

**DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF WATER
STOCKROOM INVENTORY OBSERVATION**

I. EXECUTIVE SUMMARY

The Office of Public Integrity (OPI) observed the annual physical inventory of the Department of Environmental Services (DES), Bureau of Water on October 15, 2016. This inventory includes the Water stockroom, the Street Lighting stockroom, the Department of Recreation and Youth Services (DRYS), Bureau of Recreation inventory and the DES Cemeteries inventory maintained by the Bureau of Water. The results of the inventory indicate that the Bureau of Water maintains adequate inventory control.

- ◆ OPI did not note any variances in our sample selection of water stockroom inventory items indicative of the differences between the physical counts and the quantities recorded in the perpetual records. In the previous inventory we also did not note any variances in this stockroom.
- ◆ OPI did not note any variances in the street lighting stockroom inventory items indicative of differences between the physical counts and the quantities recorded in the perpetual records. In the previous inventory we noted an error rate of 0%.
- ◆ OPI noted variances in 0.56% of our sample selection of DRYS, Bureau of Recreation inventory items indicative of differences between the physical counts and the quantities recorded in the perpetual records. In the previous inventory we noted an error rate of 0%.
- ◆ OPI did not note any variances in the DES, Cemeteries inventory items. We also did not note any variances during the previous inventory.

II. BACKGROUND, OBJECTIVES, AND SCOPE

A. Assignment

The Office of Public Integrity routinely observes and participates in annual physical inventories of various City stockrooms to independently ensure the accuracy of the inventory counts and to evaluate internal controls in the inventory maintenance process. The Bureau of Water conducted its annual physical inventory of the Water, Street Lighting, Bureau of Recreation and Cemeteries stockrooms on October 15, 2016. OPI participated in these counts at the request of the Department of Environmental Services.

B. Background

The Materials and Equipment unit of the Director's Office stores and manages an inventory of supplies and materials necessary to operate and maintain the water distribution system. As of October 15, 2016, the

inventory consisted of 3,461 line items valued at \$3,559,965.

In 2007, City management transferred the Street Lighting unit from the Bureau of Water to the Bureau of Architecture and Engineering. However, the Materials and Equipment unit of the Bureau of Water continues to store and manage the street lighting inventory of supplies and materials. The Street Lighting unit oversees the City's street lighting system. As of October 15, 2016, the inventory consisted of 488 line items valued at \$1,353,542.

In June 2008, City management transferred the DRYS, Bureau of Recreation stockroom to the Materials and Equipment unit of the Bureau of Water. As of October 15, 2016, this inventory consisted of 2,083 line items valued at \$490,705.

In January 2013, the Bureau of Water began storing Cemetery inventory items in their warehouse. As of October 15, 2016, the Cemetery inventory consisted of 201 items valued at \$111,902.

Bureau of Water personnel utilize an automated inventory system that assists in controlling quantities and providing various management information. A perpetual inventory record is an essential feature of this system.

C. Objectives and Scope

The objectives of this review are to assure an accurate and complete physical inventory count and to assess the effectiveness of inventory controls.

Management is responsible for establishing and maintaining a system of internal accounting and administrative control. Fulfilling this responsibility requires estimates and judgments by management to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of accurate, informative reports that are fairly stated.

Because of inherent limitations in any system of internal accounting and administrative control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any system evaluation to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with procedures may deteriorate.

We conducted this audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives

The recommendations presented in this report include the more significant areas of potential improvement that came to our attention during the course of the examination, but do not include all possible improvements that a more extensive review might develop.

III. RESULTS OF REVIEW

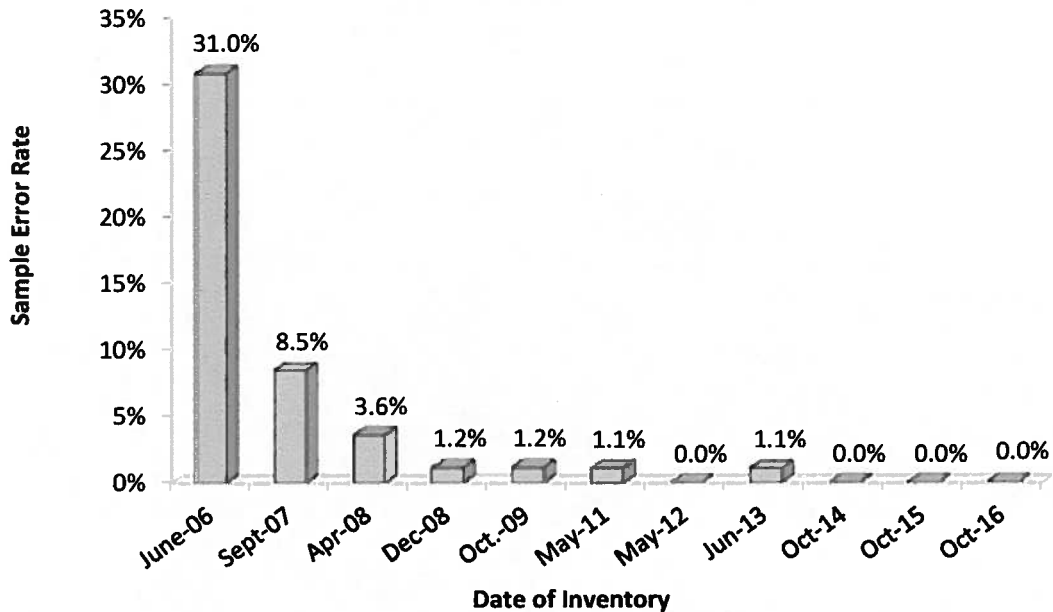
The results of this physical inventory indicate that Water Bureau personnel have continued to maintain adequate control over the inventories.

