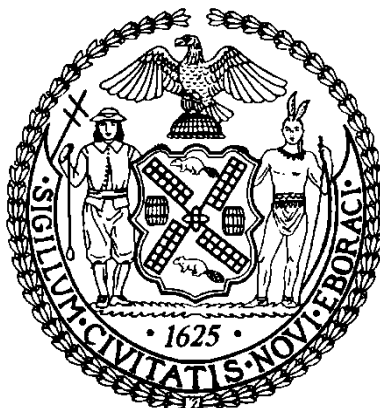


**CITY OF NEW YORK
OFFICE OF THE COMPTROLLER**

**John C. Liu
COMPTROLLER**

FINANCIAL AUDIT

**Tina Kim
Deputy Comptroller for Audit**



**Audit Report on the Inventory Practices Over
Major Office Equipment at the 14 Queens
Community Boards**

FM12-115A

July 27, 2012

<http://comptroller.nyc.gov>



THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341

John C. Liu
COMPTROLLER

July 27, 2012

To the Residents of the City of New York:

My office has audited the inventory practices over major office equipment at the 14 Queens Community Boards (Boards). We audit City agencies such as the Queens Community Boards as a means of ensuring they operate efficiently and are accountable for resources and revenues in their charge.

There are Community Boards for each of the 59 Community Districts throughout the five boroughs. Each Board has a Chairperson and hires a District Manager as its chief executive officer. The District Manager's responsibilities include assisting the Board in hiring the administrative staff, supervising the staff, and managing the daily operations of the district office.

The audit found that except for Boards #7 and #11, which had relatively few equipment inventory and inventory list control weaknesses, the Boards did not adhere to certain Department of Investigation (DOI) *Standards for Inventory Control and Management*. Our examination of all major equipment items, including 24 items purchased in Fiscal Year 2012, found that some Boards did not maintain complete and accurate inventory lists of all their major equipment.

The results of the audit have been discussed with Board officials, and their comments have been considered in preparing this report. Their complete written response is attached to this report.

If you have any questions concerning this report, please e-mail my audit bureau at audit@comptroller.nyc.gov.

Sincerely,

A handwritten signature in black ink that reads "John C. Liu".

John C. Liu

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The City of New York
Office of the Comptroller
Financial Audit

**Audit Report on the
Inventory Practices Over
Major Office Equipment at the
14 Queens Community Boards**

FM12-115A

INTRODUCTION

Background

There are Community Boards for each of the 59 Community Districts throughout the five boroughs. Each Community Board (Board) has up to 50 non-salaried members who are appointed by the Borough Presidents. Board members reside, work, or have significant interests in their districts. Each Board has a Chairperson and hires a District Manager as its chief executive officer. The District Manager's responsibilities include assisting the Board in hiring the administrative staff, supervising the staff, and managing the daily operations of the district office. Each Borough President's Office provides administrative assistance to its Boards.

The Queens Boards—Boards 1 through 14—cover the entire borough. Each of the Queens Boards has a District Manager and at least one full-time clerical staff person. Table I lists each Board's Other Than Personal Service (OTPS) expenditures for Fiscal Year 2011.

Table I
Summary of Other Than Personal Service Expenditures
for the 14 Queens Community Boards
Fiscal Year 2011

Board	Other Than Personal Services
Board 1	\$42,642
Board 2	\$19,144
Board 3	\$25,261
Board 4	\$16,265
Board 5	\$28,147
Board 6	\$32,336
Board 7	\$20,808
Board 8	\$35,260
Board 9	\$17,486
Board 10	\$21,998
Board 11	\$21,035
Board 12	\$15,067
Board 13	\$32,304
Board 14	\$17,508
Total	\$345,261

Objectives

The objective of this audit was to determine whether the 14 Queens Community Boards comply with certain inventory procedures for major office equipment as set forth in the Department of Investigation's (DOI) *Standards for Inventory Control and Management*.

Scope and Methodology Statement

We conducted this performance audit in accordance with generally accepted government auditing standards. 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. This audit was conducted in

accordance with the audit responsibilities of the City Comptroller as set forth in Chapter 5, §93 of the New York City Charter.

This audit covered the period July 1, 2011, through May 16, 2012. Please refer to the Detailed Scope and Methodology at the end of this report for the specific procedures and tests that were conducted.

Discussion of Audit Results

The matters covered in this report were discussed with officials of the 14 Queens Community Boards during and at the conclusion of this audit. A preliminary draft report was sent to Board officials and the Queens Borough President's Office and was discussed at an exit conference held on June 12, 2012. On June 15, 2012, we submitted a draft report to Board officials with a request for comments. We received written comments from each of the Boards.

In their responses, the Boards generally agreed with the report's findings and recommendations and described the steps they have taken or will take to implement the report's recommendations.

However, many of the Boards objected to the report's conclusion "that compliance with required inventory controls needs improvement and that there is a potential risk of loss, misappropriation, or theft."

Internal controls, such as agency tags and sequential control numbers, help minimize the potential risk of loss and misappropriation, and aid in the retrieval of stolen items. Therefore, based on our findings, we find it necessary to suggest that the Boards enhance their inventory controls in order to reduce the potential risk of loss, misappropriation, or theft of equipment.

The full texts of the responses are included in an addendum to this report.

