

Reports Issued for Internal Audit Engagements

July 1, 2013 through June 30, 2014

As Reported by State Agencies

Office and Division Audited	Scope of Audit	Audit Period
Alabama		
Office Engineer Bureau	Cash Receipts Review	FY 2012
Equipment Bureau	Cash Receipts Review	FY 2012
Materials & Tests Bureau	Cash Receipts Review	FY 2012
Maintenance Bureau	Cash Receipts Review	FY 2012
Research & Development Bureau	Cash Receipts Review	FY 2012
Transportation Planning & Modal Bureau	Cash Receipts Review	FY 2012
Sixth Division	ARRA Construction Contract Administration	Ended 01/31/13
Fifth Division	ARRA Construction Contract Administration	Ended 11/30/12
Seventh Division	ARRA Construction Contract Administration	Ended 12/31/12
Eighth Division	ARRA Construction Contract Administration	Ended 08/23/13
Eighth Division	After Hours / Holiday Fuel Issues	08/01/12 - 01/31/13
Third Division	After Hours / Holiday Fuel Issues	11/01/12 - 04/30/13
Second Division	Maintenance-Cash Receipts Review	FY 2013
Southwest Region	Maintenance-Cash Receipts Review	FY 2013
Various ALDOT Bureaus	Cash Count	As of 10/31/13
Office Engineer Bureau	Cash Receipts Review	FY 2013
Finance and Audits Bureau	Labor Additive Rates-Agreed Upon Procedures	FY 2014
Finance and Audits Bureau	Review of Reprographic & Docutech Machine Rate	FY 2014
Finance and Audits Bureau	Review of Equipment Rates	FY 2014
Finance and Audits Bureau	Review of Test Lab Rates	FY 2014
Fourth Division	ARRA Construction Contract Administration	Ended 08/31/13
Third Division	ARRA Construction Contract Administration	Ended 10/31/13

Arizona		
Motor Vehicle Division (MVD) Third Party	Title & Registration / Compliance Audits	Audit Period
	S & D Tax Services d/b/a Sav U Time	4/12 - 3/13
	Academy of Driving Inc. d/b/a Academy of Driving Motor Vehicles	3/12 - 2/13
	LAHM Inc. d/b/a Donna's Auto License	3/12 - 2/13
	CA Anderson LLC d/b/a Transport Carriers Services (TCS)	6/12 - 5/13
	GG, & D Financial & Check Cashing	6/12 - 5/13
	Dependable Title Services	7/13 - 7/13
	Speedy Motor Vehicle Center	7/12 - 6/13
	L & J Motor Vehicle Services	7/12 - 6/13
	Power Group d/b/a Express Title & Registration	8/12 - 7/13
	MVB Title & Registration d/b/a Motor Vehicle Services of Buckeye	5/13 - 7/13
	Arizona Auto License LLC	8/12 - 7/13
	Superstition Trailers LLC	8/12 - 7/13
	Desert Schools Federal Credit Union	11/12 - 10/13
	Berg Ford	12/12 - 11/13

