



Neil Kelly  
Clerk of the Circuit and County Courts  
Lake County, Florida

Ongoing Review of  
ARRA Grant Reporting  
Fiscal Year Ending September 30, 2012

**Internal Audit Division  
Report**

**Bob Melton, CIA, CFE  
Director of Internal Audit**

Review Conducted by:  
**Cindy McLaughlin, CPA, CIA**

**Report No. BCC-101  
October 26, 2012**



**Internal Audit Division**

*Clerk of the Circuit Court • County Court • Board of County Commissioners*

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October 26, 2012

Board of County Commissioners

We have conducted agreed-upon procedures for the fiscal year ended September 30, 2012 for the grants under the American Recovery and Reinvestment Act of 2009.

We appreciate the cooperation and assistance provided by the departments contacted during the course of this review.

Respectfully submitted,

Bob Melton, CIA, CFE  
Director of Internal Audit

BM/cm

cc: Honorable Neil Kelly, Clerk of Circuit & County Court  
David Heath, County Manager  
Barbara Lehman, Chief Deputy Clerk, County Finance

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# INTRODUCTION

## Scope and Methodology

In 2009, Internal Audit was requested by County Finance to review, on an ongoing basis, the federal reporting process for specific grants awarded under the American Recovery and Reinvestment Act of 2009 (ARRA). These agreed-upon ARRA procedures were to:

1. Determine that all departments have entered their reports to the federal reporting website within 10 days after the end of a quarter.
2. Determine that reports submitted agree to the general ledger where possible and that any calculations or other information appears reasonable. For example, some departments may need to calculate jobs created or retained based on a formula.
3. Determine that other reporting information such as CFDA number, DUNS number, and other required information on reports is correct.
4. Determine that payments to vendors greater than \$25,000 have been reported in accordance with ARRA reporting requirements.
5. Ensure that reports include prior quarters as necessary, as reporting on the federal reporting website is cumulative. (The number of jobs created or retained is an exception to this as reporting is not cumulative.)
6. When needed, assist departments with reporting and compliance requirements.

The scope of our ongoing review is to review financial information submitted by the departments and verify the information in the County's accounting system. We also determined that the calculation of the number of jobs reported as created or retained is in accordance with the prescribed federal guidelines. In addition we performed other procedures to satisfy the objectives noted herein. However, this review is neither an audit of these programs nor has any audit work been performed relating to the reported jobs created or retained. Therefore, we have no conclusion regarding the propriety, efficiency, or effectiveness of these programs as well as any jobs they may have created.

## Overall Conclusion

The reports from the three reporting departments were submitted timely. The reports agreed to the general ledger, and the jobs calculations appeared in accordance with federal guidelines. The required information reported was correct and consistent with the prior quarters. Payments to vendors greater than \$25,000 were reported in accordance with ARRA reporting requirements. As reporting on the federal reporting website is cumulative, with the exception of jobs created or retained, the reports



were determined to include information from the prior quarters as required. When departments needed assistance, we provided it.

## Background

When the American Recovery and Reinvestment Act of 2009 (ARRA) became law in February, 2009, it had three immediate goals: 1) to create new jobs and save existing ones; 2) to spur economic activity and invest in long-term growth; and 3) to foster accountability and transparency in government spending. To achieve this third goal, recipients of funds under ARRA are required to report quarterly on how the money is being used. This was the basis for our ongoing review of the federal reporting process.

Under ARRA, the Lake County Board of County Commissioners was awarded three grants which have been monitored by Internal Audit. These grants were awarded as follows:

### **Federal Transit Administration (FTA) - \$2,221,942 awarded August 20, 2009**

The Public Transportation Division of the Community Services Department reports for this grant. This grant is still ongoing.

FTA Project Expenditures		
Description	FY 2012	Project-to-date
Three 30' Passenger Busses	\$312,406	\$934,818
Two Para-transit Vehicles	\$0	\$132,432
Vehicle Location System	\$130,475	\$130,475
Preventative Maintenance	\$0	\$249,000
Operating Assistance	\$0	\$240,067
Bus Shelters	\$126,608	\$139,655
Total	\$569,489	\$1,826,447
Total Jobs Created and Retained for Year	1.19	

### **Energy Efficiency and Conservation Block Grant (EECBG) - \$2,807,500 awarded July 27, 2009**

The Growth Management Department reports for this grant. This grant is still ongoing.

EECBG Project Expenditures		
Description	FY 2012	Project-to-date
Energy Efficiency & Conservation Strategy	\$0	\$92,790
Financial Incentives	\$809,488	\$1,236,657
Benchmarking, Education & Outreach	\$108,594	\$542,991
Quality Inspection, Measurement & Verification, Building Codes	\$36,427	\$38,126
Traffic Signal Synchronization	\$1,673	\$401,970
Recycling Program	\$673	\$43,373

Greenhouse Gas Reduction	\$22,865	\$41,929
Renewable Energy Technology	\$68,351	\$80,048
Tower LED Lighting Retrofits	\$54,500	\$54,500
Total	\$1,102,571	\$2,532,384
Total Jobs Created and Retained for Year	2.85	

**Community Development Block Grant-ARRA (CDBG-R) - \$263,083 awarded August 4, 2009**

The Housing Services Division of the Community Services Department reports for this grant. This grant has been fully completed. The final report was filed for the CDBG-R this quarter.

CDBG-R Project Expenditures		
Description	FY 2012	Project-to-date
Camp Challenge Sewer Line Replacement	\$0	\$34,994
Lady Lake Road Resurfacing	\$0	\$24,538
Tavares Sidewalk	\$0	\$24,540
Montverde Sidewalk	\$0	\$9,800
Astatula Sidewalk	\$0	\$8,200
Women's Wellness Center	\$141,600	\$141,600
Administrative	\$8,586	\$19,411
Total	\$150,186	\$263,083
Total Jobs Created and Retained for Year	0.99	

# OPPORTUNITIES FOR IMPROVEMENT

Our review disclosed no policies, procedures, or practices that should be improved. Our review was neither designed nor intended to be a detailed study of every relevant system, procedure, or transaction. Accordingly, Opportunities for Improvement may exist which were not identified during the course of the review.