FINDINGS AND RECOMMENDATIONS

Except for Boards #7 and #11, which had relatively few equipment inventory and inventory list control weaknesses, the Boards did not adhere to certain Department of Investigation (DOI) *Standards for Inventory Control and Management* as summarized below:

The following issues were found regarding the physical inventory of major equipment:

- One major equipment item was not available for inspection because a laptop was not on site at the time of our inspection. (Board #6)
- Three major equipment items were improperly disposed of and incorrectly kept on the inventory lists at three Boards.¹ The Boards did not follow the Department of Citywide Administrative Services Relinquishment Guidelines for the disposal of surplus equipment. (Boards #4, #5, and #14)
- One hundred and eight items lacked required agency tags at 12 Boards. (Boards #1, #2, #3, #4, #5, #6, #7, #8, #9, #12, #13, and #14)
- One hundred and fifty eight agency tags lacked control numbers at four Boards. The tags indicated only that the items were the property of the Board. (Boards #5, #8, #10, and #14)

The following issues were found regarding the inventory lists of major equipment:

- The inventory lists at 13 Boards did not include 61 items observed at the time of the walk-throughs. (Boards #1, #2, #3, #4, #5, #6, #7, #8, #9, #11, #12, #13, and #14)
- The inventory lists at five Boards lacked agency-tag control numbers for 129 items. (Boards #2, #4, #5, #8, and #12)
- The inventory lists at 10 Boards lacked serial numbers for 63 items. (Boards #1, #2, #4, #5, #7, #8, #10, #11, #13, and #14)
- The inventory lists at three Boards listed 23 items with duplicate control numbers. (Boards #1, #4, and #14)
- The inventory lists at 12 Boards had incorrect serial numbers for 66 items. (Boards #2, #3, #4, #5, #6, #7, #8, #9, #11, #12, #13, and #14)

We concluded, based on the above test results, that compliance with required inventory controls needs improvement and that there is a potential risk of loss, misappropriation, or theft. We consider the risks potential because we found 531 of the 535 items that should have been at the Boards during our physical observations. However, Boards #4, #5, and #14 did not maintain formal records documenting the record disposal of three items, and we did identify an additional 61 items during our physical observations that were not on the Boards' inventory lists.

¹ Major equipment items included computers, monitors, printers, scanners, laptops, fax machines, and televisions.

Weaknesses in Equipment Inventory Control

During our physical inventory counts, we found that some Boards had improperly disposed of items and those items were incorrectly kept on the inventory lists. In addition, some Boards' equipment either did not have an agency tag attached or the tag was missing a control number.

Table II lists the details of non-compliance found at each Board.

Table II

Summary of Weaknesses in Equipment Inventory Control				
Number of Instances				
Board #	Missing Agency Tag	Agency Tag Missing Control Number	Items Incorrectly Disposed of or Not Available for Inspection	Total
1	8	0	0	8
2	53	0	0	53
3	6	0	0	6
4	5	0	1	6
5	2	38	1	41
6	1	0	1	2
7	1	0	0	1
8	9	33	0	42
9	10	0	0	10
10	0	48	0	48
12	5	0	0	5
13	4	0	0	4
14	4	39	1	44
Totals	108	158	4	270

The Department of Citywide Administrative Services Agency Office of Surplus Services (OSA) User Guidelines for Relinquishment and Disposition of Surplus Property requires that "Once an item is determined to be surplus, it is the responsibility of the agency to relinquish such item to OSA." Since August 2011, OSA has directed Community Boards to dispose of electronic equipment having no reuse or sale value by using a third-party vendor knowledgeable in local, state, and federal laws for the environmentally acceptable disposal of such materials.

Section 9 of the DOI *Standards for Inventory Control and Management* states, "Relinquished items are deleted from the inventory log..." In addition, Comptroller's Directive #1 states that "inventory items require strong controls to ensure accurate recordkeeping and good security."

Section 28 of the DOI's *Standards for Inventory Control and Management* requires that, "Readable, sturdy property identification tags (reading 'Property of the City of New York') with a sequential internal control number are assigned and affixed to valuable items. An inventory log containing the internal control number assignments ... is maintained."

Incomplete Inventory Records

Our examination of all major equipment items, including 24 major items purchased in Fiscal Year 2012, found that 13 Boards did not include 61 major equipment items on their inventory list. While all Boards provided us with inventory lists, the inventory lists did not include all of the information required by the DOI's *Standards for Inventory Control and Management*.

Section 28 of the DOI's *Standards for Inventory Control and Management* states, "Permanent records are maintained, centrally, to track all non-consumable goods issued to each agency unit, including type of equipment, manufacturer, serial number, agency control number, condition, location, date issued, and the person(s) responsible for maintenance."

Our physical counts revealed that the inventory lists did not always indicate an agency tag control number, had duplicate control numbers, did not include all items, had incorrect serial numbers, or had missing serial numbers. Table III summarizes the results of non-compliance issues with the Boards' inventory lists.

Table III

Findings of Non-Compliance with Inventory Lists							
Number of Instances							
Board	Total Items Tested	Incorrect Serial Number	Missing Serial Number	Missing Agency Control Number	Items Not Included on List	Items with Duplicate Control Numbers	Total Number of Discrepancies
1	31	0	23	0	8	17	48
2	59	10	10	51	8	0	79
3	38	9	0	0	7	0	16
4	45	2	8	1	4	2	17
5	41	2	1	39	2	0	44
6	40	3	0	0	1	0	4
7	41	4	1	0	1	0	6
8	42	3	1	37	5	0	46
9	36	3	0	0	15	0	18
10	61	0	1	0	0	0	1
11	39	8	6	0	1	0	15
12	23	7	0	1	4	0	12
13	56	9	2	0	4	0	15
14	44	6	10	0	1	4	21
Totals	596	66	63	129	61	23	342

Recommendations

The Boards should ensure that:

1. They adhere to the relinquishment procedures as required by the Department of Citywide Administrative Services', Agency Office of Surplus Activities when disposing of surplus property.
2. Identification tags are affixed to all office equipment items and include sequential internal control numbers.
3. Complete and accurate records of all equipment are maintained.
4. Agency control numbers are included for each item listed on the inventory list.
5. Each item of equipment should be assigned a separate control number.
6. All items on the inventory list are accounted for.

Community Board Responses

Board 1 Response: "Please find enclosed an up-dated inventory list, with serial numbers and the location of each item of equipment. In addition, you will find a copy of our Inventory Policy memo."

Board 2 Response: "Attached please find a revised copy of Community Board 2's Office Content Report and Inventory Policy Memo. We are now in full compliance with the NYC Office of the Comptroller."

