



October 5, 2007

Date:

Johnny Teeters, Fire Chief

To:

Internal Audit

From:

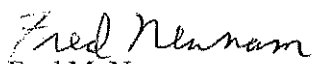
Subject: Operating Department's Declines in Revenue

Internal Audit performed an analysis of operating departments' revenue accounts to ensure that operating departments are aware of reductions in revenues and the reasons for those reductions. The analyses covered the fiscal periods ending June 30, 2005 through June 30, 2007. Individual departments were supplied an analysis when revenues were reduced in excess of 10% or \$100,000 from one year to the next. The departments reviewed their applicable analysis and submitted a response to Internal Audit. Internal Audit reviewed the replies to determine whether the departments were responding in a logical fashion and to the questioned reductions in revenue.

We believe this is a valuable tool for the departments and for Internal Audit to focus on areas that need further attention.

The fire department responses were inclusive of data regarding comparative HAZ MAT Fees for each year, and information regarding why Special OPS revenue increased greatly in 2006. The department reports that code violations revenue decreased because prior year revenue of \$21,000 was written off, which adversely affected the 2007 year. The All Other revenue Department Administration is explained as being for restitution for arson and other unusual revenues. In 2005 the Fire Department had a production company which paid the department \$3,648.60 for standing by, but there was none in 2006 and only a small amount (\$750) in 2007.

The efforts of the individual departments to respond to this analysis are greatly appreciated. We recommend that the departments continue to be alert to reductions in their revenues and use this tool and other means as an aid in quickly identifying prospective problems. If there are questions regarding this analysis or our evaluation of replies, or if there are areas you would like for us to add to our work plan, please let us know. We can be reached at 373-2230.


Fred M. Newnam
Internal Auditor


Len Lucas
Internal Audit Director

CC: Ben Brown, Assistant City Manager For Economic Development

Newnam, Fred

From: Staley, Dee Ann
Sent: Friday, September 28, 2007 8:10 AM
To: Newnam, Fred
Cc: Teeters, Johnny
Subject: FW: FIRE DEPT. REVENUE REVIEW
Attachments: FIRE DEPT.xls

I have placed my comments in your updated worksheet. If you need additional information please let me know. Thanks!

Dee Ann

Deputy Chief - Administrative Services
1514 N. Church St.
Greensboro, N. C. 27405
Office: 336-373-2357
Cell #: 336-430-6013
Pager: 321-2620
Email: deeann.staley@greensboro-nc.gov

From: Newnam, Fred
Sent: Thursday, September 27, 2007 8:02 AM
To: Staley, Dee Ann
Subject: FIRE DEPT. REVENUE REVIEW

DEE ANN,
I AM ATTACHING A NEW COPY OF THE WORKSHEET SHOWING ONLY FIVE ACCOUNTS, BUT YOU WILL HAVE TO REVIEW 2005/06 AND 2006/07 FOR THE 4001-01.8690 ACCOUNT. I.e. Two years not one.

Auditor II
Internal Audit
City of Greensboro
P.O. Box 3136, Greensboro, NC 27402-3136
Ph. (336) 373-2230 Fax (336) 373-2138
www.greensboro-nc.gov

HAZARDOUS MATERIALS FEE
101-XXXX-XX.7450
 4005-06

Accounts To Review
 1

REPLIES

These are our Haz Mat fees and are based on the number of responses we have in any particular year.

TOTAL

CITY CODE VIOLATIONS

101-XXXX-XX.7330
 101-4003-01 .7330

2

ALL OTHER REVENUE

101-XXXX-XX.8690
 4001-01 DEPT. ADMIN

3

This account is used to collected restitution for arson and we could have varying people having to pay in any particular year. We had a production company pay \$3,648.60 for us to standby in 2005, none in 2006, and \$750 in 2007. There are also varying amounts that come in from the Fire/Rescue Pension, State of NC, fire incident reports, etc. that may vary from year to year.

4004-02 BATTALION 002
 4004-03 BATTALION 003
 4004-05 SPECIAL OPS
 4004-06 EMERGENCY SERVICE & RISK STUDIES
 4005-01 FLEET REPAIR
 4101-01 EMERGENCY MANAGEMENT ASSISTANCE AGENCY
 TOTAL FIRE OTHER

4

This account is used to pay deployed personnel or RRT personnel for displays or missions. Reimbursements received to cover City expenditures. (Expenditures & reimbursements based on a request for assistance.) Eight (8) personnel were deployed due to Hurricane Katrina and we were reimbursed \$59,757.42. We were reimbursed for RRT exercises & responses in the amount of \$9,516.21. This is the reason 2006 was much greater than 2005 and 2007.

