



City of Greensboro

Date: December 15, 2008
To: Mitchell Johnson, City Manager
From: Internal Audit Division
Subject: Revenue Analysis for 2007-2008 / Transportation Department

The Internal Audit Division has performed a Revenue Analysis of various Departments throughout the City of Greensboro. Attached you will find our review report; the departmental response; and our replies to their responses. We feel that our recommendations have been sufficiently addressed as we move forward. If you have any questions or need additional information, please let us know. Thanks.

A handwritten signature in black ink, appearing to read "Len Lucas", with a long horizontal flourish extending to the right.

Len Lucas
Internal Audit Director

Cc: Bob Morgan, Deputy City Manager
Adam Fischer, Acting Transportation Director



City of Greensboro

Date: November 4, 2008
To: Adam Fischer, Acting Transportation Director
From: Internal Audit Division
Subject: Revenue Analysis for 2007-2008

Internal Audit has performed an analysis of department revenue accounts to ensure that each department is aware of significant decreases in revenue. The analysis covers the period July 1, 2007 through June 30, 2008. Attached is a spreadsheet with the accounts that have decreased by 10% or \$100,000 over the time period. An electronic copy of the spreadsheet is available upon request.

Please provide us with an explanation of the decrease in revenue for each account listed. We would appreciate your response by November 18, 2008. Thank you in advance for your cooperation. If there are any questions regarding the analysis, please call us at 373-2230.

Kimberly Strickland
Internal Auditor

Len Lucas
Internal Audit Director

cc: Bob Morgan, Deputy City Manager

Transportation Department Revenue Analysis

				2007	2007 Section Totals	2008	2008 Section Totals	\$ Difference (Per Section)	\$ Difference (Per Section)	% Difference	% Difference (Per Section)	Explanation of Difference
101	4515-02	8645	Miscellaneous Receivable Revenue	(1,788.35)		-		(1,788.35)		-100.0000%		
101	4501-01	8690	All Other Revenue	(507.50)		-		(507.50)		-100.0000%		
101	4515-02	8690	All Other Revenue	(12,046.32)		-		(12,046.32)		-100.0000%		
101	4515-04	8690	All Other Revenue	(31,947.92)	(44,501.74)	(37,430.15)	(37,430.15)	5,482.23	(7,071.59)	17.1599%	-15.8906%	

Instructions: Please look at the above accounts and provide an explanation as to the difference for 2007-2008.

Parking Operations Enterprise Fund Revenue Analysis

				2007	2007 Section Totals	2008	2008 Section Totals	\$ Difference	\$ Difference (Per Section)	% Difference	% Difference (Per Section)	Explanation of Difference
543	0000-00	7300	Parking Violations	(23,943.72)		(13,559.99)		(10,383.73)		-43.3672%		
543	0000-00	7535	Monthly Lot - Elm & Mcgee	(8,598.12)		-		(8,598.12)		-100.0000%		
543	0000-00	7537	Monthly Lot - Elm & Greene	(7,697.76)		-		(7,697.76)		-100.0000%		
543	0000-00	7550	Parkcard Revenues	(644.00)		(223.00)		(421.00)		-65.3727%		
543	0000-00	8645	Miscellaneous Receivable Revenue	(5,431.58)		(478.68)		(4,952.90)		-91.1871%		
543	0000-00	8690	All Other Revenue	(4,966.19)		-		(4,966.19)		-100.0000%		
543	4531-01	8690	All Other Revenue	(95.00)		(110.00)		15.00		15.7895%		
543	4532-01	8690	All Other Revenue	(40.00)		(20.00)		(20.00)		-50.0000%		
543	4533-01	8690	All Other Revenue	(285.00)		(1,011.50)		726.50		254.9123%		
543	4534-01	8690	All Other Revenue	(180.00)	(5,566.19)	(110.00)	(1,251.50)	(70.00)	(4,314.69)	-38.8889%	-77.5160%	

Instructions: Please look at the above accounts and provide an explanation as to the difference for 2007-2008.

To: Kimberly Strickland, Internal Auditor
Len Lucas, Internal Audit Director

From: Michael Cramer, Transportation Business & Operations Manager

Date: November 20, 2008

RE: Revenue Analysis

Per your interoffice memo sent on November 4, 2008 the Department of Transportation has reviewed the accounts in question and determined the cause of the decrease in revenue. The attached revenue analysis spreadsheet requests information for the reduction of revenue in the Miscellaneous Receivable Revenue and All Other Revenue accounts for Administration, Signs and Markings and Signal Maintenance.

