

MEMORANDUM OF TRANSMITTAL



To: Lisa Early, Director, Families, Parks and Recreation

From: George J. McGowan, CPA
Director, Office of Audit Services and Management Support

Dates: July 1, 2020

Subject: Orlando Community and Youth Trust Limited Review (Report No. 20-06)

A handwritten signature in black ink, appearing to be 'GJM', is written over the 'From:' field.

At the request of the Chief Administrative Officer, the Office of Audit Services and Management Support performed an assessment of the processes and controls over the expenditures from the Orlando Community and Youth Trust, Inc. The goal of this project was to confirm if expenditures from the trust were in line with the intended use of the trust based on the mission of the trust as a whole and the specific guidelines of the donors.

We reviewed bylaws and met with managers and staff within Families, Parks and Recreation and The Orlando Community and Youth Trust, Inc. (the trust). We wanted to learn about the processes and controls in place for managing both restricted/conditional contributions and unrestricted contributions. We also reviewed expenditures from the trust to confirm if the expenditures were within the guidelines of the trust and donor instructions.

We reviewed a list of restricted/conditional and unrestricted funds for the period of October 2018 to September 2019. We also reviewed a sample of agreements of the restricted/conditional donations (four of eight) to gather an understanding of the intent of the donors of these grants. As a walk through procedure we requested a payment from the trust to confirm if the proper review channels were executed for the payment. We confirmed the proper signatures on the payment request and the inclusion of the source of the funding. The expenditure we reviewed appeared to be made in accordance with the stated mission of the trust and was properly reviewed and signed off by the required trustees.

CONCLUSION AND RECOMMENDATION

We did not note any control deviations for the expenditures reviewed. The controls for expenditures are sufficient to prevent fraud if they are followed consistently. However, to increase strength and transparency we recommend an additional quality control process be implemented. We recommend having an independent party periodically review the Trust's expenditures and related documentation to confirm if the expenditures agree with the intent of the donors. The results of the review can be shared with management and the public in general if requested. We are happy to assist in these subsequent independent reviews.

Page 2

We appreciate the cooperation and courtesies extended by the staff of Families, Parks and Recreation and The Orlando Community and Youth Trust, Inc. as we reviewed files and gathered information. This assessment was performed by Perez Goree, Audit Program Manager.

c: Kevin Edmonds, Chief Administrative Officer
Jody Litchford, Deputy City Attorney
Brenda March, Children and Education Program Manager
Stacy Marrero, Executive Assistant