

Audit of Paynes Prairie Preserve State Park

Division of Recreation and Parks

Report: A-1617DEP-036

Office of Inspector General

Internal Audit Section

Florida Department of Environmental Protection

May 22, 2018

3900 Commonwealth Boulevard, MS 40
Tallahassee, Florida 32399-3000
<https://floridadep.gov/>





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The Department of Environmental Protection (Department) Office of Inspector General (OIG) conducted an audit of Paynes Prairie Preserve State Park (Park) under the Division of Recreation and Parks (Division). This audit was initiated as a result of the Fiscal Year (FY) 2016-2017 Annual Audit Plan.

Scope & Objectives

The scope of this audit included selected activities of the Park during the period of July 1, 2016, through June 30, 2017. The objective was to determine whether the Park is in compliance with Division requirements and controls are in place in regards to:

- revenue collection and reporting
- cash management
- expenditures
- state property and equipment management
- attendance reporting
- tax exempt transactions
- firearms
- resident volunteers

Methodology

This audit was conducted under the authority of Section 20.055, Florida Statutes (F.S.), and in conformance with the *International Standards for the Professional Practice of Internal Auditing*, published by the Institute of Internal Auditors. Our procedures included a site visit to the Park, interviews with Division and Park management, and review of authoritative documents and Park records.

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Background

The Park became Florida's first state preserve in 1971 and is recognized as a National Natural Landmark. Visitors can observe wildlife and livestock, such as alligators, bison, horses, fish, and birds at the Park. A 50-foot observation tower gives visitors a panoramic view of the preserve. The Park's visitor center provides exhibits with an audio-visual program explaining the area's natural and cultural history. Trails can be accessed for hiking, horseback riding, and bicycling. A boat ramp provides access to Wauburg Lake for visitors to fish, canoe, and use boats with electric motors. Park revenues are generated from daily entrance fees at the ranger station and two honor fee trail entrances. The Park also generates camping revenue from 46 campsites and pavilion rental. During FY 2016-2017, the Park's reported revenue was \$284,223.71, with 237,339 in reported attendance.

Results

Revenue Collection and Reporting

We compared revenue reported on the Daily Shift Check Out Sheets and Deposit Worksheets to support documentation¹ for the sampled months of November 2016 through February 2017 as indicated in the following table.

Revenue Comparison			
Month	Deposit Worksheets	Daily Shift Check Out Sheets	Backup Documentation
November 2016	\$23,885.40	\$23,886.39	\$23,885.40
December 2016	\$28,576.74	\$28,576.74	\$28,576.74
January 2017	\$32,469.06	\$30,491.42	\$32,469.06
February 2017	\$30,617.54	\$30,617.54	\$30,617.53
Total	\$115,548.74	\$113,572.09	\$115,548.73

¹ Support documents included register Z1 reports, Deposit Detail Reports, credit card settlement reports, and Deposit Summary Reports.

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Deposit Worksheets were generally supported by source documents. Discrepancies between Deposit Worksheets and Daily Shift Check Out Sheets were due to one missing report in January 2017. Daily Shift Check Out Sheets were signed by two staff as required with the exception of eight shifts. In general, revenue adjustments during the sampled months were documented.

During the sampled months, two tax exempt camping transactions were recorded. The Park provided copies of required tax exempt documentation for both transactions.

Honor box collections were documented on Honor System Envelope Control Sheets and Shift Revenue reports. For the sampled months, we compared Reserve America honor entrance receipt detail to daily Honor System Envelope Control Sheets and Shift Revenue reports per the following table.

Honor Entrance Revenue Collections			
Month	Honor System Envelope Control Sheets	Shift Revenue Reports	Reserve America Honor Entrance Receipts
November 2016	\$9,112.56	\$9,112.56	\$8,857.51
December 2016	\$11,526.00	\$11,526.00	\$9,674.68
January 2017	\$12,872.18	\$11,901.49	\$11,373.85
February 2017	\$11,974.76	\$11,974.76	\$10,130.28
Total	\$45,485.50	\$44,514.81	\$40,036.32

Differences between the Honor System Envelope Control Sheets and Shift Revenue reports were attributed to two days in January 2017 when amounts were not recorded. The Reserve America system total for honor revenues was \$5,449.18 less than the Honor System Envelope Control Sheets for the sample months. A majority of differences were caused by system outages, which were documented on the Honor System Envelope Control Sheets. During the sample months, all collections reviewed were supported by deposit receipts.

