



**Audit Services
First Quarter 2005
Status Report on Findings Resolution**

Release Date: May 12, 2005

**Status Report on Findings Resolution
As of First Quarter 2005
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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.

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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>As a result of the previous audit, the Register of Deeds contracted with IMERGE Consulting to provide documentation on current processes and suggestions for enhancement or improvement to those processes. On April 12, 2005, the Department of Records and Tax Administration received the IMERGE report, documenting processes for the Office of the Register of Deeds. As reported earlier, the Department of Records and Tax Administration has, since January, 2005 been working on new policies and procedures resulting from the Home Rule Charter consolidation of the County Clerk and Register of Deeds Offices. We have established an August 1, 2005 deadline to have the new policies and procedures documented and in place. We will incorporate those processes and suggestions detailed in the IMERGE documentation if they are still applicable. We continue to work with the County Audit Department as part of the transitional audit resulting from the Home Rule Charter.</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
<p>The County Manager establish County-wide criteria for monitoring vehicles and distribute appropriate guidance to department directors.</p>	<p align="center">County Manager</p>	<p align="center">4th Quarter 2004</p>	<p align="center">Mike Press</p>	<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>	<p align="center">12/31/2005</p>
<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
<p>The County Manager establish a county-wide reporting system for the fleet vehicle information with assigned responsibilities and defined accountability.</p>	<p align="center">County Manager</p>	<p align="center">4th Quarter 2004</p>	<p align="center">Mike Press</p>	<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>	<p align="center">12/31/2005</p>
<p>Additional Comments:</p>					

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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:					