



Audit Services
Second Quarter 2006
Implementation of Audit Recommendations

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**Implementation of Audit Recommendations
As of Second Quarter 2006
Table of Contents**

Managing Light Vehicles at County Departments	1
Management of the County’s Automated Financial and Human Resources System.....	2
Disposal of Surplus Computers	5
Sheriff Transition.....	6
Treasurer’s Transition	8
Recently Issued Reports: Accounts Payable Vendor Payment Review	10

When updating this document quarterly, all items noted as resolved on the prior matrix will be dropped. ‘Completed’ 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.

**Implementation of Audit Recommendations
As of Second Quarter 2006**

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's Office is collecting updated 2005 vehicle logs from the departments identified in the audit and will use the data to make management decisions on vehicles and vehicle replacements, in particular requests associated with the 2007 Budget development process. Responsibility for tracking and reporting is assigned to departments. We are working with ITS to consider upgrading the commercial software package that Public Works and Wastewater are currently using. As a part of standard business practice, the CMO will continue to evaluate the data submitted by departments and make sure that it is tracked and submitted in the most efficient manner possible.	12/31/2005 03/28/2006 04/28/2006 Completed
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		12/31/2005 03/28/2006 04/28/2006 Completed
Department directors establish vehicle monitoring systems that capture at a minimum: <ul style="list-style-type: none"> • Purchase cost • Date purchased • Mileage updated on a regular basis • Scheduled maintenance costs • Unscheduled maintenance costs • Operating costs 	County Manager	4 th Quarter 2004	Mike Press		12/31/2005 03/28/2006 04/28/2006 Completed
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Management of the County’s Automated Financial and Human Resources System

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Establish a system for assessing needs of users, inventorying needs, and prioritizing workload based on needs:</p> <ul style="list-style-type: none"> • Review business processes to determine to what extent they can be reengineered to use the Aspire system • Review and determine the need for auxiliary systems 	County Manager	2 nd Quarter 2005	Mike Press	<ul style="list-style-type: none"> • The Aspire Team has been reorganized to provide more immediate support to specific business processes and to develop a more thorough understanding of the business processes and increase the level of functional and technical expertise in utilizing the underlying Oracle Applications. • The Aspire Team has initiated an inventory of auxiliary systems. Plans are for a team of Aspire, OFM and ITS to visit selected agencies and departments to review auxiliary systems and measure the potential for inclusion of the auxiliary functionality within the Aspire system. 	<p>04/01/2006 04/30/2006 Completed</p> <p>04/01/2006 12/29/2006</p>
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Management of the County’s Automated Financial and Human Resources System (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<ul style="list-style-type: none"> • Establish a process for identifying and fulfilling user needs for management and operational reports • Establish training programs and training requirements for ASPIRE users 	County Manager	2 nd Quarter 2005	Mike Press	<ul style="list-style-type: none"> • The BPO groups have identified 15 common reports for Agency use. 11 Reports are complete, 4 reports are in user acceptance testing. • The Leadership of the Aspire Team has been tasked to conduct an ongoing County wide assessment to measure the level of skill in and knowledge of Oracle Applications functionality and identify barriers to the full and efficient use of Oracle Applications. Information from this assessment is to be used to establish training requirements and training plans to remove the aforementioned barriers and increase the efficient use of Oracle Applications. 	<p>04/01/2006 04/30/2006 09/30/2006</p> <p>04/01/2006 12/29/2006</p>
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Management of the County's Automated Financial and Human Resources System (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<ul style="list-style-type: none"> Identify and provide appropriate training to improve the skills of the ASPIRE team 	County Manager	2 nd Quarter 2005	Mike Press	<ul style="list-style-type: none"> Reorganized Aspire Team into small teams to focus on specific Oracle Applications functionality. The small teams pair functional and technical specialists to promote cross training. Individual team members have been scheduled to attend instructor lead Oracle training under a 'train the trainer' concept and are expected to both improve their own skill set and impart that knowledge to the Aspire Team. 	<p align="center">04/01/2006 04/30/2006 Completed</p>
<p>Prepare a strategic plan for progress that addresses the results of needs assessments. The plan should include:</p> <ul style="list-style-type: none"> Objectives Goals Performance Measures Expected Outcomes Assessment of priorities 	County Manager	2 nd Quarter 2005	Mike Press	<p>The County Manager has initiated a strategic plan process which addresses the objectives, goals, performance measures, expected outcomes and the assessment of priorities.</p> <p>Strategic planning for ASPIRE is a subset of the County's ITS Strategic plan and will be included as part of the upcoming ITS review which will be conducted with the assistance of an outside consultant.</p>	<p align="center">09/2005 04/01/2006 04/30/2006 12/29/06</p>
<p>Direct all department directors to ensure their departments are in compliance with purchasing procedures and the related control procedures, and accounting and budget policies for encumbrance of funds.</p>	County Manager	2 nd Quarter 2005	Mike Press	<p>An assessment of compliance by all departments has been initiated. The County manager will direct department directors to ensure their departments are in compliance following this assessment.</p>	<p align="center">09/2005 01/2006 04/01/2006 04/30/2006 Completed</p>
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Disposal of Surplus Computers

