



Manatee County

Clerk of the Circuit Court and Comptroller

R.B. "Chips" Shore

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MEMORANDUM

To: David L. McDonald, Executive Director – Port Authority

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

Date: April 9, 2007

Subject: Manatee County Port Authority Billing and Accounts Receivable Follow-up Audit #1

The Internal Audit Department has completed the Manatee County Port Authority Billing and Accounts Receivable Follow-up Audit #1 based on the Clerk of the Circuit Court's Audit Report issued on September 24, 2004. The follow-up consisted of reviewing the management action plans implemented by the Port Authority's management for areas where we provided constructive criticism and recommendations for the period January 1, 2006 through December 31, 2006.

We commend Port's management and staff for effectively implementing all the Management Action Plans identified in the original audit report. Internal Audit found significant improvement in the reduction of accounts receivable balances for delinquent accounts over 30, 60, and 90 days compared to the prior audit. The Port's management has also successfully implemented interest penalties for delinquent accounts, which further improved the collection of outstanding accounts. In addition, vessel manifests, documents with information used in the billing process, are now being obtained timely and late charges have been imposed when manifests are received after five business days. All these changes have successfully increased the efficiency and effectiveness of Port's collection efforts.

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.

RBS/RJO/BJM

CC: Manatee County Port Authority
Bob Armstrong, Director of Business and Finance – Port Authority