There appear to be **FOUR** accounts to explain based on our preliminary review.

Newnam, Fred

From: Staley, Dee Ann
Sent: Friday, September 28, 2007 4:06 PM
To: Newnam, Fred
Cc: Teeters, Johnny
Subject: RE: FIRE DEPT. REVENUE REVIEW
Attachments: Fiscal Year 2007.doc; Fiscal Year 2006.doc

According to our billing records, there were 56 events billed in 2006 and 40 events billed in 2007. My numbers do not match exactly what you have on the sheet you sent but I tallied all of our bills for the totals that are included on the two attached Word documents. If you need additional information please let me know. Thanks!

Dee Ann

Deputy Chief - Administrative Services
 1514 N. Church St.
 Greensboro, N. C. 27405
 Office: 336-373-2357
 Cell #: 336-430-6013
 Pager: 321-2620
 Email: deeann.staley@greensboro-nc.gov

From: Newnam, Fred
Sent: Friday, September 28, 2007 12:38 PM
To: Staley, Dee Ann
Cc: Teeters, Johnny
Subject: RE: FIRE DEPT. REVENUE REVIEW

Dee Ann,
 Were there fewer HAZ MAT calls in 2007 fiscal year than 2006? If so give me a chart showing how many in 2006, and 2007, and differences in charges per call. Please!!!!

Auditor II
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From: Staley, Dee Ann
Sent: Friday, September 28, 2007 8:10 AM
To: Newnam, Fred
Cc: Teeters, Johnny
Subject: FW: FIRE DEPT. REVENUE REVIEW

10/5/2007

I have placed my comments in your updated worksheet. If you need additional information please let me know. Thanks!

Dee Ann

Deputy Chief - Administrative Services
1514 N. Church St.
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Fiscal Year 2006-2007

Michael Lee Rodgers	\$ 237.50
Daddy Pete's Plant Pleaser	\$ 50.00
Quality Carriers	\$ 537.50
Carlyle & Co	\$ 160.60
Perez Carpentry	\$ 487.50
Schwerman Trucking Company	\$ 425.33
Chandler Concrete	\$ 50.00
Mohawk Carpet Transportation	\$ 298.60
Gilbarco	\$ 400.00
L & M Seal Coating	\$ 237.50
Veolia Transportation	\$ 674.70
Bell South	\$ 137.50
Duke Energy Corporation	\$ 2335.00
AnSCO & Associates Inc	\$ 700.00
Lee's Plumbing & Heating	\$ 262.50
Wilco Transportation	\$ 637.50
Southern Optical Company	\$ 1541.95
Jim Pridgen	\$ 773.60
Hilco Transport Inc	\$ 200.00
Clemons Moody	\$ 50.00
Paula Rives	\$ 111.08
K Mart	\$ 300.00
Timothy Branson	\$ 102.65
Martha Hartley Duskin	\$ 50.00
Select Carrier Group	\$ 962.53
Jimmy Strayhorn	\$ 50.00
Poythress Tent	\$ 437.50
National Roofing	\$ 350.00
C & R Distributing Inc	\$ 1659.49
Triangle Warehouse	\$ 270.10
Piedmont Natural Gas	\$ 300.00
D W Hauling	\$ 448.80
Champion Janitorial	\$ 175.00
Gloria Enterprises	\$ 687.50
Diversified Environmental	\$ 1862.50
Duke Energy	\$ 537.50
Blacklidge Emulsions Inc	\$ 412.50
Ray Moving & Storage	\$ 243.80
Nathaniel Edrington Hewitt	\$ 295.10
Moses Cone Hospital	\$ 200.00
TOTAL - 40 Events	\$19653.33