Board 3 Response: "We have taken note of your findings and have made the necessary corrections."

Board 4 Response: "Community Board 4 is satisfied with the report with the exception of the following two items. If any of the below referenced issues are a misunderstanding on our part, please feel free to clarify.

- Page 4

The inventory lists at 3 Boards listed 23 items with duplicate control numbers. (Boards #1, #4, and #14) *The item in question (Control # 121) is in fact a system (exact description is 'SAMSON Wireless Stage 55 True Diversity Wireless System') which contains numerous items in one box. Numbering each item in this box would entail individualizing replacement antennae, a power supply, a microphone and a receiver.*

Note: A second similar system is also owned by this office (Control # 120- Fender 15 Educ Passport p150 PA system) This system was however not cited.

- Bottom of page 4

However Boards #4, #5, and #14 did not maintain formal records documenting the disposal of three items – *The corresponding table on page 5 does in fact have a column for Items Incorrectly Disposed of or Not Available for Inspection. We would like this clarified in the statement as well. The item was not improperly disposed of.*

Our relinquishment folder containing a thorough list of disposed of items was not requested, but was voluntarily provided for inspection. It was never looked at.”

Auditor Comment: In regard to the items with duplicate control numbers, each equipment item should have a separate identifiable control number. In this instance, Board 4 was cited for duplicate control numbers for the system because it contained a microphone and receiver, which are frequently taken to meetings and events and can easily be subject to loss or theft. By having each item recorded separately on the inventory list with separate identifiable control numbers, it will help reduce the risk of loss and aid in the retrieval should the item be stolen.

In regard to the disposed item at Board 4, the audit team was provided with the most current inventory list which indicated that this item was in inventory. There was no notation on the inventory list that this item was ever relinquished or discarded. In addition, the audit team was not provided with any documentation that would indicate how the item was disposed of. The staff at the Community Board did not know exactly what occurred with this item, but offered an explanation that it was old, not in use, and might have been thrown out. Therefore, we categorized it as being improperly disposed of. Nevertheless, adequate inventory control would ensure that when an item is properly disposed of, it should be removed from the inventory list.

Board 5 Response: “Your Draft Audit Report did not reflect our comments on your preliminary Audit Report nor reflect comments made at the meeting at Boro Hall on May 22, 2012.

Our comments are:

- 1) We have not placed any relinquished equipment in the trash, as stated. In the past, old, relinquished major equipment such as photo copy machines, were picked up by DOS for recycling.
- 2) The opening statements on page 4 of the report are misleading with regard to Community Board 5, Queens. The ‘Summary of Weaknesses’, on page 5, shows that we are missing only two tags. The item not available for inspection was a Linksys 8-Part Workgroup Switch, which was purchased for \$37.05. This non-

major equipment item was broken and our IT consultant discarded it after he determined it was not fixable (see attached letter).

- 3) The reference to 'Agency Tag Missing Control Number' should be counted as a single weakness, not 38 separate items.

We thank you and your staff for pointing out such weaknesses, as indicated, and I assure you that this agency will make every effort to become fully compliant by:

- 1) Adhering to procedures set forth in the DMS OSA Agency User Guide.
- 2) Ensuring that tags affixed to all office equipment will include sequential internal control numbers.
- 3) Continue to maintain complete and accurate records of all equipment, including separate Agency Control Numbers for each item listed on the inventory documents and that all items on the inventory list are accounted for."

Auditor Comment: In regards to the item improperly disposed of, Section 9 of the DOI's *Standards for Inventory Control and Management* states, "Relinquished items are deleted from the inventory log..." Therefore, this item should not have been kept on the Board's current inventory list. Since August 2011, OSA has directed Community Boards to dispose of electronic equipment having no reuse or sale value by using a third-party vendor knowledgeable in local, state, and federal laws for the environmentally acceptable disposal of such materials.

In regards to the "Agency Tag Missing Control Number," each item must be assigned its own individual control number. As such, each occurrence of not having a control number is counted as its own discrepancy.

Board 6 Response: "With respect to the issues that were found with physical inventory; the one (1) item that was missing an agency tag, has now been corrected by placing an agency tag and control number on it. The inventory list has been updated to include all locations of all items. In addition, the list has been updated to reflect the correct serial # for the three (3) items that were incorrect on the day of inspection.

At the time of the Audit, the District Manager's laptop computer was not on-site for inspection. The laptop is used to conduct Community Board business outside the office. Unfortunately, the laptop was left at the District Manager's vacation home in error. Upon his return to his vacation home, the week of July 2, 2012, he will photograph the laptop and serial # for your review. The laptop will be returned to the office the week of July 23, 2012.

Moving forward, all items that are removed from the office for Community Board business purposes will be signed out of a log.”

Board 7 Response: Board 7 Chairperson stated that: “I have reviewed the information as it pertains to Community Board #7, and based upon the items that your agency addressed, we have made the necessary corrections.”

Board 8 Response: Board 8 Chairperson stated that here is a list of steps that have been taken to address the issues raised by the report:

- When the District Manager was appointed five years ago, any item that was purchased would be added to the running inventory list from the previous administration. Upon receipt of your report, we did a walk through and re-examined all items in the office. Sequential numbers have been assigned to each item (*see attached spreadsheets 1 & 2*).
- Under the new guidelines, anyone receiving an item to be inventoried will log it on the Items for Inventory FY__ form (*see attachment #3*). In addition, another employee must witness that the item was indeed tagged with the Agency name and sequential number. As a preventative measure, a form has been created for checking out items such as cameras for site visits, and laptop for out of the office use. (*see attachment #4*).
- Lastly, in the second week of July and the second week of January, the District Manager will conduct a walk through to ensure that the inventory list is accurate.

Board 9 Response: “The following is a progress report in regard to the issues of noncompliance with the Audit conducted in May 2012:

- Ten items were missing Agency Tag and we have tagged said items and will ensure they are added to our inventory list.
- Three Incorrect Serial numbers were noted and they will be corrected on our inventory list. In addition we were cited for not listing 15 items. Six of these items were under \$300 and therefore are not listed on our inventory list. We have since learned that all items must be maintained on an inventory list and we will ensure that these and all future items be maintained on our inventory list.”

