

OIA REMEDIATION ACTIVITY - OBSERVATIONS

As of September 27, 2012

Moderate Risk Comment 2012-DAS-02-01		Issued: September 29, 2011
Agency:	Administrative Services	Recommendation: Develop policies and procedures to include reconciliation of radio usage to billings in an effort to ensure all fees collected from MARCS users are complete. In addition, execute agreements for all user accounts and determine all existing agreements are current.
Report:	Multi-Agency Radio Communication System (MARCS) Audit	
Comment:	Radio Usage Reconciliation	
Completion Date:	12/31/11 (Revised 7/31/12)	
Status: Closed		Comments: N/A

Moderate Risk Comment 2012-DAS-02-02		Issued: September 29, 2011
Agency:	Administrative Services	Recommendation: Evaluate current lease and radio usage agreements, including those which have terms for non-cash exchanges, and ensure the financial impacts of the agreements has been properly recorded in the financial records. Also, consider evaluating the sub-lease clause in the primary agreement to determine its relevance.
Report:	Multi-Agency Radio Communication System (MARCS) Audit	
Comment:	Financial Records	
Completion Date:	12/31/11 (Revised 7/31/12)	
Status: Closed		Comments: N/A

Moderate Risk Comment 2012-DNR-01-01		Issued: March 22, 2012
Agency:	Natural Resources	Recommendation: Implement policies and procedures to ensure incompatible duties are segregated such that no individual is responsible for any two of the following: custody of assets; authorization of transactions; or recording of transactions. Procedures could include: <ul style="list-style-type: none"> • Two individuals present when the mail is opened and logged. • Process the revenue and applications in separate areas. • Restrict the ability of the Revenue Program Administrator to delete records on the Revenue Log.
Report:	Wildlife Licensing	
Comment:	Segregation of Duties	
Completion Date:	4/20/2012 (Revised 7/30/2012)	
Status: Closed		Comments: N/A

Moderate Risk Comment 2012-DNR-01-02		Issued: March 22, 2012
Agency:	Natural Resources	Recommendation: Implement policies and procedures to validate customer information in WOCRMS. Policies and procedures should indicate when the activity is to be performed and actions to be taken when inconsistent information is discovered.
Report:	Wildlife Licensing	
Comment:	Monitoring and Validation of Customer Data	
Completion Date:	7/31/2012	
Status: Closed		Comments: N/A