



**FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**

MARJORY STONEMAN DOUGLAS BUILDING  
3900 COMMONWEALTH BOULEVARD  
TALLAHASSEE, FLORIDA 32399-3000

RICK SCOTT  
GOVERNOR

CARLOS LOPEZ-CANTERA  
LT. GOVERNOR

HERSCHEL T. VINYARD JR.  
SECRETARY

**MEMORANDUM**

To: Herschel T. Vinyard Jr., Secretary

From: Candie M. Fuller, Inspector General

Subject: Audit Follow – up

Date: September 26, 2014

A handwritten signature in blue ink, appearing to be 'Candie M. Fuller', written over the 'From:' line of the memorandum.

In accordance with Section 20.055 (5) (h), Florida Statutes, a report of the most recent audit relating to Department of Environmental Protection, issued by the Florida Auditor General is attached. The report includes a brief summary of the audit finding, recommendation, and agency response, with status of corrective action at this time.

Please let me know if you would like additional information regarding this follow-up report.

Attachment

Cc: Joint Legislative Auditing Committee

**FOLLOW-UP OF AUDIT REPORTS ISSUED BY THE AUDITOR GENERAL OR OPPAGA**

AUDITING ENTITY	REPORT NUMBER	PERIOD COVERED	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTIONS TAKEN
Auditor General	2014-184	Fiscal Year 2012-2013 and follow-up of 2011-069	<p><b>Finding No. 1: State agencies did not always perform, or document the performance of, audits of unused leave balances prior to calculating leave payouts or maintain evidence that leave payouts were appropriately authorized. Additionally, errors were noted in some leave payouts.</b></p> <p><b>Recommendation: We recommend that State agency management ensure that appropriate records are maintained to demonstrate that all leave payments are properly authorized and accurately calculated and that leave audits are appropriately performed and documented for all employee leave payouts.</b></p>	<p>As documented in the April 2014 Auditor General Operational Audit Report 2014-184, DEP was not included in the leave payout follow-up testing because report No. 2011-069 did not disclose leave payout documentation deficiencies.</p> <p>The Bureau of Human Resource Management staff perform leave audits using DMS rules and guidelines, DEP Attendance &amp; Leave Directive 425 and Payroll Manual by DFS Bureau of State Payroll prior to all leave payouts. Leave audits are then verified by separate staff than the person conducting the audit prior to payments being processed.</p>
			<p><b>Finding No. 2: Some State agencies had not established adequate policies and procedures related to dual employment that effectively promoted compliance with State law. Additionally, State agencies did not always document that dual employment was properly approved in accordance with the requirements of State law, DMS rules, and other guidelines.</b></p>	<p>As documented in the April 2014 Auditor General Operational Audit Report 2014-184, the follow-up audit did not disclose any deficiencies in DEP's Dual Employment processing.</p> <p>We continue to utilize DMS rules and guidelines, DEP's Dual State Employment Directive 401 and monitor dual employment through RDS reports provided by DFS and our internal tracking spreadsheet.</p>

			<p><b>Recommendation:</b> We recommend that State agency management establish appropriate procedures that provide for the proper submittal and approval of dual employment requests. Additionally, we recommend that State agencies utilize available dual employment reports to ensure that the dual employment activities of all applicable personnel have received appropriate consideration in accordance with State law, DMS rules, and other guidelines.</p>	
			<p><b>Finding No. 3:</b> State agency and DFS processes and procedures for salary reissuances should be enhanced to avoid overpayments to third parties for miscellaneous post-tax deductions. Additionally, State agencies did not always timely initiate efforts to collect from third parties overpayments made as a result of canceled salary payments.</p> <p><b>Recommendation:</b> We recommend that the DFS provide specific guidance to State agencies regarding the methods available to prevent overpayments of miscellaneous post-tax deductions related to salary payment reissuances. Additionally, we recommend that the DACS, DCF, and DOC establish policies and procedures regarding salary payment cancellations and reissuances and the</p>	<p>We updated our internal warrant cancellation process and procedures document to ensure that it includes the following:</p> <ul style="list-style-type: none"> <li>➤ Use of the DEP specific recovery code when reissuance of a cancelled salary payment is necessary;</li> <li>➤ Improved coordination between the Bureau of Human Resource Management and the Bureau of Finance and Accounting in handling the warrant cancellation and recovery of post-tax deductions process; and,</li> <li>➤ Establish timeframes to initiate a written request for recovery of post-tax deductions, follow-up to ensure receipt, and turning over for collections when necessary.</li> </ul>

			<p>recovery of overpayments from third parties and that the DMS update its policies and procedures to address monitoring the recovery of overpayments. We also recommend that State agencies take appropriate steps to ensure the timely recovery of overpayments of State funds.</p>	
			<p><b>Finding No. 4: State agencies did not always document, upon the employees' separation from State employment, the return of State-owned property items assigned to employees.</b></p> <p><b>Recommendation: We recommend that State agency management take steps to ensure that forms designed to document the return of all State-owned property by separating employees are utilized during the out processing of employees.</b></p>	<p>As documented in the April 2014 Auditor General Operational Audit Report 2014-184, DEP was not included in the Employee Out-Processing Forms and Checklists follow-up testing because report No. 2011-069 did not disclose documentation deficiencies in this area.</p> <p>We continue to utilize DEP's Employment Separations Directive 406 and our Notice of Separation for FTE and OPS Employees form DEP 54-601 that provides the supervisors responsibilities for return of State Equipment.</p>