Board 10 Response: “All of the items on our inventory list are clearly marked with agency tags. We were cited in the Draft Audit Report for 48 agency tags lacking control numbers. That issue has been addressed.

We were also cited for 1 item (a refrigerator) not having its serial number listed. That, too, has been addressed.”

Board 11 Response: “CB 11 was cited in Table III for having incorrect or missing serial numbers on a few items, one missing or incorrect location and one item missing from the list. We want to note that the missing item was marked with a control number but was missing from the list and immediately added to the list. We were also missing six serial numbers that we could not locate on equipment. We have added these numbers to the inventory list and appreciate the assistance of the auditors in finding the correct numbers.

With regard to the incorrect serial numbers on our Dell computer items, we added the service tag number from the Dell Products to our inventory list, since these are considered the serial number for these products. We previously did not realize that the service tag numbers are considered the serial number and in error included serial numbers for the internal Microsoft components.

We appreciate your bringing to our attention the necessary corrections to the Inventory Control list and will continue to maintain an up-to-date list.”

Board 12 Response: “Community Board 12 Queens is implementing all recommendations.”

Board 13 Response: “The District Manager will be ordering a review of how equipment is logged in upon delivery to avoid confusion with serial numbers.”

Board 14 Response: “While we generally agree with your findings and will follow DOI standards in the future, we would like to strongly dispute one item in your report.

The item is under the ‘agency tag missing control number’ column. When we met at Queens Borough Hall before the audit, we were told by your staff that using an indelible marker and writing the words ‘Community Board and board number’ on it would be acceptable as a method of ‘Tagging’ our equipment. We were also told that ‘Whatever we did for the last audit would be ok’ as well which is what we did.”

Auditor Comment: Although the Board took effort to mark the equipment as “Property of the Community Board #14,” the Board did not include a separate identifiable control number for each individual item. Section 28 of the DOI’s *Standards for Inventory Control and Management* requires that, “Readable, sturdy property identification tags (reading ‘Property of the City of New York’) with a sequential internal control number are assigned and affixed to valuable items. An inventory log containing the internal

control number assignments ... is maintained.” Therefore, Board 14 should have assigned each item a sequential control number on its inventory list to help reduce the risk of loss and aid in the retrieval should the item be stolen.

Regardless of whether Board 14 was, in fact, told “to do whatever they did for the last audit,” Board 14 has a responsibility to adhere to the DOI’s *Standards for Inventory Control and Management*. Had it followed those standards, it would not have been cited for non-compliance.

DETAILED SCOPE AND METHODOLOGY

We conducted this performance audit in accordance with generally accepted government auditing standards. 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. This audit was conducted in accordance with the audit responsibilities of the City Comptroller as set forth in Chapter 5, §93 of the New York City Charter.

This audit covered the period July 1, 2011, through May 16, 2012.

To obtain an understanding of the inventory procedures and regulations with which the Boards are required to comply, we reviewed relevant provisions of the DOI's Standards for *Inventory Control and Management*.

We selected all 535 major equipment items (including computers, monitors, printers, scanners, laptops, fax machines, and televisions) listed on each Board's most current inventory records and physically determined whether they were present at each Board's office. We interviewed staff members at the Boards to obtain an understanding of the inventory procedures in use and to determine how physical assets are safeguarded. During the inventory walk-throughs, which were conducted from May 1, 2012, through May 16, 2012, we checked whether all items examined (those on the provided lists as well as other major equipment items that we noted) were properly tagged as property of the Boards and determined whether the items were included on the Boards' inventory records. We also verified whether the inventory lists included the type of equipment, serial number, agency control number, and location. Finally, we ascertained whether major equipment items purchased during the audit period were properly recorded on the Boards' inventory lists.



**City of New York
Community Board #1, Queens**

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Helen Marshall,
President, Queens
Barry Grodenchik,
Deputy Borough President
Vinicio Donato,
Chairperson
Lucille T. Hartmann,
District Manager

EXECUTIVE BOARD

Vinicio Donato
Chairperson
George L. Stamatides
First Vice Chairperson
Norma Nieves-Bias
Second Vice Chairperson
Jean Marie D'Alleva
Third Vice Chairperson
Joseph Risi, Jr.
Executive Secretary
Peter Pallos
Sergeant-at-Arms
COMMITTEES &
CHAIRPERSONS
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Rose Marie Poveromo
Capable Disabled
Daniel Aliberti
Capital/Expense
Community Development
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Consumer Affairs
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Environmental Protection
John Asselin
*Health & Social Services/
Senior*
Jean Marie D'Alleva
Housing
Mary O'Hara
Industrial/Commercial
Edward Babor
*Parks & Recreation/
Cultural Affairs*
Richard Khuzami
Public Safety
Antonio Meloni
Street Festivals
Ann Bruno
Transportation
Robert Piazza
Youth
Jose Batista
Zoning & Variance
John Carusone

June 8, 2012

Ms H. Tina Kim
Deputy Comptroller
Office of the Comptroller
Bureau of Audit
One Centre St., Rm. 1100
New York, NY 10007

Dear Ms Kim:

RE: 2012 Audit of the Financial &
Practices of Community Board 1, Q.

We are responding to the 2012 Audit of the Financial and
Operating Practices of our Board

Please find enclosed an up-dated inventory list, with serial
numbers and the location of each item of equipment. In
addition, you will find a copy of our Inventory Policy memo.

Please do not hesitate to contact our office should you have
any questions.

Thank you.

Sincerely,


Vinicio Donato

Encls.

cc: Ms Irene Lam, Office of the
Comptroller
Ms Susanne Marchetti, BPO

BOARD MEMBERS (cont.)