Fiscal Year 2005-2006

Wesley Long Nursing Home	\$ 250.00
Piedmont Landscape and Grounds	\$ 250.00
Carrie Wingler	\$ 50.00
Cheerwine	\$ 175.00
Frederick Ferguson	\$ 100.00
Charles Grant Roberts, Sr.	\$ 200.00
EME, Inc.	\$ 100.00
Eagle Wongs Transportation	\$ 297.55
Rankin Elementary School	\$ 600.00
Sharp Brothers Construction	\$ 275.00
Proctor & Gamble	\$2855.95
Elizah Moore Concrete Work	\$ 275.00
Rod Darcey	\$ 275.00
Heitkamp Inc.	\$ 262.50
Panera Bread	\$ 50.00
Tarheel Paving	\$ 225.00
Golden Corral	\$ 525.00
American Hebrew Academy	\$ 325.00
Jose Pinto	\$ 362.50
Sherwin Williams	\$ 275.00
Emergency Sewer and Drain	\$ 275.00
Wilco Hess	\$ 112.50
T & R Trucking	\$ 337.50
N. C. Dept. of Transportation	\$ 275.00
Time Warner, Inc.	\$ 250.00
Eastcoast Hydro-Static Testing	\$1394.67
John S. Clark	\$ 200.00
Harvin Reaction	\$ 588.85
Sun Yun Do	\$ 50.00
Jason Sutton -- Occupant	\$ 275.00
Green Valley Obstetrics	\$ 663.78
Sahara Garage & Auto Repair	\$1586.68
Sharpe Brothers Inc.	\$ 437.50
Sarah Evans	\$ 172.36
Allied Management	\$ 600.00
Food Lion	\$ 517.00
Fred L. Clapp & Company	\$ 425.00
Colfax Furniture	\$1253.50
Wallick Construction	\$ 275.00
Boiler Master	\$ 375.00
Innovative Plumbing	\$ 275.00
United House of Prayer	\$1398.68
Carmel Contractors	\$ 275.00

Wallick Construction	\$ 275.00
Watson Contractors	\$ 337.50
Rosedale Transport	\$ 828.62
Kyoto Express	\$ 312.50
Guilford County Sheriff Department	\$ 200.00
Carl Pulley Trucking	\$ 393.48
West Brothers	\$ 350.00
Steven Walls	\$ 75.00
Cintas Uniform Service	\$ 50.00
Yellow Freight	\$2107.59
Grading Landscape	\$ 275.00
Portrait Homes	\$ 275.00
Craig J. Handyside	\$ 228.52
TOTAL – 56 Events	\$25449.73

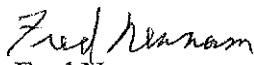


Date: September 18, 2007
To: Johnny Teeters, Fire Chief
From: Internal Audit
Subject: Revenue Analysis

Internal Audit is performing an analysis of revenue accounts throughout the City to ensure that departments are aware of reductions in revenues and reasons for those reductions. We have developed a spreadsheet showing Fire Department Revenue changes for the last two years. The spreadsheet shows account name, account number, actual revenue for years 2005, 2006, and 2007, the dollar change for 2005/6, and the percentage this was using the prior year revenue as the base. The changes in revenue dollars and percentage changes are, also, shown for the year 2006/7. The accounts we are requesting written information for are numbered on the right side of the spreadsheet, under a column labeled accounts to review. The darkened areas are where revenues decreased 10% or more from the prior year basis or in excess of \$100,000 if not 10% or more. These indicate the periods for which we are requesting information.

We are requesting that the Fire Department review the revenue analysis and provide Internal Audit information concerning the decreases in revenue. The information should include performance indicators; comparisons of related data that produces the revenues, changes in collection procedures, changes in fee structure, etc.

If we can assist you in this review please contact us at 373-2230.


Fred Newnam
Internal Auditor


Len Lucas
Internal Audit Director

cc: Ben Brown, Assistant City Manager Economic Development

September 14, 2007

Johnny Teeters, Fire Chief

Internal Audit

Revenue Analysis

Internal Audit is performing an analysis of revenue accounts throughout the City to ensure that departments are aware of reductions in revenues and reasons for those reductions. We have developed a spreadsheet showing Fire Department Revenue changes for the last two years. The spreadsheet shows account name, account number, actual revenue for years 2005, 2006, and 2007, the dollar change for 2005/6, and the percentage this was using the prior year revenue as the base. The changes in revenue dollars and percentage changes are, also, shown for the year 2006/7. The accounts we are requesting written information for are numbered on the right side of the spreadsheet, under a column labeled accounts to review. The darkened areas are where revenues decreased 10% or more from the prior year basis or in excess of \$100,000 if not 10% or more. These indicate the periods for which we are requesting information.

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If we can assist you in this review please contact us at 373-2230.

