

**REPLY AND IMPLEMENTATION SUMMARY**  
**FOLLOW-UP REVIEW OF PROCEDURES RELATED TO THE WASTEWATER DIVISION: TWO RECENT HOTLINE CALLS**

#	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	AUDITEE COMMENTS
1	Division managers should be counseled regarding adherence to City Policies and Procedures with disciplinary actions taken if appropriate.	Concur	Implemented	January 2005	
2	Division Managers should distribute the City's Procard Policy and Procedure to all cardholders and establish internal policies and/or procedures to ensure compliance.	Concur	Implemented	August 2005	
3	Division management should contact Management, Budget and Accounting to discuss obtaining reports for monitoring Procard activities to help ensure compliance with both internal and City Policies and Procedures.	Concur	Implemented	November 2005	We spoke with MB&A and determined that the information in the additional reports was the same as the monthly statements with the only advantage being that the card activity was through the report date. We have therefore decided to continue with the current monthly statements review.
4	Purchase Requisition criteria should be modified to require the reason for the purchase be included on the Requisition for supervisory/manager review prior to approval.	Concur	Implemented	January 2005	
5	Receiving practices should require receiving individuals to sign and date receiving documents as evidence of receipt and to provide accountability.	Concur	Implemented	January 2005	
6	Minor property records should be established to provide an inventory of such items, their location and/or to whom they were issued.	Concur	Implemented	January 2005	
7	A physical inventory of all minor property, tools, equipment, supplies, etc. should be taken to reestablish an accurate inventory of such items and then procedures established to maintain the accuracy of those records.	Concur	Partially Implemented	March 2006	Our new Asset Manager is currently working with staff to develop such an inventory at our various facility locations.