



Manatee County

Clerk of the Circuit Court and Comptroller

R.B. "Chips" Shore

P.O. Box 25400 • Bradenton, Florida 34206 • (941) 749-1800 • FAX (941) 741-4082 • www.clerkofcourts.com

MEMORANDUM

To: Larry Mau, Transportation Department Director

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

Date: January 25, 2005

Subject: Fleet Services Division Follow-up Audit

The Internal Audit Department has completed a follow-up audit based on the Clerk of the Circuit Court's Interim Audit Report of the Fleet Services Division issued on October 15, 2003. This follow-up consisted of reviewing corrective actions implemented by the Fleet Services Division Section for the areas where we provided constructive criticism and recommendations.

We commend the Fleet Services Division for the effective improvement in all areas identified in the original audit. The policies and procedures have been completely revised to strengthen several operational areas and tasks including cash handling, billing, returning core part, parts inventory and re-opening work orders. In addition, the shopping form was also revised to reflect current quote requirements for small purchases. Segregation of duties in processing warranty claims was improved to ensure that warranty checks received were deposited. Internal Audit believes these controls have improved the efficiency and accountability over the Fleet Services operations.

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 will not be necessary.

RBS/RJO/MDB

cc: Board of County Commissioners
Ernie Padgett, County Commissioner
Ron Shulhofer, Fleet Services Division Manager