



**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.manateeclerk.com](http://www.manateeclerk.com)

## MEMORANDUM

TO: Ron Schulhofer, Director of Public Works  
Tim Hochuli Deputy Director, Project Management Division

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

DATE: June 2, 2009

RE: Project Management Audit

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The Internal Audit Department has concluded its audit of the Project Management Division, announced on June 25, 2008. Based on our initial evaluation, which included documentation of the Division's processes and flowcharting of the activities and procedures of the Project Management Division, Internal Audit has determined that adequate controls exist, with multiple levels of review and approvals of monies being spent by Project Management. We have performed an audit risk assessment in this area and have deemed it to be relatively low. We have, therefore, determined that an audit will not be necessary.

We would like to thank Project Management Division's management and staff for the cooperation and courtesy afforded to our auditors throughout the audit. We appreciate the knowledge and professionalism of your staff and the constant innovative approach to improving operations. We look forward to the continued effort on monitoring controls and maintaining accountability over the Division's operations.

Enclosures

RBS/MDB/CAP

cc: Board of County Commissioners  
Ed Hunzeker, County Administrator