

# South Carolina Department of Natural Resources



October 11, 2012

Alvin Taylor  
Director

To: Alvin Taylor

Angela Cassella  
Audit Services

From: Angie Williams Cassella

Re: Audit of credit card purchases during the month of July 2012

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during July 2012.

Approximately 1,362 transactions were received from Bank of America with a total dollar value of \$259,437.38. A sample of 47 cardholder statements, comprising of 334 transactions and representing 25% of the total purchases, was selected for review. The total dollar value of the sample was \$113,621.37, which is approximately 44% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures. If you have any questions or need additional information, please do not hesitate to contact me.

# South Carolina Department of Natural Resources



October 15, 2012

To: Alvin Taylor

Alvin Taylor  
Director

From: Angie Williams Cassella

Angela Cassella  
Audit Services

Re: Audit of credit card purchases during the month of August 2012

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during August 2012.

Approximately 1,603 transactions were received from Bank of America with a total dollar value of \$342,291.32. A sample of 59 cardholder statements, comprising of 526 transactions and representing 33% of the total purchases, was selected for review. The total dollar value of the sample was \$187,234.45, which is approximately 55% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures except for two AED defibrillators that were purchased by Kenneth Parsons and Wendell Tucker in the WFWF Division. Each defibrillator cost more than \$1,000 and will need to be included in the agency's fixed asset system. Therefore, they should have been purchased using a Purchase Order, not on a credit card.

I spoke with their supervisor, Greg Lynch, about the purchases and he is working with the agency's Fixed Asset Manager, Wynee' Lybrand, to get the items tagged and added to the inventory system.

If you have any questions or need additional information, please do not hesitate to contact me.

# South Carolina Department of Natural Resources



Alvin Taylor  
Director

Angela Cassella  
Audit Services

April 9, 2013

To: Alvin Taylor

From: Angie Williams Cassella

Re: Audit of credit card purchases during the month of January 2013

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during January 2013.

Approximately 1,208 transactions were received from Bank of America with a total dollar value of \$245,208.23. A sample of 40 cardholder statements, comprising of 281 transactions and representing 23% of the total purchases, was selected for review. The total dollar value of the sample was \$115,230.03, which is approximately 47% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures. Therefore, no additional work was deemed necessary at this time.

If you have any questions or need additional information, please do not hesitate to contact me.

# South Carolina Department of Natural Resources



April 16, 2013

To: Alvin Taylor

Alvin Taylor  
Director

From: Angie Williams Cassella

Angela Cassella  
Audit Services

Re: Audit of credit card purchases during the month of February 2013

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during February 2013.

Approximately 1,652 transactions were received from Bank of America with a total dollar value of \$342,400.82. A sample of 59 cardholder statements, comprising of 418 transactions and representing 25% of the total purchases, was selected for review. The total dollar value of the sample was \$164,440.51, which is approximately 48% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures except for a utility trailer that was purchased by Gary Stephens in the WFWF Division on 2/5/2013 from Epting Turf & Tractor Inc. for \$1,503.35. Since the trailer cost more than \$1,000 it will need to be included in the agency's fixed asset system and should have been purchased using a Purchase Order, not on a credit card.

I spoke with Mr. Stephen's supervisor, Brett Moule, and he is working with the agency's Fixed Asset Manager, Wynnee' Lybrand, to get the item tagged and added to the inventory system. In addition, he is working with the agency's Procurement Manager, Jessica Monts, to prepare the required Unauthorized Procurement paperwork.

Two other WFWF employees did not respond to the audit request and submit their documents. Kenneth Fleming and Dan Peeples, and their respective supervisors, Jeff Witt and Ted Rainwater, were notified initially on March 29<sup>th</sup> of the April 12<sup>th</sup> deadline. They were sent a reminder email on April 12<sup>th</sup>. These cardholders need to submit their documents immediately.

If you need additional information, please do not hesitate to contact me.

# South Carolina Department of Natural Resources



May 20, 2013

Alvin Taylor  
Director

To: Alvin Taylor

Angela Cassella  
Audit Services

From: Angie Williams Cassella

Re: Audit of credit card purchases during the month of March 2013

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during March 2013.

