OFFICE OF THE COUNTY AUDITOR

Haskell N. Arnold, CPA
County Auditor

MEMORANDUM

August 5, 2011

MEMO TO: Stephen Gerwin, Chief
Bureau of Utilities

Stanley Milesky, Acting Director
Department of Finance

FROM: Leo Oken
Assistant County Auditor

THRU: Haskell N. Arnold
County Auditor

SUBJECT: FY 2011 Inventory
Bureau of Utilities

The Office of the County Auditor observed and assisted in the Bureau of Utilities annual inventory on June 21, 2011. Bureau of Utilities personnel had counted the inventory on the previous day and staff from the Bureau of Accounting and the County Auditor's office confirmed the counts on the basis described below. Each Bureau of Utilities staff person was teamed with either someone from the Bureau of Accounting or the County Auditor's office. Teams recounted all inventory items with an aggregate value of $500 or more and verified the counts of items of lesser value on a subjective basis.

Final adjustments resulting from the physical inventory totaled $1,444, which represents approximately .17% of the total inventory value of $835,936. We consider this to be an immaterial amount and within acceptable limits.

cc: Council Members
Ken Ulman, County Executive
Lonnie R. Robbins, Chief Administrative Officer
James Irvin, Director, Department of Public Works
Rafiu O. Ighile, Chief, Bureau of Accounting and Reporting
Lois Miller, Administrative Services Officer

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