

MEMORANDUM

To: Janet McAfee, Director of Project Management Department

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

Date: May 2, 2001

Subject: Project Management Follow-up Audit

The Internal Audit Department has completed a follow-up audit based on the Clerk of the Circuit Court's Audit Report of the Project Management Department issued on February 3, 2000. The follow-up consisted of reviewing the management action plans included in the original audit report to ensure corrective actions have been implemented by the Project Management Department.

We are pleased with management's response to issues raised in our original audit report. Internal Audit believes the controls implemented will significantly improve the accountability over the Department's operations. Management has addressed all of the areas where improvements were recommended; however, one area still requires management's attention. During your meeting of April 25, 2001, you, together with the Internal Audit Department staff, agreed on the following action plan:

1. Improvements have been made in project information included in the Monthly Status Report. Further improvement in project information is needed on this report to allow determination of current project status and timeliness of work completed.

Management Action Plan: Management is in the process of improving information contained in the Monthly Status Report for each of the projects that includes the dollar amounts expended, documentation of delays, and the completion dates for particular project activities and phases. This will enable the users of the report to determine the current and historical project status. Management estimates completion within six months.

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/MDB

CC: Board of County Commissioners
Ernie Padgett, County Administrator