We reviewed 40 voids and refunds totaling \$843.65 in the sample months. All voided and

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refunded receipts were documented and retained in the Park file in compliance with the Operations Manual with one minor discrepancy. A refund receipt totaling \$6.00 contained one of the two required signatures. This refund receipt was not considered material in relation to the total amount of transactions sampled. Park staff indicated that errors of this nature are usually clerical. However, no specific explanation was given for this transaction.

For the sampled months, we reviewed 166 deposits. Deposited amounts per deposit receipts were consistent with amounts reported on the daily Deposit Worksheets as follows.

Deposits				
Source	November 2016	December 2016	January 2017	February 2017
Deposit Worksheet Cash & Check Amounts (Reported)	\$16,733.93	\$20,853.00	\$23,642.81	\$23,345.52
Bank Deposit Receipts	\$16,733.93	\$20,853.00	\$23,642.81	\$23,345.52
Difference	\$0	\$0	\$0	\$0

Of the total reviewed, deposit slips were signed by two staff with the exception of five. All deposits were made within required timeframes in compliance with the Division Operations Manual.

Expenditures and P-Card Use

We reviewed 60 Purchasing Card (P-Card) transactions made during the sample months. All purchases appeared related to the Park operations. All purchases were pre-approved by the Park Manager, supported by invoices or receipts, and reviewed and reconciled by staff other than the cardholder. We reviewed five purchase orders processed through MyFloridaMarketPlace² (MFMP) for compliance with requirements in Chapter 287, F.S., and Chapter 60A-1.002, Florida Administrative Code (F.A.C.). Of the five, two purchase orders were for amounts less than

² MyFloridaMarketPlace is the State online procurement processing system for Florida.

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\$2,500. Both of these purchases included the approved purchase documents and were supported by vendor invoices. According to Chapter 60A-1.002(3) F.A.C., *purchases which meet or exceed \$2,500, but are less than or equal to the threshold for Category Two [\$35,000] may be made using written quotations, written records of telephone quotations, or informal bids to be opened upon receipt, whenever practical. If the agency receives verbal quotations, the name and address of each respondent and the amount quoted shall be a part of the written documentation. If the agency receives less than two quotations, it must include a statement as to why additional quotes were not received.* Based on the Department Procurement Guide, *if the minimum quotes cannot be obtained, an Emergency/Single Source/Contract Exception Procurement Form DEP 55-201 signed up through the Bureau Chief must be submitted with the Purchase Requisition.* For three purchases that exceeded \$2,500, all had solicited quotes from multiple vendors through MFMP. Of the three, the Park obtained two written quotes for two. For the remaining purchase, only one written quote was obtained. This purchase was for materials necessary for the installation of a heat pump system in the Visitors Center. It was noted in the documentation that time was of the essence for the purchase, which was made in July 2016. However, this purchase did not include justification for the single source purchase or document on form DEP 55-201 as required.

Property

During our sight visit, we selected a sample of 25 items listed on the Park's Master Property File. We verified that 22 of the selected items were either present or were supported by surplus documentation. We confirmed the disposition of the remaining three with District staff subsequent to our site visit. We verified all firearms on the Master Property File were located in

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a locked safe in a secure location. We also verified that firearm activity logs were maintained, and required certification and qualification documents were on file for authorized staff.

Attendance Reporting

We compared daily attendance reports to attendance recorded on Daily Shift Check Out Sheets for day and overnight visitors during the sampled months.

Reported Attendance				
Source	November 2016	December 2016	January 2017	February 2017
Daily Shift Check Out Sheets	28,031	25,277	28,434	23,480
Daily Attendance Reports	28,167	25,119	30,715	23,470
Difference	-136	158	-2,281	10

For the months reviewed, reported visitation was generally consistent with minor discrepancies. The substantial discrepancy noted in January 2017 was due to a missing Daily Shift Check Out Sheet for one day. The reported attendance was supported by Reserve America reports and Z1 reports with minor discrepancies.