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Establish a target date for presenting a revised asset disposal policy to the BOCC for review.	County Manager, ITS, and OFM	4th Quarter 2005	Mike Press Jack Clegg Tom Franzen	Staff has submitted a policy, <i>Surplus Property Disposal</i> , to Chief Legal Counsel, and is awaiting confirmation. The policy will be implemented immediately following Chief Legal Counsel's release.	09/30/2006
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Sheriff Transition

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Establish written policy and procedures to ensure inventory records list all assets meeting County policy and only those assets that are currently owned appear on the inventory list.	Sheriff	4th Quarter 2005	Frank Denning	We are in the process of developing the policies and procedures to address this matter.	09/29/2006
Prepare new documents for the IWF bank account which meet the requirements for a Johnson County bank account.	Sheriff	4th Quarter 2005	Frank Denning	The Sheriff's Office met with the County Treasurer's Office to determine the specific requirements applicable to the IWF bank account. The bank has been notified of the proper naming for the account, and the Treasurer's Office and OFM are in agreement with signature requirements for this account.	Completed
Consider alternatives to the current policy for inmate release checks other than "farm outs." The Sheriff should determine the dollar amount which minimizes the cost of the alternatives and implement a new policy to reflect that determination.	Sheriff	4th Quarter 2005	Frank Denning	A new policy has been implemented that should greatly reduce the number of uncashed checks and resulting unclaimed property reporting.	Completed
Develop a resolution for consideration by the BOCC which will allow for recovery of the costs associated with incarceration in the IWF.	Sheriff	4th Quarter 2005	Frank Denning	This matter is still under consideration.	12/29/2006
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Sheriff Transition (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Make the following efforts for reducing/collecting accounts receivable in the Inmate Welfare Fund:</p> <ul style="list-style-type: none"> • Establish a policy and procedure for collecting amounts due from inmates that are not indigent. • Make an effort to collect the amounts due from all inmates by using other collections mechanisms, such as: 1) the Kansas Setoff Program, or 2) presenting invoices for the services provided at release and parole hearings to request restitution. 	Sheriff	4th Quarter 2005	Frank Denning	This matter is still under consideration.	12/29/2006
<p>Analyze purchasing card activity and reduce the number of cards issued and the credit limits on the cards that are issued to more closely match the use of the cards.</p>	Sheriff	4th Quarter 2005	Frank Denning	<p>The needs of the Sheriff's Office are based on the potential for emergency response just as much as day-to-day usage and are determined by analyzing individual needs. We will continue to monitor purchasing card usage, by means of an annual review, to maintain them at the level deemed necessary.</p>	09/29/2006
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Treasurer's Transition

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Develop a formal transition plan that will effectively direct the future management of the Treasurer's and DMV's operations under the Home Rule Charter upon completion of a review of options, alternatives, and opportunities.	County Manager	1 st Quarter 2006	Mike Press	Transitions Plans are under development	4/1/07
Enhance the office procedures by researching best practice models for preparing policies and procedures and revising the current procedures to more closely follow those models.	Interim Treasurer	1 st Quarter 2006	Charles Letcher	The format of the policies and procedures documents will be modified as changes or additions are made to the existing manual. The annual review of our manuals will begin in August to be completed by November, 2006. Any documents requiring revision will use the new format along with any new procedures added to the manual.	11/01/2006
Additional Comments:					

**Implementation of Audit Recommendations
As of Second Quarter 2006**

Treasurer’s Transition (Continued)

<p>Establish written policy and procedures to ensure inventory records list all assets meeting County policy and only those assets that are currently owned appear on the inventory list. The written policies should:</p> <ul style="list-style-type: none"> • Assign responsibility for the maintenance of the small assets inventory list • Require a physical inventory to be completed at least annually • Assign responsibility for the management and oversight of the physical inventory • Require newly acquired assets to be incorporated in the inventory upon receipt • Clearly define the record keeping and methodology required for asset disposals 	<p align="center">Interim Treasurer and Director, DMV</p>	<p align="center">1st Quarter 2006</p>	<p align="center">Charles Letcher Tom Roskop</p>	<p>The Treasurer’s Office has completed writing a comprehensive set of policies and procedures clearly assigning levels of responsibility for the inventory process, including requiring quarterly physical inventories and defining requirements for the recording of acquisitions and the disposal of assets.</p> <p>DMV – Developed and created a departmental small asset procedural document outlining requirements for tracking and documenting small assets life cycle and also outlines verification requirements and verification documentation.</p>	<p align="center">Completed</p>
<p>Additional Comments:</p>					

**Implementation of Audit Recommendations
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Recently Issued Reports Requiring Action Plans in 3rd Quarter 2006

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Accounts Payable Vendor Payment Review: Improvements needed in:</p> <ul style="list-style-type: none"> • Management of the active vendor listing records • Management and oversight of the P-Card program • County policy for purchasing food and meals 	<p>Director, OFM</p>	<p>2nd Quarter 2006</p>	<p>Tom Franzen</p>		
<p>Additional Comments: This report was issued in the second quarter 2006. Due to the release date, we have not requested that management supply action plans or comments at this time. Audit Services will be requesting the management action plans and resolution dates during the third quarter 2006 and expect that management will be in the process of implementing our audit recommendations during that time.</p>					