Office and Division Audited	Scope of Audit	Audit Period
	Precise Motor Vehicle Service Inc.	1/13 - 12/13
	Superstition Springs Lexus	1/13 - 12/13
Termination of agreement-Physical inventory of office assets.	Arizona Motor Vehicle Services LLC	2/19/2014
Termination of agreement-Physical inventory of office assets.	Superstition Springs Lexus (closure)	3/31/2014
Termination of agreement-Physical inventory of office assets.	Motor Vehicle Services of AZ	5/30/2014
MVD Third Party	Commercial Driver's Licenses / Compliance Audits	
	American Institute of Trucking	1/13 - 6/13
	CDL Truck School Inc.	7/12 - 6/13
	Swift Truck School	9/12 - 7/13
	HDS Truck School Institute (Tucson)	1/12 - 7/13
	Southwest Truck Driver Training	1/13 - 12/13
	American Driver Training LLC	1/12 - 7/13
	Dysart Unified School District	1/12 - 12/12
	Tolleson Union High School District	7/11 - 12/12
	Cartwright Elementary School District	8/10 - 8/13
	Avondale Elementary School	7/11 - 6/13
	Alhambra School District	8/11 - 8/13
	Glendale Union High School	1/13 - 12/13
	Glendale Elementary School District	1/13 - 12/13
	Crescent Crown Distributing LLC	1/12 - 12/12
	Buckeye Elementary School District	9/12 - 8/13
	Northern Arizona University	1/12 - 6/13
	Flagstaff Unified School District	1/12 - 6/13
	Driver Dispatch Inc.	7/12 - 8/13
	Phoenix Coca Cola Bottling Co.	5/12 - 8/13
	Hensley and Company	1/12 - 9/13
	Prescott Unified School District	12/12 - 4/13
	Humboldt Unified School District	1/12 - 8/13
	Cottonwood Oak Creek School District	1/12 - 9/13
	Parker Unified School District	1/12 - 8/13
	DL Campbell Co. Inc.	1/12 - 12/12
	Lake Havasu City Public Works	1/12 - 10/13
	Kyrene School District	1/12 - 10/13
	City of Phoenix	1/13 - 10/13
	City of Glendale	1/12 - 7/13
	Tempe Elementary School District	1/12 - 10/13
	Gilbert Unified School District	1/13 - 12/13
	Paradise Valley Unified School District	1/13 - 12/13
	Scottsdale Unified School District	1/13 - 12/13
	Washington Elementary School District	1/13 - 12/13
	Deer Valley Unified School District	1/13 - 12/13
	Shamrock Foods Company	1/13 - 12/13
	Southwest Truck Driver Training Inc.	1/13 - 12/13
	Mesa Unified School District	1/13 - 12/13
	Maricopa County Risk Management	1/13 - 12/13
	Durham School Services LP	1/13 - 12/13
	Pima County Community College District	1/13 - 12/13
	Tucson Unified School District	1/13 - 12/13

Office and Division Audited	Scope of Audit	Audit Period
	Sunnyside Unified School District	1/13 - 12/13
MVD Third Party	Professional Drivers Training Schools / Compliance Audits	
	Ram M/C Team Inc. d/b/a Team AZ M/C Training Center - Yavapai	8/12 - 7/13
	Ram M/C Team Inc. d/b/a Team AZ M/C Training Center - Pima	8/12 - 7/13
	Ram M/C Team Inc. d/b/a Team AZ M/C Training Center - Cochise	10/12 - 9/13
	Ram M/C Team Inc. d/b/a Team AZ M/C Training Center - Davis M. Air Force Base	10/12 - 9/13
	Jacobs Driving School	12/12 - 11/13
	Banner Health Systems d/b/a Good Sam Rehab Inst.	1/13 - 12/13
	Ride AZ Motor Cycle Training Center - Ft. Huachuca	3/13 - 2/14
	Ride AZ Motor Cycle Training Center - Pinal County	3/13 - 2/14
	Chester Cycles LLC d/b/a Chester's Harley-Davidson	4/13 - 3/14
	Motorcycle Rider Training	5/13 - 4/14
MVD Third Party	Inspections / Compliance Audits	
	Sierra Title Service Inc.	6/12 - 5/13
	MCVT Motors Inc. d/b/a Camelback Lincoln Mercury	6/12 - 5/13
	GG, & D Financial & Check Cashing (level I Insp)	7/12 - 6/13
	HLN Inc. d/b/a My Eye Investigations	7/12 - 6/13
	L & J Motor Vehicle Services (Inspections)	8/12 - 7/13
	EC Source Services Inc.	9/12 - 8/13
	Diversified Truck & Equipment Sales	9/12 - 8/13
	RWC International LTD	9/12 - 8/13
	Metro Auto Auction	9/12 - 8/13
	Freedom RV Inc.	9/12 - 8/13
	Pedata Resales Inc.	9/12 - 8/13
	LDRV Holding Corp. d/b/a Lazydays (Tucson)	8/12 - 9/13
	Rush Truck Centers of AZ	10/12 - 9/13
	A-1 Title	10/12 - 9/13
	City of Phoenix (Mike Born)	12/12 - 11/13
	Drake Equipment of AZ d/b/a Drake Truck & Trailer	1/13 - 12/13
	RMA Associates Inc. d/b/a National Auto Mart	1/13 - 12/13
	Yates Buick Pontiac GMC Inc. d/b/a Yates Pontiac GMC	1/13 - 12/13
	Accurate Automotive Attention LLC	2/13 - 1/14
	Plaza Auto Center Inc.	2/13 - 1/14
	RV World Recreational Ctr	2/13 - 1/14
	Thompson Towing & Salvage	1/13 - 12/13
MVD Third Party	Traffic Survival Schools / Compliance Audits	
	NTIS	3/12 - 2/13
	Arrowhead - Deer Valley	8/12 - 7/13
ADOT - MVD	MVD Office / Compliance Audits	
	Clifton Org 2284	7/13 - 9/13
	Prescott Org 2218	7/13 - 12/13
	Safford Org 2289	7/13 - 9/13
	San Manuel Org 2261	7/13 - 10/13
	Southeast Mesa Org 2275	1/13 - 8/13
	Tempe Org 2273	5/13 - 7/13
	South Mountain Org 2260	1/13 - 5/13
	Northwest Phoenix Org 2258	1/12 - 2/13
	West Phoenix Org 2240	1/13 - 4/13