All Other Revenue and Miscellaneous Receivable Revenue

The revenue accounts for Signals and Administration are typically used to deposit miscellaneous revenue received from developers, contractors or other city department for work that GDOT has performed on their behalf. The reason that less revenue was collected between these two fiscal years is due to the Department performing less outside work. In the revenue accounts in question the Department does not budget or anticipate that fund will be collected in these areas, since the projects are not planned nor are they predictable.

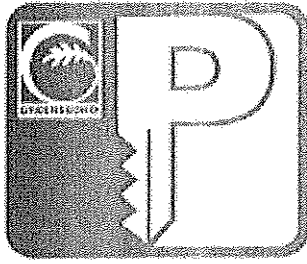
All Other Revenue for the Sign Shop

The revenue accounts for the Sign Shop are typically used to deposit miscellaneous revenue received from developers, contractors or other city departments for work the design and development of signage. Over the past year we have more closely regulated the amount off work that we do for outside agencies and have made sure that all costs to other departments are recovered. Each month a Special Sign Report is generated out of our Work Management system that explains the charges to other city departments. These reports are sent to Finance and journal entries are created to transfer funds from the client department account to our account. For budgeting purposes we do estimate our expected revenue, however, final revenue figures indicate that more signs were build for other departments that we anticipate.

Thank you for the opportunity to discuss these revenue accounts. If you have other questions regarding these accounts please contact me.

Michael Cramer
Transportation Business & Operations Manager

Cc: Mitchell Johnson, City Manager
Bob Morgan, Deputy City Manager
Adam Fischer, Acting Director of Transportation



Greensboro Downtown Parking

Decks | On-Street | Surface Lots

Date: November 24, 2008
To: Kimberly Strickland, Internal Auditor
Len Lucas, Internal Audit Director
From: Robin Davenport, Parking Operations Manager
Subject: Revenue Analysis

In reference to the memo sent on November 4, 2008 from Internal Audit regarding an analysis of the Parking revenue accounts, the following information is an explanation of the revenue trends for the past few fiscal years.

Parking Meter Enterprise Funds

- 1) **Parking Violations - # 543-0000-00.7300** – Apparent that fewer parking violations are being paid by the parking customer. This is indicative of the City's current amnesty program through the Collections Division to encourage payment of outstanding debt and the need for the booting/towing enforcement that has been approved by City Council to take effect January 1, 2009.

Monthly Parking Revenues

- 2) **Elm/McGee Lot - # 543-0000-00.7535** - Effective January 1, 2007, the monthly parkers in this lot were relocated to parking decks and/or other private parking locations. This lot was converted to transient (hourly) parking only.
- 3) **Elm/Greene Lot - #543-0000-00.7537** - Effective January 1, 2007, the monthly parkers in this lot were relocated to parking decks and/or other private parking locations. This lot was converted to transient (hourly) parking only.

Metered Lot Parking Revenues

- 4) **ParkCard Revenues - # 543-0000-00.7550** – There has been a drop in use of these cards for payment at the parking meters located in the Federal/Washington lot only. Main users were city employees and now these employees have been relocated to the Kitchens' Operations Center on S. Elm-Eugene St. or the Cone building located at Maple and 4th Street.

Other & Miscellaneous Revenue

- 5) **Miscellaneous Receivable Revenue - # 543-0000-00.8645** – The total in this account of \$478.68 are payments for damages to meters or parking deck equipment. These are payments made by the individual's insurance company or the individual. These reimbursements are down from the previous year due to fewer incidents.

