



Manatee County

Clerk of the Circuit Court and Comptroller

R.B. "Chips" Shore

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MEMORANDUM

To: Larry White, Director, Convention and Visitors Bureau

From: R. B. "Chips" Shore, Clerk of the Circuit Court and Comptroller

Date: March 18, 2008

Subject: Convention and Visitors Bureau Follow-up Audit #2

The Internal Audit Department has completed a follow-up audit based on the Clerk of the Circuit Court's Follow-up Audit Memorandum to the Convention and Visitors Bureau dated November 1, 2007, and the original Audit Report issued August 28, 2006. The follow-up consisted of reviewing the management action plans included in the follow-up audit memorandum to ensure corrective actions have been implemented by the Convention and Visitors Bureau.

We commend the Convention and Visitors Bureau for the effective improvement in the areas identified in the previous follow-up audit. The Bureau has implemented the use of the job ledger feature in IFAS with activity codes to track the travel and trade show expenses, and has also developed a worksheet which allows budget to actual figures to be compared and explained.

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. An additional follow-up audit will not be necessary.

RBS/RJO/MDB/ALW

cc: Board of County Commissioners
Ed Hunzeker, County Administrator