Rose Anne Alafogiannis
George Alexiou
Gus Antonopoulos
Juanita Brathwaite
Ann Bruno
Gerald Caliendo
Joanna D'Elia
Dolores DeCrescenzo
Mary Demakos
Demetrios K. Demetrios
Antonella DiSaverio
Dean O. Feratovic
Salvatore Gagliardo
Anthony Gigantiello
Evic Hantzopoulos
Pauline Jannelli
John C.V. Katsanos
Jerry Kril
Vincenz G. Marsanico
Frances Luhmann-McDonald
Prabir Mitra
Kevin Mullarkey
Stella Nicolaou
Gus Prentzas
Thomas Ryan
Michael Serao
Rudolfo Sarchese
Marie Tomiali
Judy Trillivas
Mannie Wilson
Ben Wood
John P. Zicdonis



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Helen Marshall,
President, Queens
Harry Orodentchik,
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Chairperson
Lucille T. Hartmann,
District Manager

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Jean Marie D'Alleva
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Joseph Risi, Jr.
Executive Secretary
Peter Pallos
Sergeant-at-Arms
COMMITTEES & CHAIRPERSONS
Airport Access
Rose Marie Poveromo
Capable Disabled
Daniel Aliberti

Capital/Expense,
Community Development
Elizabeth Erlon
Consumer Affairs
Joseph Risi Jr.
Education
Linda Pemo
Environmental Protection
Joan Asselin
Health & Social Services/
Senior
Jean Marie D'Alleva
Housing
Mary O'Hara
Industrial/Commercial
Edward Baber
Parks & Recreation/
Cultural Affairs
Richard Khuzami
Public Safety
Antonio Meloni
Street Festivals
Ann Bruno
Transportation
Robert Piazza
Youth
Jose Ballsta
Zoning & Variance
John Carusone

MEMORANDUM

TO: The File
FROM: Vincio Donato
RE: Inventory Policy
DATE: January 11, 2012

Community Board 1's Inventory Policy is that all items of value, purchased with City funds, and maintained within the office of will be listed on a regularly updated inventory list and appropriately labeled where necessary as the property of the City of New York.

Vincio Donato
Chairperson

BOARD MEMBERS (cont.)

Rose Anne Alafogiannis
George Alexiou
Gus Antonopoulos
Juanita Brathwaite
Ann Bruno
Gerald Caliendo
Joanna D'Elia
Dolores DeCrescenzo
Mary Demakos
Demetrios K. Demetrios
Antonella DiSaverio
Dean O. Feratovic
Salvatore Gagliardo
Anthony Gigantiello
Eric Hantzopoulos
Pauline Jannelli
John C.V. Katsanos
Jerry Kril
Vincent G. Muzsanico
Frances Luhmann-McDonald
Prabir Mitra
Kevin Mullurkey
Stella Nicolaou
Gus Prentzas
Thomas Ryan
Michael Serbo
Rudolfo Sarchese
Marie Tomlali
Judy Trilivas
Mannie Wilson
Ben Wood
John P. Ziedonis

*Up-dated
list.*

Community Board 1, Queens Electronics Information

- 29. IBM Wheel Writers 5 S/N 13569000626680- Conference
- 31. Leased
- 32. Leased
- 34. Fax Machine- s/n/ DA738490014 D04- Conference
- 35. 2 Scanners- 1-D.M.'s: S/N 081874
- 2-C.A's: S/N 183173
- 37. 1 HP jet 4205tn printer- C.A's S/N JPRFH15007
- 36. Dell Optiplex -D.M's JRrQ5j1
Monitor-S/N CNOUtt374822064D0602
Keyboard & Mouse
- 38. Dell Monitor- Vacant Desk- S/N JBFMJQ1
- 36. Cpu Dell optiplex 780 (listed 760) chairperson's S/N 52DFKM1
w/ Dell Monitor CN 0FH8 MW74445039A9FL
- 49. Server- Dell Monitor S/N mxoym223466344475g4feu
My Book external hard drive S/N wu2u10097196
Dell Power Surge UPS1000WS/N P/N K788N
- Linksys Router(Tlme Warner) Model WRT543V8 S/N CDFF1G378364
- SML Switchboard- Model 1016DT S/N T111800404
- Dell Printer s100CN S/N CNON66867197154DB068
- RCA Digitsl Broadban Model DCM425 S/N 00730033307046
S/N00730913403171----Server in Storage Closet
- 59. Microphones- Shure PG 58- S/N 1015070825-02, PG 58- S/N ILC2910882-01
Mic Receivers- Shure PG X4 S/N ILC2910887-02, S/N ILC2910882-02, Conference
Box Shelf

Original

1-2

Community Board 1, Queens Inventory List 2012

1. 1 Black Sofa/ three seat
2. 2 Black Sofas/ two seat ea.
3. 1 Black presswood table 30"x 30"
4. 1 Doublesided cabinet (presswood) 6' 9"x 36"
5. 1 Singlesided cabinet (presswood) 6'9" x 47.5"
6. 1 Shelf Unit (presswood) 35" x 35"
7. 1 Tall Shelf Unit (presswood) 81" x 24"
8. 5 Hlback Desk Chairs
9. 2 Side Chairs (armed)
10. 2--30"x 60"x 29" h single Pedestal Desk w/ left flush returns 20"x 42"x 29" h
11. 2 Finch Armless Stacking/ Nesting Chair - 2 x 11 Chairs(22pc)
12. 1 Desk with lateral file top and tackboard 30" x 66" x 29" h
13. 1 Flush bridge 20 "x 48" x 29" h (desk pc.)
14. 1--2 Draw locking lateral file left side
15. 1 Open Hutch Closed back 72" x 15" x 36" h (fits desk # 12)
16. 1 30" x 60" x 29" single pedestal desk
17. 1 20" x 42" x 29" h flush return (desk pc.)
18. 1 Glass pannel top accessory for reception desk
19. 7 Black File Cabinets 67" h x 42" w x 18" d
20. 2 Five shelf metal cabinets 67" x 36" x 13"
21. 4 Metal Storage Cabinets 28" x 36" x18"
22. 2 Tops for storage cabinets 95" x 18" (formica)
23. 3 Wall Cabinets 16" x 46" x 15" (formica)
24. 2 Folding tables (formica) 30" x 70" x 29" h
25. 1 Stationary Table 30" x 70" (formica)
26. 1 Coat Rack (blk. metal)
27. 1 Film Screen
28. 1 Easle
29. 1 Type writer
30. 1 Type writer stand (blk. metal)
31. 1 Pitney Bowes Stamp Machine DM400c
32. 1 Xerox Copier Workcenter 5150
33. Nortel Phone System w/ 6 telephones
34. 1 Afax/ Muratech F-525 Fax Machine
35. 2 Fujitsu Scan Snap S1500 Scanners

