



Manatee County

Clerk of the Circuit Court and Comptroller

R.B. "Chips" Shore

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MEMORANDUM

To: Charlie Hunsicker, Ecosystems Administrator
From: R. B. "Chips" Shore, Clerk of the Circuit Court and Comptroller
Date: November 30, 2005
Subject: Conservation Lands Management Division Follow-up Audit #1

The Internal Audit Department has completed the Conservation Lands Management (CLM) Division Follow-up Audit #1 based on the Clerk of the Circuit Court's Audit Report issued on May 12, 2004. The follow-up consisted of reviewing the management action plans implemented by the CLM Division's management for areas where we provided constructive criticism and recommendations.

We are pleased with management's response to issues raised in our original audit. The CLM Division has received additional staff and continues to manage and protect approximately 26,000 acres of conservation lands effectively and efficiently. The policies and procedures established for cash handling, safeguarding assets, contracting vendors, and other operational areas have resulted in improved operations over the recreational park areas.

Management has addressed the areas where improvements were recommended; however, one area still requires management's attention. During your meeting of November 14, 2005 you, your management staff, together with the Internal Audit Department staff, agreed on the following action plan:

The State of Florida has been involved with the purchase and maintenance of the conservation lands. In addition, the CLM Division continues to be very active in obtaining grant funding for various projects. As part of the grant funding process, the Division is required to produce several reports and/or land management plans. While CLM management had not always submitted these reports on time, a new tracking system has been implemented to help manage and monitor reporting deadline on grants. Management believes this new process will be effective.

Management Action Plan: The CLM Division will continue to develop effective and efficient procedures to ensure that reports are submitted timely. In addition, CLM management will be requesting the addition of a grants position to the Department to assist with the grant reporting. Management anticipates implementation by May 31, 2006.

We would like to thank you and your staff for the attention given to the audit findings and the cooperation given to the Internal Audit staff. Another follow-up audit will be scheduled after the implementation of the Management Action Plan.

RBS/RJO/BJM

CC: Board of County Commissioners
Ernie Padgett, County Administrator
Keith Bettcher, Conservation Lands Management Division Manager