



**COUNTY OF ERIE**  
**STEFAN I. MYCHAJLIW**  
**COMPTROLLER**

December 11, 2013

Commissioner John Loffredo, PE  
Department of Public Works  
95 Franklin Street, Room 1400  
Buffalo, New York 14202

Re: Audit of the Gasboy Fuel Management System

Dear Commissioner Loffredo,

On October 9, 2013, the Audit Division released the Audit of the Gasboy Fuel Management System. At that time, we requested a response to the report by November 8, 2013. We have yet to receive a response to this audit report.

*Audit Response System Policy and Procedures* (see attached) issued under County Executive Joel Giambra requires responses to Audit Reports to be submitted to the County Executive within thirty days of the release of the final report. Please forward your response to County Executive Mark Poloncarz as soon as possible.

Thank you for your anticipated cooperation in this matter.

Sincerely,

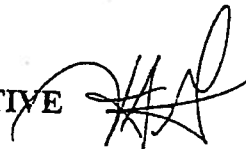


Christopher M. Musialowski  
Deputy Comptroller - Audit

cc: Hon. Mark C. Poloncarz, County Executive  
Erie County Legislature  
Robert W. Keating, Director Budget & Management

**COUNTY OF ERIE**  
**DIVISION OF BUDGET, MANAGEMENT AND FINANCE**  
**MEMORANDUM**

**TO: ALL DEPARTMENT HEADS**

**FROM: JOEL A. GIAMBRA, COUNTY EXECUTIVE** 

**SUBJECT: AUDIT RESPONSE SYSTEM AND PROCEDURES**

**DATE: FEBRUARY 17, 2000**

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Internal audits of management practice and fiscal compliance by the Erie County Comptroller provide valuable feedback and recommendations regarding steps that can or should be taken to improve management and fiscal control. It is the policy of this administration, and in compliance with Sec. 305 of the Erie County Charter, to review carefully the audit reports and recommendations issued by the Comptroller, and to assure that timely and effective action is taken to appropriately address each recommendation. To this end, the following procedures for audit participation and response will be followed by each department.

1. The Comptroller will schedule an Entrance Conference prior to each audit engagement to discuss the purpose and scope of the audit, data and records to be examined, etc. Representatives from the department and from the Division of Budget and Management will attend the Entrance Conference. The role of the Division of Budget and Management representative in this conference will be to encourage the examination of management issues of concern whenever appropriate. In the event the Division of Budget and Management requests that the scope of the audit be revised, the Comptroller will evaluate this request and advise in writing if the original scope is to be changed.
2. The department is expected to cooperate fully in the completion of the audit fieldwork. The Comptroller's staff will have access to appropriate data, records and personnel within the department as agreed in the Entrance Conference. Requests by field auditors for this access will be accommodated to the extent possible without disrupting normal departmental operations.
3. Departments will respond promptly to Internal Audit Memoranda (IMA) issued by the Comptroller during the course of the audit engagement. A copy of each IAM and the department's response will be forwarded to the Division of Budget and Management

representative by the department as they are completed.

4. The Comptroller will provide a draft audit report to the department and the Division of Budget and Management and will schedule an Exit Conference to discuss the draft report prior to the release of the final audit report. Representatives from the department and the Division of Budget and Management will attend the Exit Conference. The purpose of this conference is to review the findings in the audit report and to discuss with the Comptroller any changes to the draft report and recommendations which may be incorporated into the final report. An overview of the major points of discussion and the results of the Exit Conference will be included by the Comptroller in the final audit report.
5. Following release of the final audit report, the department will prepare a written response to the County Executive concerning the audit findings and recommendations. A draft of this written response will be submitted to the Division of Budget and Management for review and approval prior to its submission to the County Executive. The final written audit response will be submitted to the County Executive within thirty (30) days of the release of the final audit report. This written response must address each specific audit recommendation and cover the following:
  - a. Agreement or disagreement with the reported audit findings. If the department disagrees with the audit findings, the disagreement must be explained.
  - b. Concurrence or lack of concurrence with the audit recommendations. If the department does not concur with an audit recommendation, the reason must be explained. If the department agrees with an audit finding but does not concur with the Comptroller's recommendation, an alternative course of action to effectively address the finding must be specified.
  - c. Actions taken and actions proposed to address audit findings/recommendations. Actions already taken should be outlined. Actions to be taken should be outlined. Actions to be taken to implement audit recommendations must be specified. If no action has been or will be taken concerning particular audit findings/recommendations, the reasons must be clearly indicated, and they must be reasonable (e.g. disagreement on findings, benefit/cost considerations, resource limitations, more effective alternative, etc.).
6. The County Executive will forward copies of the department response to the Erie County Legislature and to the Comptroller within forty-five (45) days of the issuance of the audit report.

Audit Response System Memo

February 17, 2000

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7. The department must prepare an audit recommendation implementation plan consistent with the actions specified in its written audit response to the County Executive. This plan will be submitted by an agreed due date to the Division of Budget and Management for approval and regular progress monitoring. The implementation plan must specify the following for each audit recommendation to be implemented:
  - a. The recommended action(s).
  - b. The major steps/tasks which must be accomplished.
  - c. The person(s) responsible for each major step/task.
  - d. A reasonable target date for the completion of each major step/task.
  - e. Identification of key milestones or products that will indicate the completion of one or more related steps/tasks.

Your cooperation in this important management enhancement is appreciated. The person responsible for coordinating the Audit Response System and procedures in the Division of Budget and Management is Robert J. Lichtenthal, Jr., Senior Budget Consultant. He may be reached at extension 8608.

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