Parking Facilities Operating Fund

All Other Revenue

- 6) **543-0000-00.8690** – No money is showing in this account for 2008. All other revenue is broken out into the individual parking deck funds. In 2007 some miscellaneous revenues received occurred to this account. In August 2006 there was a miscellaneous overpayment of \$110.00. In December 2006, there was a lost card fee of \$5.00 for Bellemeade keyed to this account in error. In January 2007, there was a City of Greensboro posting as revenue received for \$226.80. In May 2007, there was \$4581.10 in forfeited parking deposits received. And in June 2007, a summary transaction for \$43.29.
- 7) **Greene St. Deck - # 543-4531-01.8690** – The slight increase in revenue from 2007 to 2008 is just due to a higher number of lost cards for the 2008 fiscal year. In 2007 there were a total of 19 lost cards paid for at \$5.00 each equaling \$95.00. In 2008 there were 22 lost cards, which equaled \$110.00.
- 8) **Church St. Deck - # 543-4532-01.8690** – The reduction in revenue from 2007 to 2008 is due to a lower number of lost cards for the 2008 fiscal year. In 2007 there were a total of 8 lost cards paid for at \$5.00 each equaling \$40.00. In 2008 there were a total of 4 lost cards, which equaled \$20.00.
- 9) **Bellemeade St. Deck - # 543-4533-01.8690** – The increase in revenue from 2007 to 2008 is partially due to two daily revenue deposits being keyed in and deposited to the wrong line item. There was a deposit in August 2008 for \$181.50 and one in September 2008 for \$175.00, which should have been deposited to account # 543-4533-01.7586. There is also a \$200.00 payment from Key Valet Services for a Valet Parking Permit that should have been deposited to the Meter Operations Fund. In 2007 there were 57 lost cards at \$5.00 each that equals \$285.00. In 2008 there were 91 lost cards at \$5.00 each that equals \$455.00.
- 10) **Davie St. Deck - # 543-4534-01.8690** – The decrease in revenue from 2007 to 2008 is due to a decrease in lost card revenue. In 2007 there were 36 lost cards at \$5.00 each that equals \$180.00. In 2008 there were 22 lost cards at \$5.00 each that equals \$110.00.

cc: Mitchell Johnson, City Manager
Jim Westmoreland, Interim Assistant City Manager Economic Development
Adam Fischer, Interim Transportation Director
Michael Cramer, Business Operations Division Manager



City of Greensboro

Date: November 26, 2008
To: Adam Fischer, Acting Transportation Director
From: Internal Audit Division
Subject: Response to Transportation Department Revenue Analysis

We have received your response concerning our inquiries for the Transportation Department Revenue Analysis. Concerning the explanation for Transportation analysis, there are no further questions. Concerning Parking Operations analysis, I need further clarification for parking violations. Would you help us understand how the City's current amnesty program relates to the fiscal years in question, 2007 and 2008, since this is not going into effect until January 1, 2009? All other explanations are reasonable in nature and require no further explanation.

Thank you for your response. If you have any questions regarding our response, please contact us at 373-2230.

A handwritten signature in black ink, appearing to read "Kimberly Strickland".

Kimberly Strickland
Internal Auditor

A handwritten signature in black ink, appearing to read "Len Lucas".

Len Lucas
Internal Audit Director

cc: Bob Morgan, Deputy City Manager

Strickland, Kimberly

From: Cramer, Michael
Sent: Friday, December 05, 2008 2:58 PM
To: Strickland, Kimberly
Cc: Davenport, Robin; Fischer, Adam
Subject: Internal Audit Parking Question

Kim,

Adam forwarded to me your letter dated November 26, 2008. After reviewing the question and Robin's response I can see how you might need clarification. The years of the audit cover 2007 and 2008 and the Amnesty Program will not impact revenue for those years. The parking violations in question are issued by Guilford County Security in the City/County parking lot. These violations fluctuate depending on the number of people overstaying the meters and staffing at the county. If you need more information, please let me know. Thanks.

Michael Cramer
Department of Transportation
Business / Operations Division Manager
email: michael.cramer@greensboro-nc.gov
Work #: (336) 373-2568
Fax #: (336) 412-6171

"Conserve Water Now"



Date: December 9, 2008
To: Adam Fischer, Acting Transportation Director
From: Internal Audit Division
Subject: Response to Transportation Department Revenue Analysis

We have received your response concerning parking violations in the City/County parking lot. We agree with your response and at this time we have no further questions.

Thank you for your response. If you have any questions regarding our response, please contact us at 373-2230.

Handwritten signature of Kimberly Strickland in black ink.

Kimberly Strickland
Internal Auditor

Handwritten signature of Len Lucas in black ink.

Len Lucas
Internal Audit Director

cc: Bob Morgan, Deputy City Manager