Inventory List

12-Mar

2 - 2

36. 3 Dell Computers-Optiplex 760 w/ key board, screen, & mouse
37. 1 HP Laser jet 4250 Printer
38. 1 Dell Computer- Core i5 w/ keyboard, screen, & mouse
39. 1 Dell 5210tn Printer
40. 2 Dell Computer- Laptops
41. 1 HP Laser jet P4015tn Printer
42. 1 Step Stool
43. 1 Swingline heavy duty stapler
44. 1 3 Hole puncher
45. 1 Swingline dial a blade (Paper Cutter)
46. 1 Electric pencil sharpener
47. 1 GBC Shread Master paper shreader
49. 1 Server- Back up drive & Screen
50. 2 Storage Shelves (press wood)- 4 shelf
51. 1 Storage Shelf (press wood) 2/3 shelf
52. 1 Metal Storage rack- 4 shelf
53. 1 rolling utility shelf (press wood)
54. 1 XSmall Metal Single chair work desk
55. 1 Storage cabinet 69"x40"x18"
56. 1 Folding table (press wood) 69"x 30"
57. 1 Metal 2 Door rolling storage cabinet
58. 1 Desk Lamp
59. 2 Hand held Microphone set ups
60. TV-(gift*)-TCL Television Chairpersons area S/N K376T204790
Model L32HDF11TA (* Gifted By Building Management)



Community Board No. 2

43-22 50th Street, 2nd Floor

Woodside, New York 11377

(718) 533-8773

Fax (718) 533-8777

Email QN02@CB.NYC.GOV

Websites www.QueensCB.org - www.CB2Queens.org

Joseph Conley

Chairman
June 20, 2012

Debra Markell Kleiner
District Manager

Ms. H. Tina Kim
Deputy Comptroller
NYC Office of the Comptroller
John C. Liu
Bureau of Audit
Municipal Building
One Centre Street, Room 1100
New York, NY 10007

RE: 2012 Audit of the Financial and Operating Practices of
Queens Community Board 2

Dear Ms. Kim:

This is in response to the 2012 Audit of the Financial and Operating Practices of Queens Community Board 2 as per the recent audit of our office

Attached please find a revised copy of Community Board 2's Office Content Report and Inventory Policy Memo. We are now in full compliance with the NYC Office of the Comptroller.

Please feel free to contact my office at if you have any questions or if you would like to set up an appointment regarding a review.

Thank you for your assistance to this matter.

Sincerely,

A handwritten signature in black ink that reads "Joseph Conley".

Joseph Conley
Chairman, Community Board 2

JC/mag
Attachment

cc: Irene Lam, Office of the Comptroller
Susanne Marchetti, Queens Borough President Office

Audit Implementation Plan



Community Board No 2

43-22 50th Street, 2nd Floor

Woodside, New York 11377

(718) 533-8773

Fax (718) 533-8777

Email: QN02@CB.NYC.GOV


Websites: www.QueensCB.org - www.CB2Queens.org

Joseph Conley
Chairman

Debra Markell Kleinert
District Manager

MEMORANDUM

To: File

FROM: Debra Markell Kleinert, District Manager, Community Board 2 

DATE: January 1, 2012

RE: Inventory Policy

Effective immediately, Community Board 2 (432) in conjunction with the Office of the Queens Borough President determined that all items up to \$1,500.00 are not considered significant value and therefore will not be required to be maintained on an itemized inventory. This policy will supersede all other policy and procedures dealing with inventory and items of substantial value.

In light of the fact that purchases of under \$1,500.00 do not require bids and are considered small purchases, the Office of the Queens Borough President determined this would be the measure for significant value for the Community Board 2 Office as well.

CB 2 will maintain a separate inventory of computer equipment including CPU's and printers which will list the serial number and user.

This office will maintain a list of all items owned by Community Board 2, the items (furniture, equipment) will no longer be tagged. Instead, items will be listed in a central inventory and once a year a picture will be taken of each location and then compared to the central inventory listing, so that it can be updated on a routine basis.

Inventory Policy 2012

May 31, 2012
COMMUNITY BOARD 2
43-22 50TH STREET, ROOM 2B
WOODSIDE, NEW YORK
718-533-8773

01- RECEPTION SITTING AREA

- 01-1 1 desk
- 01-2 1 chair
- 01-3 1 arm chair
- 01-4 1 pamphlet rack
- 01-5 1 wall clock
- 01-6 4 magazine racks
- 01-7 1 bookshelf with handouts

02- FRONT DESK

- 02-8 1 Dell monitor CN-0CC388-71618-76D-AACN
- 02-9 1 HP Printer HP Laser Jet P2015 S N CNB1116547 PE 1
- 02-10 1 Telephone

03- DESK L(J)

- 03-11 1 Dell monitor S N CN-0CC388-71618-72D-AD04
- 03-12 1 Dell hard drive S N 8NZRSC1 Optiplex 745
- 03-13 1 telephone
- 03-14 1 HP Laser Jet 1320 Printer S N CN1KY66937PF1
- 03-15 1 VSC transcription machine S N W14H-A0022741
- 03-16 1 foot pedal for transcriber
- 03-17 1 Fujitsu-Scanner S N S500#059719