Resident Volunteers

We reviewed resident volunteer documents uploaded in the Volunteer Service Tracking System (V Sys) for the seven resident volunteers who worked during the months of January and February 2017. We verified that all required Volunteer Agreements, National Sexual Offender and the Florida Department of Law Enforcement's Sexual Offenders and Predators searches were on file with one exception. For one volunteer, a current National Sexual Offender search was provided. However, the initial National Sexual Offender search reflected as complete in V Sys was not provided.

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Conclusions

Based on our review, the Park demonstrated compliance with Division requirements regarding revenue collection and reporting, attendance, resident volunteers, and property with minor discrepancies. Documented use of P-Cards and Park expenditures were in compliance with procurement requirements with the exception of the noted purchase over \$2,500.

Finding and Recommendation

Finding 1: Procurement Requirements

Chapter 287, F.S., establishes statutory procurement requirements. For purchases exceeding \$2,500, Chapter 60A-1.002, F.A.C., and the Department Procurement Guide outline specific requirements for a minimum of two written quotes and actions necessary in the event of an exception. If less than two quotes are received, a statement must be provided as to why additional quotes were not received. If the minimum quotes cannot be obtained, a form DEP 55-201 signed through the Bureau Chief must be submitted with the purchase requisition.

For one purchase that exceeded \$2,500, the Park solicited quotes to multiple vendors, and received a quote from one. The purchase was awarded to the vendor for which the quote was received. The documentation indicated that time was of the essence on the purchase. However, the Park did not include a statement detailing the reason the additional quote was not received and documented as required.

Recommendation

We recommend the Division ensure that Park procurement practices comply with Section 287, F.S., Chapter 60A-1.002, F.A.C, and the Department Procurement Guide. For purchases

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that exceed \$2,500, a minimum of two quotes should be obtained. If the minimum quotes cannot be obtained, the circumstances for the single source purchase should be documented as required.

To promote accountability, integrity, and efficiency in state government, the OIG completes audits and reviews of agency programs, activities, and functions. Our audit was conducted under the authority of Section 20.055, F.S., and in conformance with the International Standards for the Professional Practice of Internal Auditing, published by the Institute of Internal Auditors, and Principles and Standards for Offices of Inspector General, published by the Association of Inspectors General. The review was conducted by Angie Cringan and supervised by Valerie J. Peacock.

Please address inquiries regarding this report to the OIG's Audit Director by telephone at (850) 245-3151. Copies of final reports may be viewed and downloaded via the internet at <https://floridadep.gov/oig/internal-audit/content/final-audit-reports>. Copies may also be obtained by telephone (850) 245-3151, by fax (850)245-2994, in person or by mail at Department of Environmental Protection, Office of Inspector General, 3900 Commonwealth Boulevard, Mail Station #41, Tallahassee, FL 32399.

*Valerie J. Peacock,
Director of Auditing*

*Candie M. Fuller,
Inspector General*



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Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Noah Valenstein
Secretary

Memorandum

TO: Valerie Peacock, Audit Director
Office of the Inspector General

FROM: Chuck Hatcher, Assistant Director
Division of Recreation and Parks

A handwritten signature in black ink, appearing to read "Chuck Hatcher", is written over the "FROM:" line.

SUBJECT: Paynes Prairie Preserve State Park (Report A-1617DEP-036)

DATE: May 11, 2018

This memorandum will serve as the Division's response to the following subject audit findings and recommendations:

Finding 1: Procurement Requirements

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Recommendation

We recommend the Division ensure that Park procurement practices comply with Section 287, F.S., Chapter 60A-1.002, F.A.C, and the Department Procurement Guide. For purchases that exceed \$2,500, a minimum of two quotes should be obtained. If the

Valerie Peacock, Audit Director
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minimum quotes cannot be obtained, the circumstances for the single source purchase should be documented as required.

Division Response:

Agree. We will ensure the park follows purchasing policies regarding minimum number of quotes and utilizing the single source form.