



Manatee County

Clerk of the Circuit Court and Comptroller

R.B. "Chips" Shore

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MEMORANDUM

To: Janet McAfee, Director of Project Management Department
From: R. B. "Chips" Shore, Clerk of the Circuit Court and Comptroller
Date: October 24, 2002
Subject: Project Management Follow-up Audit #2

The Internal Audit Department has completed the Project Management Follow-up Audit #2 based on the Clerk of the Circuit Court's Follow-up Audit Memorandum dated May 3, 2001 and the Audit Report issued on February 3, 2000. This follow-up also included two audit findings from the Engineering Division's follow-up up dated March 31, 1999 that became the responsibility of the Project Management Division after the reorganization of the Public Works Department. 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 Project Management Department.

We are pleased with management's response to issues raised in our original audit report. Improvements have been made in the information included in the monthly status reports that appear to be satisfying the needs of the end users. In addition, a system for project budget monitoring has been developed for work directives that include the project's status, budget overages and causes, and changes in the project's scope. Internal Audit believes these controls have significantly improved accountability over projects.

As a result of the reorganization of the Engineering Division, one area for improvement currently exists. During our conference call on October 21, 2002, you, together with the Internal Audit Department staff, agreed on the following action plan:

1. During the Engineering Audit, it was noted that development project record drawings were indexed alphabetically by development name and county capital projects were indexed in a database with several search methods, including project name and engineering company. To a new user of the system, these methods can be time consuming.

Management Action Plan: With the new reorganization, the function of re-indexing record drawings has been transferred to Project Management. Management is in the process of hiring a consultant to develop and implement a system for the identification and retrieval of construction records. Management anticipates the hiring of the consultant 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