



# INTER-OFFICE MEMORANDUM

**TO:** Anthony Nicks, Office of Internal Audit  
**FROM:** Lisa Tuttle, Interim Director, Arts & Culture  
**DATE:** February 27, 2014  
**RE:** Audit Response Follow Up

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This is a response to the audit for the Mileage Reimbursements for Arts & Culture completed on February 24, 2012, and sent to John F. Szabo, Director of Quality of Life Services. As there is not currently a Director of Quality of Life Services, the Department of Arts & Culture reports directly to the County Manager at present. As Interim Director of the Department, I have discussed this with Arts & Culture Administrative staff and have responded directly to the Inter-Office Memorandum, dated February 24, 2012, and its findings and recommendations. The documented inaccuracies and mileage reports were submitted by a previous Interim Director who no longer works for the County.

**Finding 1: with Recommendation: Monthly mileage Exceeded 1,000 miles**

***Corrective actions:***

1. We have reviewed current County mileage and travel policy and procedures at staff meeting with senior administrative staff and Center managers on February 24, 2014. Review conducted by myself, Emmitt Stevenson and Okimi Redding .
2. Staff is aware that no employee should exceed 1,000 miles in a single month without proper authorization by Department Head and a written request to the Director of Finance.
3. Staff has been reminded that they must receive approval from his/her manager for parking and mileage reimbursement associated with carrying out official Fulton County business.

**Finding 2: Failure to Obtain Proper Approval with Recommendation:**

***Corrective actions:***

1. We have reviewed internally who is eligible, on the Arts & Culture staff, for mileage and parking reimbursement:
  - Department Head

- Arts Center Managers
  - Program Managers
  - Building Maintenance Manager
  - Administrative Staff
  - Public Art Conservator
  - Contracts for S staff for site visits and some panel meetings
  - Public Art Staff for panel meetings
  - Other staff on occasional basis with pre-approval of Manager or Department Head
2. We have reviewed with staff the proper approval of reimbursement requests.
  3. All Managers and administrative staff are aware that mileage and parking must stay within their allotted budget for the FY.

### **Finding 3: Inaccurate Mileage Requests**

#### ***Corrective actions:***

1. Arts & Culture Administrative Coordinators will ensure accuracy by double checking mathematical calculations, and inaccurate calculations will not be approved. Inaccurate calculations on mileage request forms, when found, will be returned to employees, for correction before approval.
2. We will ask staff to attach results from technological mapping systems, as well as the calculations for their daily commute.
3. We have reviewed the standard request form, and appropriate mileage calculations.

**Please note:** We suggest that the Department of Finance provide County employees, on the Portal or through Sharepoint, an electronic mileage form, which automatically calculates mileage for future use. The current paper form, dated 19\_\_, carbon-copied, seems very antiquated and difficult to administer.

If you have additional questions or concerns, please do not hesitate to contact me.

cc: Dwight Ferrell, County Manager