

**DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF OPERATIONS AND PARKS
BUILDING SERVICES DIVISION
STOCKROOM INVENTORY OBSERVATION**

**Office of Public Integrity
Date: June 22, 2016**

I. EXECUTIVE SUMMARY

The Office of Public Integrity (OPI) observed the annual physical inventory of the Bureau of Operations and Parks, Building Services Division stockroom on June 3, 2016. The results of the review indicate that Building Services maintains adequate inventory control.

- ◆ The Office of Public Integrity did not note any variances in our sample selection indicative of differences between the physical counts and the quantities recorded in the perpetual records. In the previous inventory, we noted a 1% variance in this stockroom.

II. BACKGROUND, OBJECTIVES AND SCOPE

A. Assignment

The Office of Public Integrity routinely observes and participates in annual physical inventories of various City stockrooms. Building Services conducted its annual physical inventory on June 3, 2016. Public Integrity participated in this count at the request of the Department of Environmental Services.

B. Background

The Building Services Division maintains City-owned buildings. This includes providing custodial services, repairs and renovations. Typical functions include installing, operating, and maintaining heating, ventilating, and air conditioning systems, and performing carpentry, masonry, electrical, and minor plumbing repairs. Building Services stores and manages an inventory of supplies and materials necessary to perform these maintenance functions. As of June 3, 2016, the inventory was comprised of 5,467 line items valued at \$958,880.99. Stockroom 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 recommendation presented in this report includes the more significant area of potential improvement that came to our attention during the course of the examination, but does not include all possible improvements that a more extensive review might develop.

III. RESULTS OF REVIEW

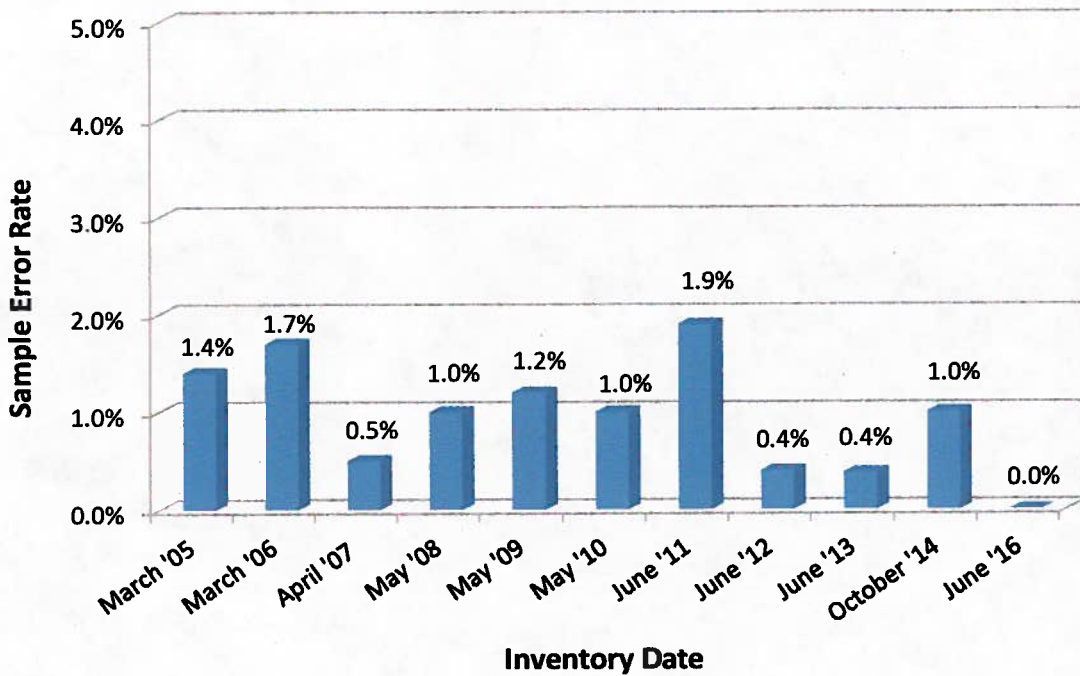
The results of this physical inventory indicate that Building Services personnel have continued to maintain adequate control over the inventory.

A. Variance Analysis

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 accurately projects the results against the entire inventory. The range of unit costs included in the sample extends from \$.05 to \$2,068.00. OPI compared the actual count of each of these selected items to perpetual records and noted any variances.

Of the 182 inventory items tested in the sample, we noted no variances. This represents a sample error rate of 0%. The following graph presents historical error rates as a reference.

**Building Services Division
Stockroom Inventory
Sample Error Rate Percentages**



When Public Integrity extends the sample error rate of 0% to the entire population of 5,467 different stock items, the projection indicates that the actual number of errors in the population of stock items is in the range of 0 to 158 item types. When comparing the current error rate of 0% to the prior error rates of 1% in 2014, 0.4% in 2013, 0.4% in 2012, 1.9% in 2011 and .95% in 2010 it appears that, based on the results of the sample selection, Building Services personnel have continued to maintain adequate control over the stockroom inventory. Additionally, it appears that the implementation of cycle counts throughout the year assists in achieving and maintaining the lower variance rates.

◆ **RECOMMENDATION**

Building Services should continue to make inventory control a priority.

IV. DEPARTMENTAL RESPONSE

The response of the Department of Environmental Services follows.



City of Rochester

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Norman H. Jones
Commissioner

Inter-Departmental Correspondence

To: Daniel Mastrella, Office of Public Integrity

From: Norman H. Jones, Commissioner 

Date: June 17, 2016

Subject: **Building Services Stockroom Audit**

I have reviewed the audit report for Building Services Division's Stockroom.

I agree with your assessment that Building Services' personnel has maintained adequate inventory control of the 182 inventory items tested in the sample, variances existed in zero items.

The inventory that took place on June 3, 2016 resulted in a variance of 0% of the sample selection. I am thrilled with these results and applaud the diligent efforts of Jerry Lewis and his team; they are doing an outstanding job.

We will continue to make inventory control a priority in the Department of Environmental Services' Building Services Division.

NJ:dg:mr

Xc: Mitch Rowe, Director, Building and Parks

Tom Graves, Manager, Building Services

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