A. Variance Analysis - Water Stockroom

The Office of Public Integrity selected a statistical sample of items included in the stockroom inventory. The sample selection assures proper representation throughout the entire population of inventory items and allows us to accurately project the results against the entire inventory. The range of unit costs included in the sample extends from \$0.17 to \$9,925.00. OPI compared the actual count of each of these selected items to perpetual records and noted any variances.

Of the 178 inventory items tested in the sample, OPI did not note any variances. The sample error rate is therefore 0%. The following graph presents historical error rates as a reference.

**Bureau of Water
Water Stockroom Inventory
Sample Error Rate Percentages**



When OPI extends the sample error rate of 0% to the entire population of 3,461 different stock items, the projection indicates that the actual number of errors in the population is in the range of 0 to 100 stock items. When comparing the current error rate of 0% to the prior error rates of 0% in 2015, 0% in 2014 and 1.1% in 2013, it appears that, based on the results of the sample selection, Bureau of Water personnel have continued to maintain adequate control over the stockroom inventory. Additionally, it appears that conducting cycle counts throughout the year has assisted in achieving and maintaining these lower variance rates.

◆ **Recommendation**

Bureau management should continue to make inventory control a priority.

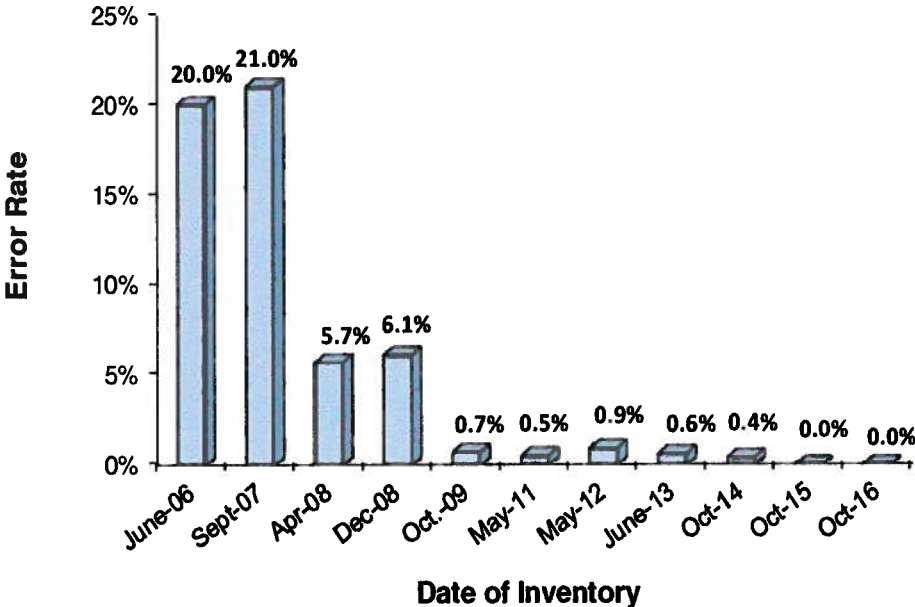
B. Variance Analysis - Street Lighting Stockroom

Due to the relatively small number of street lighting inventory line items, OPI examined 100% of the inventory rather than selecting a statistical sample. As a result, the error rate noted represents the true error rate in the population of street lighting inventory items. The range of unit costs

included in the inventory extends from \$0.13 to \$10,838. The Office of Public Integrity compared the actual count of each of these items to perpetual records and noted any variances.

Of the 488 line items in the street lighting inventory, OPI did not note any variances. The true error rate is therefore 0%. This variance is consistent with the 0% error rate noted in October 2015, the 0.4% error rate noted in October 2014 and the 0.6% error rate noted in June 2013. This variance represents the implementation and maintenance of corrective actions by Water personnel when compared to both the error rate of 21% noted in September 2007 and the error rate of 20% that we noted in the 2006 inventory. The following graph presents historical error rates as a reference.