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ADOT - Port of Entry	Port of Entry Audits / Compliance Audits	
	Central Permit	8/13 - 12/13
	Yuma B8	10/13 - 3/14
	Yuma I8	8/13 - 3/14
	San Luis	8/13 - 3/14
ADOT - Construction Projects	Construction / Compliance Audits	
	Org 7740 – Phoenix Black Canyon H865401C	10/13 - 2/14
	Org 7744 – Phoenix Deer Valley H853301C	9/13 - 1/14
	Org 7745 – Phoenix VISION H834301C	6/13 - 12/13
	Org 8530 – Flagstaff H630101C	12/10 - 9/13
	Org 8431 – Benson (Safford) H650401C	10/12 - 5/13
	Org 8831 – Payson H469801C	12/10 - 7/13
	Org 8832 – Prescott Cordes Junction H771101C	7/13 - 11/13
	City of Tempe – SS92001C Construction	11/11 - 6/12
	City of Tucson – SL55501C Construction	1/11 - 5/12
	City of Tucson – SS87503D Design	3/10 - 9/13
	Pima County – SL55401C Construction	7/11 - 6/12
	Pima County – SS92603D Design	9/11 - 5/13
ADOT - Performance Audits	Varies - Performance Audits	
	Highway User Revenue Fund (HURF) Distribution - FY 2012	7/11 - 6/13
	Equipment Services Rental Rates- FY 2014	6/12 - 5/13
	Highway User Revenue Fund (HURF) Distribution - FY 2013	7/12 - 6/13
	Helping Hands Agency – Federal Grant	10/13 - 1/14
	Payroll Additive FY 2014/15	7/13 - 6/14

California		
Division of Business, Facilities and Security	Audit to determine the extent to which the Public Works Project Authorization and Transfer Request Form (Form 22) is used to transfer funds to the Department of General Services, and to assess compliance with applicable policies and procedures	7/26/2013
Division of Human Resources, Division of Maintenance	Audit to determine whether policies, procedures, and internal controls are adequate to ensure employee leave balances are accurate and reconcile with the State Controller's Office California Leave Accounting System.	7/29/2013
Division of Accounting	Audit of the California Department of Transportation's project control process to determine whether adequate policies, procedures and controls exist over project set up and modification, and whether the resulting financial data recorded in the new Enterprise system is accurate.	7/31/2013
Division of Equipment, Division of Procurement and Contracts	Audit to determine whether the Division of Equipment's policies and procedures comply with Caltrans delegated purchasing authority, and the State's contracting laws, policies, and procedures.	1/21/2014
District 7, District 11, Division of Project Management, Division of Procurement and Contracts	Audit to determine if adequate internal controls exist and are working as intended in the A&E contracting process.	2/13/2014

