

**City of Las Vegas 2008/2009 Audit Findings Improvement Plan**

<u>PROJECT/CONCERN</u>	<u>IMPROVEMENT PLAN</u>	<u>BARRIERS</u>	<u>RESPONSIBLE PARTY</u>	<u>Resolved/ Unresolved</u>	<u>END DATE</u>
2006-04 Expenditures in Excess of Budget Revised and Repeated	The finance department will monitor departments budgets and expenditures closely.	none	Finance Staff	Possible Repeat with modifications	continious monitoring
2007-02 Meter Deposits Comingled	Separate Water and Gas Meter Deposits	none	Finance Staff	<b>Resolved</b>	2 separate accounts
2007-04 Timely Preparation of Bank Reconciliations/Interfund Balances	Reconciliations need to be completed by the 20th of each month to ensure errors are caught on a timely basis.	none	Finance Staff	Repeat with Modifications	continious monitoring
2007-06 Preparation of Financial Statements	Purchase new accounting software with capabilities of preparing financial statements	funding/governi ng body approval	Finance Staff	Repeat	ongoing
2008-03 Deficiencies in Accounting for Capital Assets	Hire Consultant to bring City Current	none	Finance Staff	<b>Resolved</b>	completed
2008-06 Late Audit Report	Complete records in adequate time to complete audit report timelier	none	Finance Staff	Repeat	12/1/2011
2008-07 Municipal Court Account	Reconcile courts and continue receiving daily cash receipts	none	Finance Staff	<b>Resolved</b>	reconciled
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	Repeat- journalize	recorded

2009-02 Wastewater Facility Construction Loan Program	Ensure all debt and capital assets are recorded on the books	none	Finance Staff	<b>Resolved</b>	recorded
2009-03 Accounting for Landfill Closure Cost	The liability must be recorded on the books	none	Finance Staff	<b>Resolved</b>	recorded
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	Repeat	Admin Reg requires proper authorization prior to adjustments/credits.
2009-05 Recording of Gross Receipt Taxes	Administration charges related to GRT need to be recorded on the books to ensure completeness of revenues and expenditures.	none	Finance Staff	Repeat with Modifications	continious
2009-06 Solid Waste Overbillings	Assign appropriate person to ensure that all provisions of the ordinances are complied with	none	Utility Staff	<b>Resolved</b>	continious
2009-07 Improve Cash Receipts Process at Utilities Department	Ensure funds received throughout the day agree to deposit made.	none	Utility Staff	<b>Resolved</b>	Supervisor signes off on deposits/daily report.
2009-08 Improve Controls over payroll process	File maintenance and payroll should be segrgated.	none	Finance Staff	<b>Resolved</b>	separate employees responsible for maintenance and payroll

2009-09 Adopt Formal Policies for Financial Close and Reporting	Staff to create policies and procedures for financial close to ensure all accounts are reconciled and transactions are accounted for.	time	Finance Staff	Repeat	continious
2009-10 Improve Controls over cash disbursements	Separation of blank checks and signature stamp is vital to reduce risk of fraud	none	Finance Staff	Repeat with Modifications	stamp in directors office
2009-11 Ensure Proper authorization for Travel Disbursments	Ensure propor authorization is on travel prior to making the disbursment	none	Finance Staff	<b>Resolved</b>	continious
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	<b>Resolved</b>	agent hired
2009-13 Improper payment of safety incentive	Ensure all administrative regulations are still valid	time	City Staff	<b>Resolved</b>	payment seized immediately
2009-14 Improve Controls Over Grants Administration	Requestor should not be the one receiving the money	none	Finance Staff	<b>Resolved</b>	G.A draws down, finance director received vouchers
2009-15 Compliance with Procurment Code	Review of the procurment porcess is vital as is receiving proper authorization on RFP's	none	Finance Staff	<b>Resolved</b>	oversight

2009-16 Undercollateralization of Bank Account	Ensure banks are collateralizing City funds at the minimum of 50%	none	Finance Staff	<b>Resolved</b>	sign off
<b>HOUSING</b>					
HA 2008-01 Preparation of Financial Statements (Housing Authority)	Purchase software	funds/governing body approval	Housing/Finance Staff	Unresolved- same as above	continious
HA 2009-01 Unrecorded Sales and Demolition of Housing Units (Housing Authority)	All transactions need to be recorded in the books	none	Housing Staff	<b>Resolved</b>	Refer to 2010 HA Audit
HA 2009-02 Segregate Cash Receipts Duties (Housing Authority)	Separate duties of collecting cash and depositing cash at bank.	none	Housing Staff	<b>Resolved</b>	continious monitoring
HA 2009-03 Budget Overspending (Housing Authority)	Monitoring of budgets and expenditures is vital	none	Housing Staff	<b>Resolved</b>	continious
HA 2009-04 Reconcile Bank Accounts on a Timely Basis (Housing Authority)	Reconciliations need to be done on a timely basis.	none	Finance Staff	<b>Resolved</b>	continious
HA 2009-05 Segregate Payroll Duties (Housing Authority)	File maintenance and payroll should be segergated.	none	Finance Staff	<b>Resolved</b>	separate employees responsible for maintenance and payroll
HA 2009-06 Undercollateralization of Bank Account (Housing Authority)	Ensure banks are collateralizing City funds at the minimum of 50%	none	Finance Staff	<b>Resolved</b>	Housing Collat. Letter is combined with City's

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	<b>Resolved</b>	Deputy Director oversees
					Updated 5/17/11 pm