

Internal Auditor Follow-Up Report Summary of Audit Corrective Actions

BREVARD COUNTY INTERNAL AUDIT

Audit Report/Subject	Management Comments	Auditor Status Update	Report Issue Date	Corrective Actions		
				Total	Open	Closed
Educational Facilities Impact Fees: County Responsibility	March 2022	March 2022	December 2, 2013	8	1	7
HR - Recruiting & Onboarding	Jan 2022	Jan 2022	May 20, 2020	4	-	4
Library Services Turnover Audit	March 2022	March 2022	May 27, 2021	3	-	3

Audit Report Closed during current Follow Up testing cycle

Internal Auditor Follow-Up Report of Corrective Actions

BREVARD COUNTY INTERNAL AUDIT
FUNCTION: Educational Facilities Impact Fees

Report Issue Date: December 2, 2013

Risk	Issue C2	Management Comments as of March 2022	Auditor Comments as of March 2022	Status
High	<p>(a) The County provided copies of interlocal agreements entered into with four (4) local municipalities. From the agreements provided, we noted that Section 4.2.3 of the agreements was not updated to reflect the change in the administrative fee collected from no more than 2.5% to 8.0%.</p> <p><i>REVISED: Subsequent to the issuance of the original internal audit report, a change to Florida Statutes limits administrative charges for the collection of impact fees to actual costs. References to administrative fees in the interlocal agreements is superceded by the revised legislation.</i></p> <p>(b) Section 3.5 of the four (4) interlocal agreements required the municipality to remit monthly or annual reports to the County identifying the "address and date of all residential building permits, mobile or manufactured home setup permits, residential certificates of occupancy and certificates of completion for mobile or manufactured home setups for the preceding" reporting period. To date, none of the local municipalities have remitted any reports to the County in compliance with their interlocal agreements or in compliance with Section 62-926(e) of Ordinance 04-34, as amended, in the absence of an interlocal agreement.</p>	<p>(a) Florida Statute 163.31801(4)(c) limits administrative charges for the collection of impacts fee to actual cost. The Planning & Development Department has updated policies and procedures to utilize actual cost in establishing charges for the Educational Impact Fee administration.</p> <p>(b) As of February 2022, all of the 15 municipalities are providing monthly reports.</p>	<p>(a) Closed May 2020.</p> <p>(b) We will test this audit item after sufficient time has passed for all municipalities to have remitted the required reports for at least four to six consecutive months since February 2022.</p>	Open
	Auditor Recommendation	ECD:	Testing Date:	
	<p>(a) We recommend the County execute updated interlocal agreements with all local municipalities that reflect all changes to date of the original ordinance.</p> <p><i>REVISED: We recommend the County implement policies and procedures to identify the actual costs of administration of impact fees to determine the amount to be assessed as administrative charges to the participating municipalities.</i></p> <p>(b) We further recommend the County develop and implement policies and procedures to collect required reports from the local municipalities in order for the County to ensure fees are being appropriately collected.</p> <p>Through discussions with County personnel, we noted the County's Solid Waste department is already receiving reports from five (5) municipalities listing certificates of occupancy issued during the reporting period. The Planning & Development Department may wish to coordinate such required reporting with reports already remitted by local jurisdictions to the County's Solid Waste department to minimize duplication; however, if the Planning & Development Department wishes to utilize these existing reports, a modification to the language in Section 3.5 of the interlocal agreements would be necessary.</p>	<p>(a) Closed</p> <p>(b) O: October 31, 2014 R: December 31, 2015 R: December 31, 2016 R: December 31, 2020 R: June 30, 2021 R: Completed February, 2022</p>	<p>(a) Closed</p> <p>(b) July 2022</p>	

BREVARD COUNTY INTERNAL AUDIT
FUNCTION: Educational Facilities Impact Fees

Report Issue Date: December 2, 2013

Risk	Issue C8	Management Comments as of March 2022	Auditor Comments as of March 2022	Status
Low	<p>Section 62-926(c) of Ordinance 04-34, as amended, requires a municipality, in the absence of an interlocal agreement that states otherwise, to require a proof of payment receipt from the County be presented prior to the issuance of an impact-fee-eligible residential building permit. This section is inconsistent with Section 62-928 of the ordinance which allows a municipality to require a proof of payment receipt at any point prior to issuance of the certificate of occupancy or certificate of completion.</p> <p><i>REVISED: Subsequent to the issuance of the original internal audit report, a change to Florida Statutes specifies that the collection of impact fees may not be required prior to the issuance of the building permit.</i></p>	<p>Based on Fla. Stat. Sec. 163.31801(4)(e), "collection of the impact fee may not be required to occur earlier than the date of issuance of the building permit..." This requirement, initially adopted in 2019, has been implemented.</p> <p>Management is In the process of finalizing proposed code amendments to reflect this change and other statutory changes, and should have them completed by May 2022 and able to start the public hearing process in July 2022 which includes Building & Construction Advisory Committee, Local Planning Agency, and Board of County Commissioners.</p>	<p>The inconsistencies with the original issue are moot since the legislation change now dictates the timing of the collection of impact fees. This audit item is considered closed.</p>	Open
Auditor Recommendation		ECD:	Testing Date:	
We recommend the County review sections 62-926(c) and 62-928 of Ordinance 04-34, as amended, to resolve any conflicting language.		Closed	Closed	