Fred Newnam
Internal Auditor

Len Lucas
Internal Audit Director

cc: Ben Brown, Assistant City Manager Economic Development

**FIRE DEPARTMENT REVENUE CHANGES WITH DECREASES IN EXCESS OF 10%
2005-2007**

FIRE DEPARTMENT ACCOUNTS/REVENUE DECREASES

**HAZARDOUS MATERIALS FEE
101-XXXX-XX.7450**
4005-06

2007 ACTUAL	2006 ACTUAL	2005 ACTUAL	2006/7 CHANGE	2006/7% CHANGE	2005/6 CHANGE	2005/6% CHANGE
17,392.40	25,762.23	21,467.65	(8,369.83)	-32.49%	\$4,294.58	20.00%

Accounts
To Review
1

TOTAL

17,392.40	25,762.23	21,467.65	(8,369.83)	-32.49%	\$4,294.58	20.00%
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CITY CODE VIOLATIONS

101-XXXX-XX.7330
101-4003-01 .7330

2007 ACTUAL	2006 ACTUAL	2005 ACTUAL	2006/7 CHANGE	2006/7% CHANGE	2005/6 CHANGE	2005/6% CHANGE
9,900	34,755	32,440	-24,855	-71.51%	2,315	7.14%

2

**ALL OTHER REVENUE
101-XXXX-XX.8690**

4001-01 DEPT. ADMIN
4004-02 BATTALION 002
4004-03 BATTALION 003
4004-05 SPECIAL OPS
4004-06 EMERGENCY SERVICE & RISK STUDIES
4005-01 FLEET REPAIR
4101-01 EMERGENCY MANAGEMENT ASSISTANCE AGENCY
TOTAL FIRE OTHER

2007 ACTUAL	2006 ACTUAL	2005 ACTUAL	2006/7 CHANGE	2006/7% CHANGE	2005/6 CHANGE	2005/6% CHANGE
1,838.00	2,789.69		(951.69)	-34.11%	2,789.69	#DIV/0!
		4,658.95	0.00	#DIV/0!	(4,658.95)	-100.00%
			0.00	#DIV/0!	0.00	#DIV/0!
3,127.77	70,296.23	15,927.00	(67,168.46)	-95.55%	54,369.23	341.37%
			0.00	#DIV/0!	0.00	#DIV/0!
					0.00	#DIV/0!
			0.00	#DIV/0!	0.00	#DIV/0!
4,965.77	73,085.92	20,585.95	(68,120.15)	-93.21%	52,499.97	255.03%

3

4

5

 Equals accounts decreased over 10%, or \$100,000 . Need written explanations for these.

There appear to be **FIVE** accounts to explain based on our preliminary review.

FIRE DEPARTMENT REPLIES REVIEWED

Accounts To Review	DATE OF REPLY	ACCEPT REPLY	REPLY ACCEPTED
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HAZARDOUS MATERIALS FEE

101-XXXX-XX.7450

4005-06

1

9/18/2007 10/5/2007

These are our Haz Mat fees and are based on the number of responses we have in any particular year.

TOTAL

CITY CODE VIOLATIONS

101-XXXX-XX.7330

101-4003-01

2

.7330

According to Finance, Susan Smith, a write off was done for a prior year in the amount of \$21,000. Susan said Finance was going to put some extra procedures in place to look at the write offs that are prior year. She said there will be procedures put in place so there will not be any peaks and valleys.

ALL OTHER REVENUE

101-XXXX-XX.8690

4001-01 DEPT. ADMIN

3

4004-02 BATTALION 002

4004-03 BATTALION 003

This account is used to collect restitution for arson and we could have varying people having to pay in any particular year. We had a production company pay \$3,648.60 for us to standby in 2005, none in 2006, and \$750 in 2007. There are also varying amounts that come in from the Fire/Rescue Pension, State of NC, fire incident reports, etc. that may vary from year to year.

4004-05 SPECIAL Ops

4

4004-06 EMERGENCY SERVICE & RISK STUDIES

4005-01 FLEET REPAIR

4101-01 EMERGENCY MANAGEMENT ASSISTANCE AGENCY

TOTAL FIRE OTHER

This account is used to pay deployed personnel or RRT personnel for displays or missions. Reimbursements received to cover City expenditures. (Expenditures & reimbursements based on a request for assistance.) Eight (8) personnel were deployed due to Hurricane Katrina and we were reimbursed \$59,757.42. We were reimbursed for RRT exercises & responses in the amount of \$9,516.21. This is the reason 2006 was much greater than 2005 and 2007.

There appear to be Four accounts to explain based on our preliminary review.
ALL FOUR WERE PROPERLY EXPLAINED