

2011/2012 Audit Findings Improvement Plan

<u>PROJECT/CONCERN</u>	<u>IMPROVEMENT PLAN</u>	<u>BARRIERS</u>	<u>RESPONSIBLE PARTY</u>	<u>Status</u>	<u>END DATE</u>
2007-04 Timely Preparation of Bank Reconciliations/Interfund Balances	Hire an additional staff member to share duties and additionally establish deadline for monthly completion.	Available Funds	Finance Staff	Revised and Repeated	06/30/2013
2012-01 Financial Review and Reconciliation-Segregation of Duties	Hire an additional staff member to share duties.	Available funds?	Finance Staff	New	07/01/2013
2012-02 Timely Submission of HUD 60002 Report	Create a monitoring system to ensure all required reports are submitted timely	None	Housing Staff	New	06/30/2013
2012-03 Timely Submission of CDBG Progress Reports	Management will create a central process for grant monitoring and reporting to ensure all requirements are being met.	Assignment	Finance Staff	New	06/30/2013
2012-04 Fuel Card Monitoring	Create an administrative regulation that all departments will follow. Centralized monitoring.	Assignment	Finance Staff	New	06/30/2013

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	the staff will pick up				
2012-05 Untimely Deposits-Municipal Court	deposit in route to bank to ensure the money is deposited daily.	none	Finance Staff/ Municipal Court Staff	New	06/30/2013
2012-06 Municipal Court Bank Accounts	Transition accounts to City oversight.	none	Finance Staff/ Municipal Court Staff	New	06/30/2013
2012-07 Cell Phone Usage Policy	Develop an administrative regulation to provide to staff	none	Finance Staff/HR Staff	New	06/30/2013
<u>HOUSING AUDIT FINDINGS</u>					
None					

Resolved Prior Year Findings

FS 2008-02 Late Audit Report, Compliance and Other Matters	RFP for an accounting firm and develop a time line for field work to be completed in the spring.	none	Housing/Finance Staff	RESOLVED	2012
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Allowable Costs	Completed timely.	none	Housing Staff	RESOLVED	2012
2008-06 Late Audit Report	Complete records in adequate time to complete audit report. RFP for an accounting firm and develop a time line for field work to be completed in the spring.	None	Finance Director/Staff	RESOLVED	2012
2009-04 Billing Errors	Ensure reports are double verified and staff continues to be cautious and aware of what they are inputting into the system.	none	Utility Staff	RESOLVED	2012
2009-09 Adopt Formal Policies for Financial Close and Reporting	Staff has created policies and procedures for financial close to ensure all accounts are reconciled and transactions are accounted for but will need to recreate with new software system.	time/implementation of new software system	Finance Staff	RESOLVED	2012
2010-01 Late Data Collection Form	Related to Late Audit	none	Finance Staff	RESOLVED	2012

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	Management has implemented proper controls to ensure journal entries are reviewed prior to posting.	none	Finance Staff	RESOLVED	2012
2011-01 Lack of Review of Journal Entries					
2011-02 Lack of Review over Cash Receipts	Management will ensure that daily oversight and verification is performed.	none	Finance/Utility Staff	RESOLVED	2012
2011-03 Untimely Deposits	Daily Bank drops will be enforced.	none	Finance/Utility Staff	RESOLVED	2012
2011-04 Utility Billing Rate Error	Oversight of rate changes and verification is required before completed/posted.	none	Utility Staff	RESOLVED	2012
2010-07 Reconciliation and Monitoring of AR Balances	Continued awareness of monitoring AR balances	none	Finance Staff	RESOLVED	
2010-08 Reconciliation of Due To and Due From Inter-Fund Balances	Continued awareness of Due To And Due From Reconciliations	none	Finance Staff	RESOLVED	
2007-02 Meter Deposits Comingled	Separate Water and Gas Meter Deposits	none	Finance Staff	Resolved	
2008-03 Deficiencies in Accounting for Capital Assets	Hire Consultant to bring City Current	none	Finance Staff	Resolved	

2008-07 Municipal Court Account	Cash receipts	none	Finance Staff	Resolved	
2009-01 Non-recording of the e911 Grant (telephone emergency system)	Record grants on the books despite not receiving the actual money	none	Finance Staff	Resolved	
2009-02 Wastewater Facility Construction Loan Program	Ensure all debt and capital assets are recorded on the books	none	Finance Staff	Resolved	
2009-03 Accounting for Landfill Closure Cost	The liability must be recorded on the books	none	Finance Staff	Resolved	
2009-04 Utilities Over-Billings	Adopt a formal policy for credits and adjustments. Also review of billing versus consumption to assess reasonableness of billings		Utility Staff	Resolved	
2009-06 Solid Waste Overbillings	Assign appropriate person to ensure that all provisions of the ordinances are complied with	none	Utility Staff	Resolved	
2009-07 Improve Cash Receipts Process at Utilities Department	Ensure funds received throughout the day agree to deposit made.	none	Utility Staff	Resolved	

	maintenance and should be segregated.	none	Finance Staff	Resolved	
2009-11 Ensure Proper authorization for Travel Disbursements	Ensure proper authorization is on travel prior to making the disbursement	none	Finance Staff	Resolved	
2009-12 Segregate Purchasing and Receiving Duties	A purchasing agent should be hired to ensure the person ordering is not the person receiving	none	Utility Staff	Resolved	
2009-13 Improper payment of safety incentive	Ensure all administrative regulations are still valid	time	City Staff	Resolved	
2009-14 Improve Controls Over Grants Administration	Requestor should not be the one receiving the money	none	Finance Staff	Resolved	
2009-15 Compliance with Procurement Code	Review of the procurement process is vital as is receiving proper authorization on RFP's	none	Finance Staff	Resolved	
2009-16 Under collateralization of Bank Account	Ensure banks are collateralizing City funds at the minimum of 50%	none	Finance Staff	Resolved	
HA 2009-01 Unrecorded Sales and Demolition of Housing Units (Housing Authority)	All transactions need to be recorded in the books	none	Housing Staff	Resolved	

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(Housing Authority)	Timing of budgets and expenditures is vital	none	Housing Staff	Resolved	
HA 2009-04 Reconcile Bank Accounts on a Timely Basis (Housing Authority)	Reconciliations need to be done on a timely basis.	none	Finance Staff	Resolved	
HA 2009-05 Segregate Payroll Duties (Housing Authority)	File maintenance and payroll should be segregated.	none	Finance Staff	Resolved	
HA 2009-06 Under collateralization of Bank Account (Housing Authority)	Ensure banks are collateralizing City funds at the minimum of 50%	none	Finance Staff	Resolved	
HA 2008-01 Preparation of Financial Statements (Housing Authority)	Purchase software	Implementation	Housing/Finance Staff	Resolved	
HA 2009-02 Segregate Cash Receipts Duties (Housing Authority)	Separate duties of collecting cash and depositing cash at bank.	none	Housing Staff	RESOLVED	
HA-2009-03 Budget Overspending	Ensure budget is monitored closely.	none	Housing Staff	RESOLVED	
HA 2009-07 Review and Approval of HUD Cash Drawdown (Housing Authority)	Review of drawdowns by management must be performed before submittal through eLOCC system	none	Housing Staff	RESOLVED	