

**Summit County Fiscal Office**  
*Real Estate Division*  
**1<sup>st</sup> Audit Follow-up General Report**

**Prepared For:**

**Kristen M. Scalise**  
**Audit Committee**

**Approved by Audit Committee**  
**March 24, 2016**



**Summit County**  
**Internal Audit Department**  
**175 South Main Street**  
**Akron, Ohio 44308**

*Lisa L. Skapura, Director*  
*Meredith Merry, Assistant Director*  
*Jon Keenan, Auditor-in-Charge*  
*Brandon Schmidt, Staff Auditor*  
*Taylor Ladouceur, Staff Auditor*

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*Real Estate Division*  
1<sup>st</sup> Audit Follow-up – General Report

**Auditors:**

Lisa Skapura, Director; Meredith Merry, Assistant Director; Jon Keenan, Auditor-in-Charge; Brandon Schmidt and Taylor Ladouceur, Staff Auditors.

**Objectives and Methodology:**

To determine if management has implemented their management action plans as stated in the previously issued audit reports.

Follow-up audits are not required to be conducted under GAO Yellow Book Standards. Due to the nature of this engagement (e.g., following up on issues noted in the prior audit reports with limited planning/assessment of risk and no new issues identified), this audit follow-up was not conducted in accordance with generally accepted government auditing standards.

**Scope:**

An overview and evaluation of policies, processes, and procedures implemented by the department/agency because of management actions stated in the management action plans during the prior audit process.

**Testing Procedures:**

The following were the major audit steps performed:

1. Review the prior audit final reports to gain an understanding of IAD issues, recommendations, and subsequent management action plans completed by the audited department/agency.
2. Review the work papers from the prior audit.
3. Review any departmental/agency response documentation provided to IAD with management action plan responses following the prior audit.
4. Identify management actions through discussions/interviews with appropriate departmental personnel to gain an understanding of the updates/actions taken.
5. Review applicable support to evaluate management actions.
6. Determine implementation status of management action plans.
7. Complete the audit follow-up report noting the status of previously noted management actions.

**Summary:**

Of the five (5) issues and the corresponding management action plans noted in the prior audit report which required follow-up action, the Real Estate Division fully implemented two (2) and partially implemented one (1) management action plan. Two (2) issues/management action plans were no longer applicable.

Based on the above-noted information, IAD believes the Real Estate Division has made a positive effort towards implementing the management action plans as stated in response to the issues identified in the preliminary audit and no further follow up is needed.

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Listed below is a summary of the issues noted in the audit follow-up report and their status. Each issue number is in reference to the previously-issued audit report:

**MANAGEMENT ACTION PLANS FULLY IMPLEMENTED:**

**Issue 1** - Upon review of Real Estate's policies and procedures and discussion with the Deputy Fiscal Officer, IAD noted no documentation of management approval of the manual.

*Upon review of policies and procedures, IAD noted proper approval of the manual.*

**Issue 4** - Upon discussion with the Clerk IV, IAD noted no supervisory review for exemptions. Additionally, upon detail testing of exemption determinations, IAD noted one (1) out of twelve (12) instances where the exemption status was not correctly recorded in the Computer Aided Mass Appraisal (CAMA) system.

*Upon discussion with Real Estate personnel, IAD noted supervisory review is being performed for exemptions. Additionally, upon detail testing of exemptions, IAD noted no issues.*

**MANAGEMENT ACTION PLANS PARTIALLY IMPLEMENTED:**

**Issue 5** - Upon detail testing of CAUV (Current Agricultural Use Value) applications, IAD noted one (1) out of ten (10) instances where proper confirmation of revenue was not received for an applicant with less than ten (10) acres, in accordance with departmental policies and procedures.

*Upon discussion with the Deputy Fiscal Officer, IAD noted the Appraisal Supervisor is inspecting all CAUV applications for accuracy; however, upon detail testing of CAUV applications, IAD noted three (3) out of thirteen (13) instances where proper confirmation of revenue was not received from an applicant with less than ten (10) acres.*

**MANAGEMENT ACTION PLANS NOT APPLICABLE:**

**Issue 2** - Upon detail testing of applicable ORC sections, IAD noted no advertisement for the completion of the reappraisal in a newspaper of general circulation in the County, in accordance with ORC §5713.01 (C).

*Upon discussion with Real Estate Personnel, IAD noted the next reappraisal will not take place until 2017; therefore, IAD was unable to perform detail testing.*

**Issue 3** - Upon detail testing and discussion with the Deputy Fiscal Officer, IAD noted one (1) out of ten (10) instances where an annual employee performance evaluation was not performed. It is noted that the exception is for an unclassified employee. Per Summit County Codified Ordinance §169.17, performance evaluations shall be administered annually for all employees.

*IAD noted Summit County Codified Ordinance §169.01 was amended on 8/31/15 and performance evaluations no longer need to be performed for unclassified employees. Since the only exception from the prior audit was for an unclassified employee, IAD passes on further review.*