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Department of General Services (DGS)	Audit to determine if DGS was performing the required maintenance for a fully operational "Class A" building on Caltrans' District 7 building.	4/30/2014
Division of Accounting	Agreed Upon Procedures engagement of the Division of Accounting Payroll Reserve Assessment Rate (PRAR), performed at the request of the Los Angeles County Metropolitan Transportation Authority (Metro), to determine if the methodology for calculating the PRAR was consistent; and the cost components were reasonable, allowable and supported.	4/30/2014
Caltrans	Review of Caltrans' compliance with State property-accounting procedures as part of a directive from the Governor's office.	5/29/2014
Discrimination Complaint Investigation Unit	Audit of Caltran's contract delegation as required by the Department of General Services. This report meets the biennial audit requirement under the delegation.	6/20/2014
Division of Procurement and Contracts, Division of Accounting	Audit to determine whether internal controls over processing, executing and managing contracts were adequate and comply with State laws, rules, and regulations.	6/30/2014

Georgia		
GDOT - Office of Procurement	Procurement Card Audit	Mar. 28, 2012 - Apr. 27, 2013 Issued: Jan. 2014
Georgia Department of Transportation	Heavy Vehicle Use Tax Audit	Oct. 1, 2012 - Sep. 30, 2013 Issued: Feb. 2014

Idaho		
Internal Control & Performance Audit of DMV Driver Services, IR# 2013-004	Internal Control Audit of this section of the Division of Motor Vehicles.	Report Date: 10/16/2013
Fuel Management Risk Assessment Attestation, Highway Ops, IR# 2013-074	Review and identify risks in the new Fuel Management System.	Report Date: 3/11/2014
Construction Life Cycle Risk Assessment Attestation, Highway Ops, IR# 2014-013	Evaluate risks for Road Construction Projects. FHWA participated in the effort.	Report Date: 6/20/2014

Kentucky		
Division of Professional Services - Louisville Southern Indiana Ohio River Bridge Project - Construction Inspection Consultant Procurement Process	Determine if the Division had adequate internal controls over the review and administration of the construction inspection procurement process, as well as to ensure compliance with policies and procedures manuals and federal and state regulations.	July 2012 - June 2013 Report Issued: 7/3/2013

