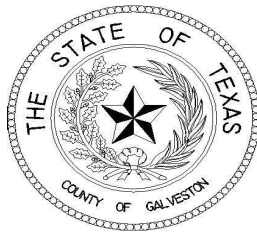


GALVESTON COUNTY



Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor
Madeline Walker CPA CFE, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

722 Moody Ave 4th Floor, Galveston, TX 77550

January 22, 2024

Honorable Mark A. Henry, County Judge, and
Members of the Commissioners Court
722 Moody Avenue
Galveston, Texas 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 Facilities Department. Also attached is the response letter from Mr. Mark Garcia, Assistant Facilities Director, dated January 2, 2024.

Sincerely,

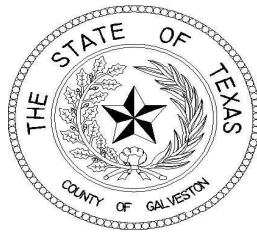
Randall Rice CPA

Randall Rice CPA
County Auditor

cc: Mr. Mark Garcia, Assistant Facilities Director

Attachment: Facilities Inventory of Fixed Assets Audit Report
Response Letter, Mr. Mark Garcia, Assistant Facilities Director

GALVESTON COUNTY



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December 21, 2023

To: Mark Garcia
Assistant Facilities Director

From: Cynthia Hicks
Internal Auditor I

Re: Facilities Department, Inventory of Fixed Assets

An inventory of fixed assets of the Facilities Department was conducted from December 11, 2023 through December 21, 2023. The objective of the inventory was to provide reasonable assurance that Galveston County fixed assets assigned to the Facilities 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 Galveston County Purchasing Policies and 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.

Finding: Two assets do not have a decal affixed to them, reflecting the fixed asset identification number (FAID): John Deere Zero Turn Radius Mower (Serial Number 1TCZ997REPD100975, FAID 33264) and JLG Drivable Electric Scissor (Serial # 200194173, FAID 30309). The department is already in the process of correcting this.

Recommendation FD-24-01: To ensure compliance with the Purchasing Agent Policies & Procedures Manual, the department should notify the Purchasing Asset Coordinator to replace all missing or unreadable FAID decals.

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 Facilities Department performed an inventory of fixed assets in May, 2023. The Asset Custody Verification Forms, dated June 5, 2023, were submitted to the Purchasing Asset Coordinator.

December 21, 2023

Page 2

Fixed Asset Transfer

The Purchasing Agent Policies & Procedures Manual (March 7, 2018) 12.4(d) states, "The transfer of all other fixed property equipment from one department to another shall be documented on Form FA-02, Asset Transfer Report for Fixed Assets Other Than Information Technology Equipment. This form must be signed by both the transferring Department's Asset Custodian and the Purchasing Asset Coordinator." Form FA-02 was properly submitted to the Purchasing Department for all transferred assets.

We wish to thank Mark Garcia and his staff for their cooperation and assistance.

cc: Randall Rice CPA, County Auditor
Madeline Walker CPA, CFA, First Assistant County Auditor
Rufus Crowder CPPO, CPPB, Purchasing Agent



COUNTY of GALVESTON
COUNTY COURTHOUSE

Facilities & Maintenance
722 MOODY AVENUE 6th FLOOR GALVESTON, TEXAS 77550
Phone: 409-766-2384

Mark A. Garcia
Asst. Facilities Director

Debra J. Belany
Administrative Coordinator

January 2,2024

To Randall Rice

From: Mark A. Garcia

RE: Response to FY2024 Facility Department fixed asset Audit

Mr. Rice:

The following is my response to the inventory of fixed assets of the Facilities Department which was conducted between December 11,2023 through December 21,2023.

Finding: two assets do not have a decal affixed to them, reflecting the fixed asset identification number (FAID): John Deere Turn Radius Mower (Serial Number 1TCZ997REPD100975, FAID 33264) and JLG Drivable Electric Scissor lift (Serial # 200194173, FAID 30309) The department is already in the process of correcting this,

Response: We received the decals in question from Mr. Nolan on the afternoon on December 21 ,2023. I Mark A. Garcia gave SGT Gills with the Sheriff department the decal for the John Deere Zero Turn to be installed on December 27, 2023.I Mark A. Garcia then installed the Decal on the JLG Scissor lift on January 2,2024. We will work on getting these on new assets ASAP. I would like to thank Cynthia Hicks and Mr. Nolan for assistance with completing this audit.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Garcia".

Mark Garcia