



Neil Kelly
Clerk of the Circuit and County Courts
Lake County, Florida

Fixed Asset Verification

FISCAL YEAR 2012

Internal Audit Division

Audit Report

Bob Melton, CIA, CFE
Internal Audit Director

Audit Conducted by:
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Internal Audit Department

Clerk of the Circuit Court • County Court • Board of County Commissioners

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October 24, 2012

Board of County Commissioners

We have conducted our annual verifications of the FY 2012 Fixed Assets for all Elected Lake County Officers (excluding the Sheriff per Section 274.03, Florida Statutes) as scheduled per our Annual Internal Audit Plan.

We appreciate the cooperation and assistance provided by the Procurement Division and all other local county and governmental entities contacted during the course of this internal audit.

Sincerely,

Bob Melton, CIA, CFE
Director of Internal Audit

BM/SP

CC: Honorable Neil Kelly, Clerk of Circuit & County Court
Barbara Lehman, Chief Deputy Clerk, Finance Department
David Heath, County Manager
Kristian Swenson, Director, Facilities Management Department

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INTRODUCTION

Scope and Methodology

We have conducted Fixed Asset Verifications for County fixed assets (on a sample basis), as scheduled per our Annual Audit Plan. Our objectives were to:

1. Determine whether fixed assets are reasonably present and accounted for properly.
2. Determine whether fixed assets purchased during the current fiscal year are present and accounted for properly.

Offices and agencies included in our verification are:

Clerk of Courts	Lake Sumter Metropolitan Planning
Board of County Commissioners	Property Appraiser
Court's Administration	Public Defender
Guardian Ad-litem	State Attorney
Health Department	Supervisor of Elections
Lake EMS	Tax Collector

In order to determine whether all fixed assets are reasonably present and accounted for, we obtained a list of all fixed assets as reported in the County's asset accounting software, selected a random sample of fixed assets to verify, and physically viewed each randomly selected fixed asset or appropriate disposal paperwork to account for the asset.

In order to determine whether all fixed assets purchased during the current fiscal year are present and accounted for, we obtained a list of all fixed assets purchased in the current year, verified that each asset was accounted for in the fixed asset accounting system, selected a random sample, and physically verified the presence of the selected fixed assets.

The audit included such tests of records and other auditing procedures, as we considered necessary in the circumstances. The audit period was from October 1, 2011 through September 29, 2012.

Overall Conclusion

We conclude that County fixed assets are reasonably present and accounted for properly. We also conclude that fixed assets purchased in Fiscal Year 2012 are reasonably present and accounted for properly.

Background

The Board of County Commissioners is responsible and accountable for all fixed assets acquired for its employees' use and Constitutional Officers (Clerk of Courts, Property Appraiser, Tax Collector, and Supervisor of Elections). The Sheriff is excluded from this responsibility under Section 274.03, Florida Statutes.

Tangible personal property with a value or cost of \$1,000 or greater and a useful life of at least one year must be recorded in the County's financial system as property for inventory purposes.

We calculated a combined total of 10,025 fixed assets valued at \$90,123,398 for FY 2012. Eighty of these fixed assets, valued at \$1,210,976 were purchased during FY 2012.

OPPORTUNITIES FOR IMPROVEMENT

Our audit disclosed no policies, procedures, or practices that should be improved. Our audit was neither designed nor intended to be a detailed study of every relevant system, procedure, or transaction. Accordingly, Opportunities for Improvement may exist which were not identified during the course of the audit.