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Division of Motor Carriers - International Registration Plan (IRP) Application and Renewal	Determine if the IRP Section within the Division has adequate internal controls over the IRP application and renewal processes and to ensure compliance with the International Registration Plan.	January 2012 - December 2012 Report Issued: 7/2/2013
Division of Right of Way and Utilities - Sale of Surplus Property	Determine if the Division of Right of Way and Utilities had adequate internal controls over the process for selling surplus right of way as well as to ensure compliance with the Right of Way Guidance Manual and applicable state and federal statutes and regulations.	July 2011 - June 2012 Report Issued: 7/3/2013
Commonwealth Office of Technology (COT) - Application Development & Enterprise Server Billings	Determine the reasonableness and appropriateness of the COT billings on application development, enterprise server (online transactions), enterprise server support (7 pm - 7 am), enterprise server tape storage, infrastructure consulting/engineering, and hardware installation; and determined if the Office of Information Technology had adequate internal controls over the COT billing process to ensure COT charges are reasonable and appropriate.	July 2011 - January 2012 Report Issued: 7/17/2013
Kentucky Transportation Cabinet - Staff Shortages	Determine how changes in staffing levels over the past few years have affected the Cabinet and review of the Construction Inspection Consultant contracts to determine how much the Cabinet is paying for these contracts.	July 2001 - June 2012 Report Issued: 8/27/2013
Division of Traffic Operations - Traffic Inventory Observation	Determine if the Division has adequate internal controls in place to ensure that all traffic material inventories are being performed in compliance with the Operations Management System Policy and Procedures Manual as well as applicable state regulations.	June 2013 Report Issued: 9/9/2013
Division of Accounts - Pro-card	Determine if the Division and district staff have adequate internal controls over pro-card processes as well as to ensure compliance with policy and procedures.	January 2012 - December 2012 Report Issued: 9/20/2013
Kentucky Transportation Cabinet - enhanced Management Administrative Reporting System (eMARS) Passwords	Determine if employees appear to circumvent internal controls over the eMARS approval processes by sharing passwords.	July 2012 - June 2013 Report Issued: 10/15/2013
Division of Accounts - Louisville Southern Indiana Ohio River Bridge Project (LSIORBP) - Accounts Receivable Billing	Determine if the Division had adequate internal controls over the billing process for LSIORBP expenditures billed to Indiana Department of Transportation as well as to ensure compliance with the LSIORBP Financial Plan and LSIORBP contracts with the following Enhanced Management Administrative Reporting System vendors.	July 2006 - June 2013 Report Issued: 12/16/2013
Division of Construction - Fuel & Asphalt Adjustments	Determine the adequacy of internal controls over the fuel and asphalt adjustment processes, as well as review these processes for compliance with the Construction Guidance Manual and Kentucky Standard Specifications.	July 2011 - January 2013 Report Issued: 1/6/2014

Office and Division Audited	Scope of Audit	Audit Period
Division of Construction Procurement - Louisville Southern Indiana Ohio River Bridge Project (LSIORBP) - Procurement (Design Build)	Determine if the Division had adequate internal controls over the LSIORBP procurement process, as well as to ensure compliance with 23 CFR Section 636, various sections of KRS 176, and the Construction Procurement Guidance Manual.	July 2012 - June 2013 Report Issued: 2/12/2014
Division of Environmental Analysis - Environmental Analysis	Determine if the Division had adequate internal controls over the mitigation and in-lieu fee processes, as well as ensure compliance with 23 CFR 771.105 and KRS 150.225.	July 2011 - June 2012 Report Issued: 2/27/2014
Division of Maintenance - Review of Bridge Billings	Determine if the Bridge Preservation Branch had adequate internal controls over the billing process for maintenance of bridges that are partially owned by another state as well as to ensure compliance with KRS Chapter 180 and applicable Cabinet policies and procedures.	July 2013 - June 2014 Report Issued: 3/13/2014
Division of Accounts - Review & Approval	Determine if the Division had adequate internal controls over the Pre-Audit Branch review and approval process as well as to ensure compliance with the Accounts Guidance Manual and best practices.	July 2013 - January 2014 Report Issued: 3/26/2014
Division of Incident Management - SAFE Patrol	Determine if the Division had adequate internal controls over the Safety Assistance for Freeway Emergencies (SAFE) Patrol Program as well as to ensure compliance with the SAFE Patrol Policy Manual and applicable state laws and regulations.	July 2012 - June 2013 Report Issued: 5/7/2014
Kentucky Public Transportation Infrastructure Authority (KPTIA)	Determine the adequacy of KPTIA's internal controls as well as to ensure compliance with KRS 175B, KPTIA Bylaws, and the Memorandum of Agreement between KPTIA and the Kentucky Transportation Cabinet.	July 2009 - January 2014 Report Issued: 5/14/2014
Division of Equipment - Equipment Inventory	Determine if the Division has adequate internal controls in place to ensure that all major equipment is being tracked in the Operations Management System and is safeguarded against loss from unauthorized use or disposition as well as ensure that all major equipment inventories are being performed in compliance with the Equipment Guidance Manual as well as applicable state regulations.	April 2014 Report Issued: 5/23/2014
Division of Planning - Riverport Improvement Projects	Determine if the Division had adequate internal controls over the Riverport Improvement monitoring process as well as to ensure funds expended for these projects were allowable and complied with the terms of the contracts, the Kentucky Riverport Improvement Project Guidance document, and applicable state laws and regulations.	July 2012 - April 2014 Report Issued: 5/30/2014
Kentucky Transportation Cabinet - Louisville Southern Indiana Ohio River Bridge Project (LSIORBP) - Walsh Invoices	Determine if the Cabinet had adequate internal controls over the Walsh Construction Company invoice review and payment process for LSIORBP design-build expenditures as well as to ensure compliance with Cabinet policy and procedure manuals and the design-build agreement between the Cabinet and Walsh.	December 2012 - March 2014 Report Issued: 6/27/2014

