

Office of the City Auditor and Clerk

Internal Audit



CITYWIDE INVENTORY OBSERVATION

Audit #25-01

Audit Conducted by:

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Audit Reviewed and Approved by:

A handwritten signature in blue ink that reads "Shayla Griggs".

Shayla Griggs, City Auditor and Clerk

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Office of the City Auditor and Clerk

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#25-01 Fiscal Year End 2024 Citywide Inventory Observation Report

Purpose and Scope

This report is based upon the observations of inventory counts for the City's major inventory accounts. This report is limited in detail to those departments observed. We did not perform test counts, verify inventory costs or other audit procedures. We are therefore not expressing an opinion on compliance with city and facility policies and procedures.

The scope of this report is limited to include observations from three city inventories, and review of one departmental inventory report.

Observations and Reviews

Three (3) inventory counts were observed:

1. Utilities
2. Public Works (Fuel)
3. Sarasota Police Department

The following table summarizes inventory information by Department or Division:

Department or Location	Automated System in Use?	Ending Inventory Balance as of 9/30/2024	Percent of Reported 2024 Inventory Balance
Utilities	No	\$411,239.65	73.9%
SPD Quartermaster	Yes	\$13,866.56	2.5%
Public Works - Fuel	Yes	\$57,058.50	10.3%
R. L. Taylor CC	No	\$718.45	0.1%
Bobby Jones Golf Course	Yes	\$73,498.56	13.2%
Total Inventory Value		\$556,381.72	100.00%

Utilities

On October 1, 2024, the Utilities Department Finance Manager conducted the inventory process with the auditor observing. Five (5) separate sections within the department currently maintain inventory items valued at more than \$5,000 each. Divisions within Utilities with inventory:

1. Water Distribution Warehouse
2. Lift Station Warehouse
3. Wastewater Sewer Collection Warehouse

4. Water Treatment Warehouse
5. Collection Systems Warehouse

Auditors observed inventory counts on multiple sites within the utilities compound. All inventoried items were properly secured, located, and identified during the inventory. Inventory procedures appeared to be followed during this process.

Sarasota Police Department Quartermaster

On September 30, 2024, Sarasota Police Department Quartermaster supplies were inventoried by the SPD Finance Manager and Quartermaster Inventory Supervisor with the auditors present for the count. All the listed inventory items were identified and properly stored. No discrepancies were found, and inventory procedures were followed.

Public Works - Fuel

On October 1, 2024, Internal Audit observed the stick measurement of the diesel and unleaded fuel storage tanks conducted by the Fleet Services Shop Foreperson. The stick measurement was compared to the Veeder-Root inventory reports noting comparable quantities between the two. Additionally, inventory procedures were followed during this process.

Unleaded fuel on hand was measured at 10,663 gallons; diesel at 11,351 gallons with a combined total value of \$57,059.

Other Facilities

The inventory for Bobby Jones Golf Course (BJGC) is managed by Indigo Sports, LLC, the management company that operates the golf course, clubhouse, and pro shop. Inventory amounts for the BJGC pro shop and temporary clubhouse were recorded as city inventory in the amount of \$73,499 on September 30, 2024. If the management contract is terminated, all inventory will be the responsibility of the city. Internal Audit did not observe the year-end inventory process for BJGC.