08- DESK 6 (opposite chairman's desk)

- 08-50 1 typewriter Brother BEM-530 S N A18322411
- 08-51 1 Dell monitor S N CN-0G554F-64180-85D-28911
- 08-52 1 Dell hard drive S N 5BNPBD1 Optiplex 745

09- CONFERENCE ROOM

- 09-53 1 Hotpoint refrigerator S N MD730892 Model CTA 13CLR WH
- 09-54 1 Zenith television S N 921-37210828
- 09-55 1 Samsung VCR model VR5609 S N 6VBJB029381 NAA
- 09-56 2 coffee makers
- 09-57 1 GE microwave oven S N 3513585800
- 09-58 1 Proctor Silex toaster oven S N B4560 BV
- 09-59 1 Olivetti typewriter FI 2300 S N 310566
- 09-60 1 Fellowes paper shredder model SB8901 S N CRC 32289
- 09-61 1 water dispenser (Nestle Water)
- 09-62 1 telephone
- 09-63 1 electronic stapler
- 09-64 1 Fujitsu scanner s510 S N 192122
- 09-65 1 wall clock
- 09-66 1 Dell Monitor S N CN-04N736-4760634G-B9A5
- 09-67 1 Dell hard drive S N JW61 SE Optiplex 990
- 09-68 1 pencil sharpener
- 09-69 1 HP Printer 2015 dn S N CNBJE 31974
- 09-70 1 Dell monitor S N 1201161103 00020
- 09-71 1 Panasonic Tape Recorder S N WNB1 A001066R

12- DISTRICT MANAGER'S OFFICE

- 12-80 1 telephone
- 12-81 1 Dell monitor S/N CN-OUH837-48220-696-01JV
- 12-82 1 HP Laser Jet P2015dn S/N CNBJS97893
- 12-83 1 Dell hard Optiplex 755 S/N B27NQG1
- 12-84 1 fan
- 12-85 1 heater
- 12-86 1 Sony tape recorder
- 12-87 1 Sony-EC microphone S/N 3-259-889-11
- 12-88 1 Fujitsu scansnap s1500 S/N 081870
- 12-89 1 Cordless headset telephone S/N 017229115507
- 12-90 1 smart pen S/N AYE-APD-6NQ-TQ
- 12-91 1 Radioshack tape recorder S/N 03A10
- 12-92 1 Canon Powershot Camera S/N 4723501790

13- GENERAL OFFICE ITEMS

- 13-93 24 file cabinets
- 13-94 32 steel chairs
- 13-95 9 office chairs

212-525-6987

05/16/28 p.m. 06/29/2012

2/3

06/29/2012 16:59 17184503316

COMMUNITY BOARD 3

PAGE 02/04

The
City of
New York



COMMUNITY BOARD No. 3, Q.

82-11 37th Avenue, Suite 606
Jackson Heights, New York 11372
Telephone: (718) 458-2707
Fax: (718) 458-3316
www.CB3QN.NYC.GOV
COMMUNITYBOARD3@NYC.NY.GOV

Marta E. Lobron, Chairperson
GIOVANNA A. REID, District Manager

HELEN MARSHALL, Borough President
BARRY GRODENCHIK, Deputy Borough President and
Community Board Director

Stephen Kulhanek
First Vice-Chairperson
Lisa Masulom
Second Vice-Chairperson
Ann Brown
Treasurer
Edmund Rosenbaum Secretary
Grace V. Lawrence
Past Chair

Ms. Tina Kim,
Deputy Comptroller for Audit
City of New York
Office of the Comptroller John C. Liu
1 Center Street
New York, New York 10007

June 29, 2012

Re: Audit Report on Inventory Practices- FMI2-115A

Dear Ms. Kim,

Community Board 3 is in receipt the preliminary draft of your recent audit conducted on May 16, 2011 for major items that were purchased in fiscal year 2012.

The report reflects that CB#3, Queens had the following weaknesses; 6 Missing Agency Tags, 7 Incorrect Serial Numbers and 9 Items Not Included on List

To recap, at the time of the audit CB#3 had purchased only four equipment items in fiscal year 2012. The items purchased were a shedder, recorder, security camera and external hard drive. All pieces were labeled, serial and control numbers recorded on the inventory list.

The other items that were reviewed are purchases from previous years and or on the salvage list. As reported, there were four computer monitors that that did not have labels. These items were purchased in 1997 which are slated for salvage; the labels may have come off due to wear and tear. . The remaining items that were not labeled nor included in the inventory report are donations. In regard to the items that had incorrect serial numbers, the information has been corrected. It is important to note that all of the equipment that our office has purchased is accounted for.

217-525-6987

05/16/2012 16:51 p.m. 06-29-2012 3/3

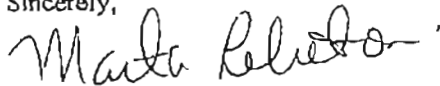
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COMMUNITY BOARD 3

PAGE 03/04

We have taken note of your findings and have made the necessary corrections. We however are very concerned about the conclusions that were drawn from the audit; suggesting that a missing label equates to "potential loss, misappropriation or theft". We respectfully ask that your office reconsider the language that is used in describing your findings; anyone making a cursory review of the report may arrive at an incorrect conclusion. Thank you in advance for your cooperation.

Sincerely,



Marta Lebreton
Chairperson
Community Board#3



COMMUNITY BOARD # 4Q

Serving: Corona, Corona Heights, Elmhurst and Newtown
46-11 104th Street
Corona, New York 11368-2882
Telephone: 718-760-3141 Fax: 718-760-5971
Email: cb4q@nyc.rr.com

Helen Marshall
Borough President

Louis Walker
Chairperson

Barry Grodenchik
Deputy Borough President
Director of Community Boards

June 20th, 2012

Ms. H Tina Kim-Deputy Comptroller
Municipal Building
One Centre Street, Room 1100
New York, NY 10007-2341

**Re: Audit Report on the Inventory Practices
Over Major Office Equipment at the 14
Queens Community Boards
FM12-115A**

Dear Ms. Kim:

We are writing you to request a few clarifications on the Draft of the Financial Audit dated May 31, 2012.