Office and Division Audited	Scope of Audit	Audit Period
Michigan		
Michigan Department of Transportation (MDOT)	Procurement Card Review - Assess the effectiveness of MDOT's internal control over procurement cardholder's compliance with applicable Michigan Department of Technology, Management and Budget and MDOT policies and procedures. The review included interviews with MDOT staff, observations of procurement card processes, reviews of applicable MDOT policies and procedures, and analyses and testing of available procurement card data. We also obtained an understanding of selected procurement card processing controls.	October 2012 - September 2013 Report Issued: January 24, 2014

Montana		
Various District Offices	Construction Project Review - The reviews covered eight projects in progress during the 2013 construction season. We reviewed the documentation from the award date of the project to the time of the on-site review. We performed sample testing of five bid line items in each review to determine if there is reasonable assurance the material received and installed on these projects, support the quantities paid on the progress estimate. We reviewed the data entered into the Site Manager and Quality Assurance Suite (QA) systems to ensure compliance with rules, policies, and procedures.	March 2013 - November 2013

Oregon		
Procurement Office - Delegation of Authority	The audit reviewed compliance by ODOT's Procurement Office with procurement authority delegated by the State Procurement Office. We found that the department needs to improve its tracking and reporting for contracts issued under the state's delegated authority.	11/19/2012 - 7/8/2013
Highway - Construction Contract Change Order Follow-Up	A follow-up audit to previous work on construction change orders. Results of the work found that previous findings have been addressed.	6/17/2013 - 11/8/2013
Agency-wide - Architectural & Engineering Contracts	This audit reviewed A&E contract administration practices across ODOT, including statement of work writing, payment processing, and contract close-out. Recommendations addressed inadequate training, poor invoice review practices, and a lack of process for contract close-out. Each of the 13 sections reviewed received a management letter with results.	5/16/2011 - 11/8/2013
Financial Services - Small Purchase Order Transaction System (SPOTS)	Follow-up was done on the previous two SPOTS engagements to determine if findings had been addressed.	2/1/2013 - 11/18/2013

Office and Division Audited	Scope of Audit	Audit Period
Procurement Office - Architectural & Engineering Contracts	This report was a capstone of our review of A&E contract administration across ODOT. The audit found strong components for A&E contracts. We also found a lack of clarity in roles and responsibilities for contract administration, issues in payment processing, and inconsistent contract closeouts. We made recommendations to address these issues by improving oversight guidance and training requirements for contract administrators.	5/16/2011 - 2/3/2014
Highway - Sno-Park Program	This audit reviewed the adequacy of controls around the Winter Recreation Snow Fund, which funds the Sno-Park Program. We concluded that controls are adequate to ensure accuracy of costs allocated to the program and appropriate segregation from the Highway Fund.	3/11/2013 - 2/5/2014
Highway - Bicycle and Pedestrian 1% Funding Requirement	We reviewed the methodology for ODOT's 1% bicycle and pedestrian funding requirement to determine if proper funds were included and aligned with Oregon Statute.	11/8/13 - 5/19/2014