Parks, Recreation and Neighborhood Services Department

2010 Sports Field Administration Audit Update – May 12, 2011

Overview: The Field Administration Audit Response Team continues developing comprehensive policies and procedures to compliment the Sports Field Allocations policy and provide procedural, physical and internal controls. Since February 2011, only one audit item (#3.2) has been completed to date. To date, the majority of the audit findings are at an internal stage of completion however, they must be implemented during the fall sports field allocation process and verified by the auditor to ensure that outlined policy and procedural controls are consistently and correctly adhered to by city personnel. The department's inability to close out additional items primarily due to the following:

1. *Failure on Municipal Sports Unit to consistently implement newly developed policies and procedures during the Spring 2001 Field Allocation period*
2. *Nearly 100 percent personnel turnover during this same time period*
   - *New personnel effective March and April 2011*
   - *Training new personnel (April and May 2011)*
3. *Municipal Sports Unit Internal investigation*

1. Limited Assurance Fees Always Collected

Status: Incomplete

1.1 Payments: Effective 2/2/11 User Groups are required to make all payments to the Finance Department. **Pending Auditor verification**

1.2 Field Permits: Effective 2/11 department policy of issuing handwritten permits has been terminated. All field use permits are now generated from the Class System and must be paid in full before a permit issued. **Pending Auditor verification**

1.3 Field Permit Tracking: Effective 2/11 all field permits are issued from the Class System with field permit number and is associated with all payments for field use. **Pending Auditor verification**

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1.4 Reconciliation of Payments and Permit: Effective 2/11, Finance will handle all financial reconciliations. The department's Audit Systems and Process Unit will reconcile monthly receipts versus permits issued on a monthly basis. Process is in development. Department is developing a financial internal control report for audit and compliance purposes. The estimated date of completion is 6/1/11.

1.5 Fee Waiver Process: Effective 1/11, Department personnel were notified that no fees or reductions are to be waived without written approval from the department Director regardless of source of request. **Pending Auditor verification**

1.6. Record Retention: Records retention modifications made in 11/10. Item is incomplete until approved by City Council. Policies developed and implemented 1/18/11 and 5/4/11. **Pending Auditor verification**

1.7 Monitoring Sports Field Use: Policies and procedures developed 5/11 scheduled for implementation during the fall 2011 sports field allocation process.

Overall estimated date of completion: Fall 2011

2. Segregation of Duties Deficiencies

Status: Incomplete

2.1 Changes to Processing and Collecting Fees: Effective 2/2/11 all fees to be paid to Finance or online. Finance personnel were trained on how to process payments. User Groups were notified at the 2/2/11 field allocation meeting of new payment procedures. **Pending Auditor verification**

2.2 Segregation of Duties-Sports Field Lights: Department implemented weekly light log requirement effective 2/11 field allocation. **Pending Auditor verification**

2.3 Reconciling Sports Field Usage and Funds Received for Usage: Effective 2/2/11 all fees will be paid to Finance. Finance has added the Municipal Sports Unit payments received and recorded in CLASS to their daily reconciliation process.

No handwritten field use permits are valid effective 2/11. All field permits are now generated from CLASS after final payment is made. Department's reconciliation process is in development. Estimated date of completion 6/1/11.

Overall estimated date of completion: Fall 2011

3. **Proper Authorization of Transactions**
   Status: Incomplete
   3.1 Deleting and Reassigning Transactions in Class: Policy developed and implemented. **Pending Auditor verification**
   3.2 Closing Sessions in Class System: Policy developed and implemented. Completed
   3.3 Municipal Sports Document Retention: Records retention modifications made in 11/10. Item is incomplete until approved by City Council. Policies developed and implemented 1/18/11 and 5/4/11. **Pending Auditor verification**
   Overall estimated date of completion: Fall 2011

4. **Class Data Input Inconsistencies**
   Status: Pending
   4.1 Class User Training Module and Implementation Guide: **Original training held on 1/25/11. New personnel trained on 4/18/11. Pending Auditor verification**

   4.2 Class System Work Flow redesign-Note: **This is not a recommendation of the Audit** but will be necessary in order to improve functionality, efficiencies, productivity and internal controls throughout Leisure Services
   Overall estimated date of completion: Fall 2011

5. **Inequities in the Allocations of City Sport Fields**
   Status: Incomplete

Policy and procedures are in the developmental stages. Proposed implementation of new allocation policy is anticipated to be effective the Fall 2011 allocation period.

