

HERNANDO COUNTY CLERK OF CIRCUIT COURT
Audit Services
MEMORANDUM

TO: George Zoettlein, Director, Office of Management & Budget (OMB)

FROM: Peggy Prentice, CIA, CISA, Audit Services Manager

VIA: Karen Nicolai, CPA, Clerk of Circuit Court

SUBJECT: Risk Management Insurance Premium Billing and Insurance Tracking Process

DATE: March 11, 2004

This memorandum will confirm the meeting held today between the Audit Services Department (ASD), OMB and the Risk Management Division regarding the Insurance Premium Billing and Insurance Tracking spreadsheet. As discussed, the spreadsheet created by ASD is no longer used by the Risk Management Division. OMB and Risk Management concur that ASD's assistance is not needed at this time. Subsequently, ASD has concluded that further follow-up and/or testing is unnecessary. The spreadsheet's replacement system, created through Access, will be addressed during the upcoming Risk Management Division Operations follow-up audit.

We appreciated your assistance and cooperation. Should you have any questions, please feel free to contact me at (352) 540-6235, or just stop by my office, in Room 201.

CC: Emily Vernon, Supervisor
Flo Boles, Risk Manager