



Audit Services
Fourth Quarter 2004
Status Report on Findings Resolution

Release Date: March 10, 2005

**Status Report on Findings Resolution
As of Fourth Quarter 2004
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When updating this document quarterly, all items noted as resolved on the prior matrix will be dropped. ‘Complete’ comments are the representations of management. ‘No Response’ comments indicate Management declined to comment on, or respond to, this quarter’s report. Updated information will be obtained each quarter from the responsible party within the applicable department.

**Status Report on Findings Resolution
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Register of Deeds Internal Control Follow-Up Review

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Establish and maintain adequate, formal policies and procedures that are designed to provide accurate financial reporting, effective and efficient operations, and clearly demonstrate compliance with statutes, laws, rules, regulations, and County policy.</p>	<p>Register of Deeds</p>	<p>3rd Quarter 2004</p>	<p>John Bartolac</p>	<p>The Register of Deeds had contracted for formal policy and procedure documentation on that department's functions to be completed in January of 2005. A final version of the report has not yet been received. The Department of Records and Tax Administration understands the need for these formal documents and, as part of its reorganization, is currently reviewing and redesigning all department policies and procedures and expects to complete this documentation by August 1, 2005. Additionally, the Auditing Department will be conducting a Transitional Audit beginning in February, 2005 and the Department of Records and Tax Administration will review thoroughly any concerns reported in this audit.</p>	<p>12/31/2004 08/01/2005</p>
<p>Additional Comments: None.</p>					

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Managing Light Vehicles at County Departments

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
The County Manager establish County-wide criteria for monitoring vehicles and distribute appropriate guidance to department directors.	County Manager	4 th Quarter 2004	Mike Press	The County Manager is currently evaluating internal and external best practices for monitoring light vehicles and developing standardized tracking criteria. Once minimum criteria is established, the CMO office will determine a common methodology for capturing the information, utilizing either existing commercial software programs or an in-house solution that is based on the size and scope of the department. Once in place, the reporting tool will be used to make replacement decisions.	12/31/2005
<p>Additional Comments: The criteria should include as a minimum –</p> <ul style="list-style-type: none"> • Vehicle cost • Date purchased • Vehicle mileage updated on a regular basis • Scheduled vehicle maintenance costs • Unscheduled vehicle maintenance costs • Vehicle operating costs 					

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Managing Light Vehicles at County Departments (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
The County Manager establish a county-wide reporting system for the fleet vehicle information with assigned responsibilities and defined accountability.	County Manager	4 th Quarter 2004	Mike Press	The County Manager is currently evaluating internal and external best practices for monitoring light vehicles and developing standardized tracking criteria. Once minimum criteria is established, the CMO office will determine a common methodology for capturing the information, utilizing either existing commercial software programs or an in-house solution that is based on the size and scope of the department. Once in place, the reporting tool will be used to make replacement decisions.	12/31/2005
Additional Comments:					

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Managing Light Vehicles at County Departments (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Department directors establish monitoring systems that capture at a minimum:</p> <ul style="list-style-type: none"> • Vehicle cost • Date purchased • Vehicle mileage updated on a regular basis • Scheduled vehicle maintenance costs • Unscheduled vehicle maintenance costs • Vehicle operating costs 	County Manager	4 th Quarter 2004	Mike Press	<p>The County Manager is currently evaluating internal and external best practices for monitoring light vehicles and developing standardized tracking criteria. Once minimum criteria is established, the CMO office will determine a common methodology for capturing the information, utilizing either existing commercial software programs or an in-house solution that is based on the size and scope of the department. Once in place, the reporting tool will be used to make replacement decisions.</p>	12/31/2005
Additional Comments:					