Estimated date of completion: Fall 2011

6. **Lighting of Sport Fields**

   Status: Incomplete

   Parks, Recreation and Neighborhood Services Department conducting additional research regarding lighting policies and procedures.

   6.1 League Scheduling and Usage Control: Related to Audit finding #5-Lonny Zimmerman developing.

   6.2 Charging User Groups for Lights: Related to Audit finding #5-Lonny Zimmerman developing.

   6.3 TEFO Coordination of Lighting: TEFO reviewed and does not think they can accommodate PRNS' Department request to schedule the field lights. Department will internally separate light scheduling duties from field scheduling duties.

   6.4 Policies and Procedures for Sports Field Lighting: Department implemented weekly light log requirement effective 2/11 field allocation. **Parks, Recreation and Neighborhood Services Department conducting additional research regarding lighting policies and procedures. Also related to Audit finding item #5-Lonny Zimmerman developing.**

   6.4.1 Methodology and reconciliation of User Groups allocated time to assigned sports field based on actual schedules/usage: Need field monitors to verify User Groups assigned usage versus actual usage -need direction; Field monitors are only assigned to city events and not non city leagues. The recommendation is for field monitors to review use on all open fields: Department is in process of hiring field monitors to review non-city league play on fields. Also related to Audit finding item #5-Lonny Zimmerman developing.

   6.4.2 Charging methodology/rationale: Related to Audit finding #5-Lonny Zimmerman developing.

   6.4.3 Facility Use Agreement: Policy and procedure implemented effective 2/11 field allocation, modifying to cover individuals and tournaments. **Pending Auditor verification**

   6.4.4 User Group Non Use/Notification Policy: Policy and procedure implemented effective 2/11 field allocation. **Pending Auditor verification**

6.4.5 Inclement Weather Conditions: Policy and procedure implemented effective 2/11 field allocation. **Pending Auditor verification**

Overall estimated date of completion: Late Fall 2011

7. **City Sponsored Leagues and Liabilities and Waivers**

   Status: Incomplete

   Policy and procedure implemented in 9/10; internal process failed re-audit in 2/11; policy and procedural revisions pending and to be re-reviewed in fall 2011. Auditor must re-verify once revised policies and procedures are completed and implemented.

   Estimated date of completion: Fall 2011

8. **Liability Waiver and Retention Policy**

   Status: Pending

   Policy and procedure completed and approved by Department Director. Records retention modifications made in 11/10. Item is incomplete until approved by City Council. **Pending Auditor verification**

   Estimated date of completion: Unknown

9. **League and Tournament User Group Liability Waivers**

   Status: Pending

   City Attorney and HR Insurances agree that $2,000,000.00 general liability with endorsement page showing city of Las Vegas as additional insured is sufficient coverage for non city leagues and tournaments. Policy and procedure to be revised and implemented effective the Fall 2011 field allocation period.

   Estimated date of completion: Fall 2011

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10. Certificates of General Liability Insurance

Status: Pending

Training held 12/15/10 and again on 1/24/11. Policy and procedures have been developed. User groups have been notified and changes implemented at the 2/2/11 field allocation meeting. New personnel scheduled to be trained on 5/16/11 by city of Las Vegas Safety and Liability Officer. **Pending Auditor verification**

Estimated date of completion: Fall 2011

11. Security Requirements

Status: Pending

Policy and procedure completed and approved by department Director. Working with Detention and Enforcement to determine appropriate security levels for league and tournament play.

Estimated date of completion: Fall 2011

12. Concession Permits

Status: Incomplete

Policy and Procedure developed. **Auditor to verify during the Fall Allocation process.**

Estimated date of completion: Fall 2011

13. Non-Profit Status

Status: Pending

Policy completed and approved by Department Director. **Auditor to verify during the Fall Allocation process.**

Estimated date of completion: Fall 2011

14. Memorandum of Understanding

Status: Completed

15. Disabling Class User Class Access

Status: Completed

Policy developed and approved by Department Director. **Pending Auditor verification**