



# MEMORANDUM

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**Date:** November 17, 2017

File No.: 8120

**To:** Lisa Mangat, Director  
Department of Parks and Recreation  
1416 9<sup>th</sup> Street, 14<sup>th</sup> floor  
Sacramento, CA 95814

**From:** Department of General Services  
Office of Audit Services

**Subject: AUDIT REPORT: COMPLIANCE WITH STATE BUSINESS  
MANAGEMENT POLICIES**

Attached is the final report on our compliance audit of the business management functions and services of the Department of Parks and Recreation (DPR). The objective of our audit was to determine compliance with policies set forth in the State Administrative Manual, and the terms and conditions of any specific delegations of authority or exemptions from approval granted by the Department of General Services (DGS).

As noted in the report, we concluded that DPR is conducting its business management functions and services in compliance with state requirements.

We greatly appreciated the cooperation and assistance provided by DPR's personnel.

If you need further information or assistance on this report, please call / e-mail me at (916) 376-5064 / [Dennis.Miras@dgs.ca.gov](mailto:Dennis.Miras@dgs.ca.gov), or Eric Kim, Management Auditor-in-Charge, at (916) 376-5071 / [Eric.Kim@dgs.ca.gov](mailto:Eric.Kim@dgs.ca.gov).

*Dennis M Miras*

DENNIS M MIRAS, CIA  
Manager, Office of Audit Services

Attachment

cc: Will Schaafsma, Acting Deputy Director of Administrative Services  
Kristal Simpson, Branch Chief of Business Management Section  
Case Beltwan, Senior Equipment Operator of Facilities Management Division

**GOVERNMENT OPERATIONS AGENCY  
DEPARTMENT OF GENERAL SERVICES**

**AUDIT OF THE  
DEPARTMENT OF PARKS  
AND RECREATION**

**FOR COMPLIANCE WITH STATE  
BUSINESS MANAGEMENT POLICIES  
REPORT NO. 8120**

**OFFICE OF AUDIT SERVICES**

**OCTOBER 2017**

**DEPARTMENT OF PARKS AND RECREATION  
COMPLIANCE AUDIT  
REPORT NO. 8120**

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**DEPARTMENT OF GENERAL SERVICES**  
**AUDITOR'S REPORT**

DATE: November 17, 2017

TO: Lisa Mangat, Director  
Department of Parks and Recreation

This report presents the results of our compliance audit of the business management functions and services of the Department of Parks and Recreation (DPR). These audits are routinely performed under the authority granted to the Department of General Services (DGS) by Government Code Sections 14615 and 14619. The objective of our audit was to determine compliance with policies set forth in the State Administrative Manual, and the terms and conditions of any specific delegations of authority or exemptions from approval granted by DGS.

As applicable, the scope of our audits of state agencies includes, but is not limited to, compliance with policies governing fleet administration, small business (SB) and disabled veteran business enterprises (DVBE) usage, driver safety and insurance, surplus property and real estate. Our audit was conducted in accordance with U.S. generally accepted auditing standards.

To determine compliance, we reviewed policies and procedures, interviewed parties involved, tested records and transactions and performed other tests as deemed necessary. The period covered by our testing varied depending upon the area of review and the type of transactions involved; however, the emphasis of our review and testing was with current procedures and transactions completed during the 2015/16 and 2016/17 fiscal years.

Based on the results of our fieldwork conducted over the period July 24, 2017 through October 10, 2017, we concluded that DPR is conducting its business management functions and services in compliance with state requirements.

We are pleased with the prompt actions taken by DPR to address all issues identified during our audit fieldwork. However, we did not perform effectiveness tests to determine whether the corrective actions were functioning as intended. The DPR's management has the ongoing responsibility for ensuring that its business management policies and procedures are functioning as prescribed and are modified, as appropriate, for changes in conditions.

We greatly appreciated the cooperation and assistance provided by DPR's personnel.

If you need further information or assistance on this report, please contact me at (916) 376-5064, or Eric Kim, at (916) 376-5071.

*Dennis M Miras*

DENNIS M MIRAS, CIA  
Manager, Office of Audit Services

Staff: Eric Kim, Management Auditor

cc: Will Schaafsma, Acting Deputy Director of Administrative Services  
Kristal Simpson, Branch Chief of Business Management Section  
Case Beltwan, Senior Equipment Operator of Facilities Management Division