal Auditor for future follow up as desired.