- Open/Closed
- = On schedule to complete ECDs
 - = Missed ECD (1st time), planned to complete in next 3 month review
 - = Missed ECD (2nd time or over 3 months for revised ECD)

Internal Auditor Follow-Up Report of Corrective Actions

BREVARD COUNTY INTERNAL AUDIT

Report Issue Date: May 20, 2020

FUNCTION: Human Resources - Recruiting and Onboarding

Risk	Observation #3: Probationary Performance Evaluations	Management Comments as of January 2022	Auditor Comments as of January 2022	Status
Moderate	<p>For 20 employees tested, we noted various instances of a lack of compliance with Merit System Policy XI which states:</p> <p>Employees serving an original probationary period shall receive at least one (1) performance evaluation each four (4) months during their probationary period (II. A.)</p> <p>For the sampled employees hired in the period tested from February 2019 to February 2020, we noted the following:</p> <ul style="list-style-type: none"> • For 19 of the 20 new hires employed for four (4) months, a performance evaluation was not provided related to the first 4 months of their employment • For the new hires that had been employed for nine (9) months or more [the original probationary period], 1 out of 9 did not have any performance evaluations and 8 out of 9 had one performance evaluation in their personnel file. 	<p>a. Closed.</p> <p>b. The Records Supervisor sent out monthly emails to Supervisors advising them of those employees that had not received the required performance evaluations.</p>	<p>a. Closed.</p> <p>b. We selected a risk-based sample of 15 employees hired from November 1, 2020 to October 20, 2021 to test the performance of employee evaluations; no exceptions were noted. This audit item is considered closed.</p>	Closed
	Auditor Recommendation	ECD:	Testing Date:	
	<p>We recommend that management perform the following:</p> <p>The Office of Human Resources should circulate an email to the Human Resource contact at each department/office and recommend that they create an outlook calendar reminder for performance evaluation completion to comply with the requirements of Merit System Policy XI.</p>	<p>a. Closed.</p> <p>b. Closed.</p>	<p>a. Closed.</p> <p>b. Closed.</p>	

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Internal Auditor Follow-Up Report of Corrective Actions



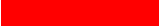
BREVARD COUNTY INTERNAL AUDIT
FUNCTION: Library Services Turnover Audit

Report Issue Date: May 27, 2021

Risk	Observation #1: Documentation of Segregation of Duties around Cash	Management Comments as of January 2022	Auditor Comments as of January 2022	Status
Moderate	<p>During our observation, inquiry and detailed testing of the cash receipts process for the period of March 1, 2020 through February 28, 2021, we did not identify any instances of a lack of segregation of duties. However, we did note that there was no consistent, uniform documented procedures in place for each library.</p>	<p>A staff training on Cash Handling Procedures was presented on June 28, 2021. The training was then uploaded to the Library Sharepoint page so it is available for reference. The new procedures were implemented after this training was held.</p>	<p>We obtained and inspected a copy of the Cash Handling Procedures training deck dated June 28, 2021. We also obtained and inspected a sample of cash receipts package for each library location noting that the new cash handling procedures and count sheet were utilized for each one without exception. This audit item is considered closed.</p>	Closed
	Auditor Recommendation	ECD:	Testing Date:	
	<p>We recommend that management put in place a uniform, documented cash receipts process that includes: dual counting, depositing, recording and reconciling of cash for each location.</p>	<p>Closed.</p>	<p>Closed.</p>	

Risk	Observation #2: Onboarding / Training	Management Comments as of March 2022	Auditor Comments as of March 2022	Status
Moderate	<p>There is no formal, documented process for the onboarding/training of new employees for their particular roles and responsibilities at the libraries except for one location. This one location uses a detailed, step by step "New Hire Checklist." The new hire is to review, check off the steps as completed, sign, date and return to the secretary/administrator.</p>	<p>An Onboarding Checklist was developed and distributed to the libraries on 10/27/21. A meeting to review the document with Library Directors was held on 10/28/21. This form has become required by the Library Services Director for all new hires.</p>	<p>We performed sample testing of new hires noting that the Onboarding Checklist was utilized as evidence that each new hire sampled received the proper onboarding/training for their respective positions in a timely manner. This audit item is considered closed.</p>	Closed
	Auditor Recommendation	ECD:	Testing Date:	
	<p>We recommend that management utilize the "New Hire checklist" (modifying as needed) for all of the libraries to document new employee onboarding/ training as evidence that each new hire receives the proper onboarding /training required for their respective positions in a timely manner.</p>	Closed.	Closed.	

Risk	Observation #3: Department Procedures	Management Comments as of March 2022	Auditor Comments as of March 2022	Status
Low	There are various Department procedures that are past their review dates and others that have been updated, but have not been signed by the Library Services Director.	The applicable Department procedures have been reviewed and approved by the Library Services Director.	We obtained and inspected the Department updated procedures noting that they were properly dated and approved by the Library Services Director as evidenced by her signature. This audit item is considered closed.	Closed
	Auditor Recommendation	ECD:	Testing Date:	
	We recommend that Library Services management review and update the Department procedures as applicable. Then, the Library Services Director should date and sign the procedures accordingly.	Closed.	Closed.	

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 = Missed ECD (2nd time or over 3 months for revised ECD)