

GALVESTON COUNTY



Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor
Kristin Bulanek CIA, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

722 Moody Ave 4th Floor, Galveston, TX 77550

May 6, 2019

Honorable Mark A. Henry, County Judge, and
Members of the Commissioners Court
722 Moody Ave, Suite 200
Galveston, TX 77550

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the internal audit report of the inventory of fixed assets of the Road & Bridge Department. Also attached is the response letter from Mr. Lee Crowder, Director of Road & Bridge.

Sincerely,

Randall Rice CPA

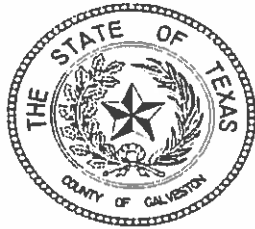
Digitally signed by Randall Rice CPA
DN: cn=Randall Rice CPA, o=Galveston County,
ou=County Auditor,
email=randall.rice@co.galveston.tx.us, c=US
Date: 2019.04.30 09:24:22 -05'00'

Randall Rice CPA
County Auditor

cc: Mr. Lee Crowder, Director of Road & Bridge

Attachment: Road & Bridge Inventory of Fixed Assets Audit Report
Response Letter, Mr. Lee Crowder, Director of Road & Bridge

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April 4, 2019

To: Mr. Lee Crowder
Director of Road & Bridge

From: Michaelyn Dunaway
Internal Auditor

Re: Road and Bridge Department, Inventory of Fixed Assets

An inventory of fixed assets of the Road and Bridge Department was conducted from March 19, 2019 to April 4, 2019. The objective of the inventory was to provide reasonable assurance that Galveston County fixed assets assigned to the Road and Bridge Department have been accounted for at the time of the inventory and the information in ONESolution is complete and accurate. All fixed assets were accounted for during the inventory.

Fixed Asset Identification (FAID)

The Purchasing Agent Policies & Procedures Manual (March 7, 2018) requires the custodial department to properly tag and document receipt of each fixed asset. The Purchasing Asset Coordinator assigns a unique FAID number to each fixed asset. The FAID is recorded in ONESolution and a decal reflecting the number is affixed to the vehicle or piece of equipment. No material exceptions were noted.

Semi-Annual Fixed Asset Inventory

The Purchasing Agent Policies & Procedures Manual (March 7, 2018) 12.4(c) states an online process, using the Asset Custody Verification Form, is initiated semi-annually with all departments. The Asset Verification Form includes all inventoried fixed assets charged to the protective custody of each department. The department's asset custodian shall examine the form for accuracy, execute it and return it to the Purchasing Asset Coordinator.

The Road and Bridge Department performed an inventory of fixed assets November 2018. The Asset Custody Verification Form, dated November 28, 2018 was submitted to the Purchasing Asset Coordinator. No material exceptions were noted.

April 4, 2019

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Fixed Asset Transfer

The Purchasing Agent Policies & Procedures Manual (March 7, 2018) 11.3(a) states "Fixed asset transports from location to location require the notification of the Purchasing Asset Coordinator who will perform the update of location in the financial system. Custodial transfers from one department/division to another must be documented with Purchasing form FA-02, Transfer which must be sent to the Purchasing Asset Coordinator. The transfer will be completed and filed with the asset record within 5 business days." No material exceptions were noted.

We wish to thank Lee Crowder and his staff for their cooperation and assistance.

cc: Randall Rice CPA, County Auditor
Kristin Bulanek CIA, First Assistant County Auditor
Rufus Crowder CPPO, CPPB, Purchasing Agent



The County of Galveston

Road and Bridge Department
Seawall Maintenance Department
Bolivar Peninsula Beach Maintenance
Fleet Service Department
Lee Crowder, Road Administrator Office 281-534-5152

Date: April 24, 2019

To: Randall Rice CPA, County Auditor

From: Lee Crowder, Director of Road & Bridge

A handwritten signature in black ink, appearing to be "Lee Crowder", written over the "From:" line.

CC: Michaelyn Dunaway, Kristin Bulanek CIA, Rufus Crowder CPPO CPPB

Re: **Response to FY2019 Inventory of Fixed Assets**

The following is confirmation of compliance for the FY19 Road and Bridge Inventory of Fixed Assets.

Fixed Asset Identification (FAID)

The Road and Bridge Department continues to comply with the Purchasing Agent Policies & Procedures Manual for all Fixed Assets.

Semi-Annual Fixed Asset Inventory

The Road and Bridge Department continues to comply with the Purchasing Agent Policies & Procedures Manual for the Semi-Annual Fixed Asset Inventory.

Fixed Asset Transfer

The Road and Bridge Department has completed and filed with asset record all custodial transfers from one department/division to another. The Road and Bridge Department continues to comply with the Purchasing Agent Policies & Procedures Manual.

I would like to thank the Galveston County Auditor Office; I appreciate the diligence and professionalism from both representatives, Michaelyn Dunaway and Lori McWhirter.