**Bureau of Water
Street Lighting Stockroom Inventory
Inventory Variance Error Rate Percentages**



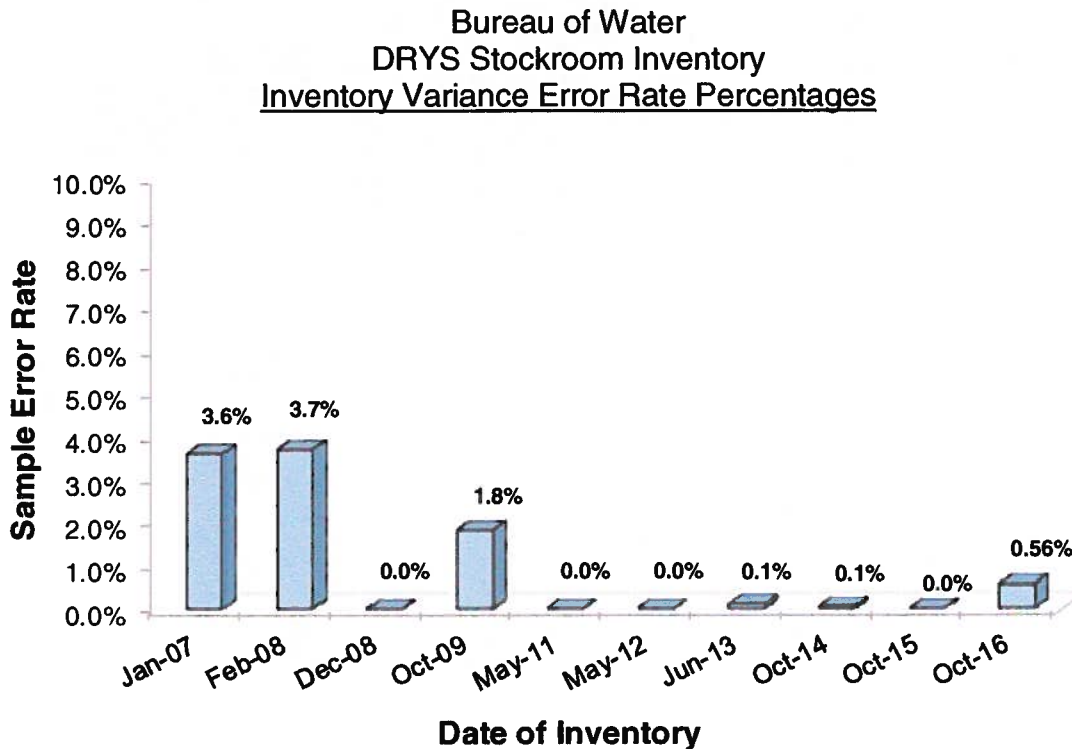
◆ **Recommendation**

Bureau management should continue to make inventory control a priority.

C. Variance Analysis – DRYs Stockroom

The Office of Public Integrity selected a statistical sample of items included in the DRYs Recreation stockroom inventory. The sample selection assures proper representation throughout the entire population of inventory items and allows us to accurately project the results against the entire inventory. The range of unit costs included in the sample extends from \$0.16 to \$1,455.00. OPI compared the actual count of each of these selected items to perpetual records and noted any variances.

Of the 173 inventory items tested in the sample, OPI noted one variance. The sample error rate is therefore 0.56%. The following graph presents historical error rates as a reference.



When OPI extends the sample error rate of .56% to the entire population of 2,083 different stock items, the projection indicates that the actual number of errors in the population is in the range of 1 to 112 stock items. When comparing the current error rate of 0.56% to the prior error rates of 0% in October 2015, 0.05% in October 2014 and 0.1% in June 2013, it appears that, based on the results of the sample selection, Bureau of Water personnel have continued to maintain adequate control over the stockroom inventory.

◆ Recommendation

Bureau management should continue to make inventory control a priority.

D. Variance Analysis - Cemeteries Inventory

Due to the relatively small number of cemetery inventory line items, OPI examined 100% of the inventory rather than selecting a statistical sample. As a result, the error rate noted represents the true error rate in the population of cemetery inventory items. The range of unit costs included in the sample extends from \$0.33 to \$1,808.00. OPI compared the actual count of each item to perpetual records and noted any variances.

Of the 201 line items, OPI did not note any variances. The true error rate is therefore 0%. This is the same error rate noted in both the October 2015 and the October 2014 inventories.

◆ Recommendation

Bureau management should continue to make inventory control a priority.

IV. DEPARTMENTAL RESPONSE

The response of the Department of Environmental Services to this report begins on the next page.



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Norman H. Jones
Commissioner

To: Daniel Mastrella, Office of Public Integrity
From: Norman H. Jones, Commissioner of Environmental Services
Date: November 23, 2016
Subject: Bureau of Water Stockroom Inventory Audit

I have reviewed the audit report that was prepared by the Office of Public Integrity (OPI).

I concur with OPI's assessment that Bureau of Water stockroom personnel have maintained adequate inventory control. There was no variance noted in the audit for the main water stockroom, nor for the smaller street lighting and cemeteries stockrooms. The lone variance was recorded in the DRYS stockroom. The results of the audit demonstrate that the Bureau of Water staff continues to maintain a very high standard of control over all of the inventories that they oversee.

Please be assured that the Department of Environmental Services will continue to make inventory control a priority. Thank you for your continued work in ensuring that the department has appropriate management controls in place.

cc: Patrick O'Connor
Lisa Cichocki-Lalka
Kara Makely