Approximately 1,542 transactions were received from Bank of America with a total dollar value of \$354,391.56. A sample of 68 cardholder statements, comprising of 457 transactions and representing 30% of the total purchases, was selected for review. The total dollar value of the sample was \$190,604.97, which is approximately 54% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures except for:

Two WFWF Division employees, Victor Blackwell and Terry Bryant, ordered buoys from Curd Multiplastics on what appears to be the same invoice, which totaled \$2,904.76, and split the purchase by charging half (\$1,452.38) on each ones credit card. I spoke with their supervisor, Dan Rankin, via email and he is working with the agency's Procurement Manager, Jessica Monts, to prepare the required Unauthorized Procurement paperwork.

Lynwood Kears, LE Division, purchased a gun safe from Nichols Store for \$1,821.14. I spoke with his supervisor, Kim Leverich, via email and she is working with the agency's Fixed Asset Manager, Wynne' Lybrand, to get the item tagged and added to the inventory system. In addition, she is working with the agency's Procurement Manager, Jessica Monts, to prepare the required Unauthorized Procurement paperwork.

Adam Rex, WFWF Division, purchased a welder from Airgas South for \$1,100.28. I spoke with his supervisor, Brett Moule, and he is working with the agency's Fixed Asset Manager, Wynne' Lybrand, to get the item tagged and added to the inventory system. In addition, he is working with the agency's Procurement Manager, Jessica Monts, to prepare the required Unauthorized Procurement paperwork.

Gary Stephens, WFWF Division, purchased a scrape blade from Epting Turf & Tractor for \$1,411.79. I spoke with his supervisor, Brett Moule, and he is working with the agency's Fixed Asset Manager, Wynne' Lybrand, to get the item tagged and added to the inventory system. In addition, he is working with the agency's Procurement Manager, Jessica Monts, to prepare the required Unauthorized Procurement paperwork.

Mark Spinks, WFWF Division, purchased a net box from Southern Machine and Tool for \$1,272.00. I spoke with his supervisor, Felicia Sanders, and she is working with the agency's Fixed Asset Manager, Wynne' Lybrand, to get the item tagged and added to the inventory system. In addition, she is working with the agency's Procurement Manager, Jessica Monts, to prepare the required Unauthorized Procurement paperwork.

One Marine Division employee, Robert Rourk, did not respond to the audit request. Mr. Rourk and his supervisor, Chris Brown, were notified initially on April 12<sup>th</sup> and sent a reminder email on April 26<sup>th</sup>. These documents need to be submitted immediately.

If you need additional information, please do not hesitate to contact me.

# South Carolina Department of Natural Resources



Alvin Taylor  
Director

Angela Cassella  
Audit Services

October 10, 2013

To: Alvin Taylor

From: Angie Williams Cassella

Re: Audit of credit card purchases during the month of July 2013

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during July 2013.

Approximately 1,369 transactions were received from Bank of America with a total dollar value of \$272,898.63. A sample of 44 cardholder statements, comprising of 308 transactions and representing 22% of the total purchases, was selected for review. The total dollar value of the sample was \$119,961.44, which is approximately 44% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures. Therefore, no additional work was deemed necessary at this time.

If you have any questions or need additional information, please do not hesitate to contact me.



# South Carolina Department of Natural Resources



Alvin Taylor  
Director

Angela Cassella  
Audit Services

October 11, 2013

To: Alvin Taylor

From: Angie Williams Cassella

Re: Audit of credit card purchases during the month of August 2013

DNR has established a procurement card program to provide its employees with a quick and convenient method of acquiring low-dollar supplies and equipment. In addition, the program streamlines operations and eliminates administrative costs. A vital component of the program is the policies and procedures provided by DNR in the Cardholder's Manual and the agency's Procurement Manual.

The objective of this audit was to determine whether DNR procurement card holders were in compliance with all applicable policies and procedures. The audit was conducted in accordance with generally accepted governmental auditing standards and included tests of accounting records and other such auditing procedures as considered necessary. The audit period included purchases during August 2013.

Approximately 1,704 transactions were received from Bank of America with a total dollar value of \$409,472.58. A sample of 77 cardholder statements, comprising of 514 transactions and representing 30% of the total purchases, was selected for review. The total dollar value of the sample was \$228,399.30, which is approximately 56% of the overall dollar amount.

All purchases reviewed were made in accordance with all respective policies and procedures. Therefore, no additional work was deemed necessary at this time.

If you have any questions or need additional information, please do not hesitate to contact me.