Community Board 4 is satisfied with the report with the exception of the following two items. If any of the below referenced issues are a misunderstanding on our part, please feel free to clarify.

- Page 4
The inventory lists at 3 Boards listed 23 items with duplicate control numbers. (Boards #1, #4, and #14)
The item in question (Control # 121) is in fact a system exact description is "SAMSON Wireless Stage 55 True Diversity Wireless System") which contains numerous items in one box. Numbering each item in this box would entail individualizing replacement antennae, a power supply, a microphone and a receiver.
Note: A second similar system is also owned by this office (Control # 120- Fender 15 Educ Passport p150 P.A. system). This system was however not cited.
- Bottom of page 4
However Boards #4, #5, and #14 did not maintain formal records documenting the disposal of three items -
The corresponding table on page 5 does in fact have a column for Items Incorrectly Disposed of or Not Available for Inspection. We would like this clarified in the statement as well. The item was not improperly disposed of.
Our relinquishment folder containing a thorough list of disposed of items was not requested, but was voluntarily provided for inspection. It was never looked at.

We would be grateful if these changes would be implemented in the final report.

Louis Walker
Chairperson
Queens Community Board 4

Cc: Suzanne Marchetti QBPO
Irene Lam, NYC Comptroller's Office



Community Board No. 5

Borough of Queens
Ridgewood, Maspeth, Middle Village and Glendale
61-23 Myrtle Avenue • Glendale, NY 11385
(718) 366-1834
Fax (718) 417-5799
E-mail: qnscb5@nyc.rr.com



Vincent Arcuri, Jr.
Chairperson June 27, 2012

Gary Giordano
District Manager

Tina Kim
The City of New York
Office of the Comptroller
Bureau of Audit Municipal Building
One Centre Street, Room 1100
New York, New York 10007-2341

Re: Draft Audit Report on the Inventory
Practices Over Major Office Equipment at the 14
Queens Community Boards, FM12-115A

Dear Ms. Kim:

Below is our response to the Audit Report on the Inventory Practices over Major Office Equipment at the 14 Queens Community Boards. Your Draft Audit Report did not reflect our comments on your preliminary Audit Report nor reflect comments made at the meeting at Boro Hall on May 22, 2012.

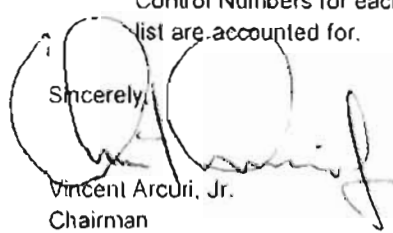
Our comments are:

- 1) We have not placed any relinquished equipment in the trash, as stated. In the past, old, relinquished major equipment such as photo copy machines, were picked up by DOS for recycling
- 2) The opening statements on page 4 of the report are misleading with regard to Community Board 5, Queens. The "Summary of Weaknesses", on page 5, shows that we are missing only two tags. The item not available for inspection was a Linksys 8-Port Workgroup Switch, which was purchased for \$37.05. This non-major equipment item was broken and our IT consultant discarded it after he determined it was not fixable (see attached letter).
- 3) The reference to "Agency Tag Missing Control Number" should be counted as a single weakness, not 38 separate items.

We thank you and your staff for pointing out such weaknesses, as indicated, and I assure you that this agency will make every effort to become fully compliant by:

- 1) Adhering to procedures set forth in in the DMS OSA Agency User Guide.
- 2) Ensuring that tags affixed to all office equipment will include sequential internal control numbers.
- 3) Continue to maintain complete and accurate records of all equipment, including separate Agency Control Numbers for each item listed on the inventory documents and that all items on the inventory list are accounted for.

Sincerely,


Vincent Arcuri, Jr.
Chairman



DESKTOP FRIENDLY

39-37 27 Street L.L.C., NY 11101
Tel. (718) 472-3253 / Fax: (718) 482-7881

Community Board 5, Queens
61-28 Myrtle Ave.
Glendale, NY 11385
Vendor Code: 0001609520

June 8, 2012

Subject: Broken Linkys 8 port switch

Dear Laura:

Our log records show:

- 1) That the Linksys 8 port switch was purchased 6/6/2008.
- 2) In December 2012 one of the Board Members donated a 16 port switch that replaced the suspected broken Linkys 8 port switch.
- 3) On March 23, 2012 we confirmed that the Linksys 4 port router was also broken and needed to be replaced.
- 4) We also took the Linksys 8 port switch back to our office for further diagnosis and discovered that several of the ports were not working properly and therefore the unit was discarded.

Sincerely,

John Whyms



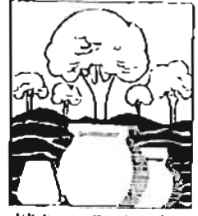
Community Board 6, Queens

104-01 Metropolitan Avenue ♦ Forest Hills, N.Y. 11375-4136

Tel.: (718) 263-9250 ♦ Fax: (718) 263-2211

E mail: cb6q@nyc.rr.com

www.queenscb6.org



Whitepl Settled 1653

June 12, 2012

Helen M. Marshall
Queens Borough President

Joseph C. Hennessy
Chairman

Frank P. Gulluseic
District Manager

Gail M. Gordon
1st Vice Chairman

Steven Goldberg
2nd Vice Chairman

Elizabeth Andersen
Vice Chairman - Secretary

Todd Reisman
Vice Chairman - Finance

Norman Jepper, P.E.
Vice Chairman - Land Use

Lynn C. Schudman
Vice Chairman - Recreations

Ms. Tina Kim
Deputy Comptroller
Bureau of Audit - New York City Office of the Comptroller
1 Centre Street – Room 1100
New York, NY 10007-2341

Dear Ms. Kim:

I hope this letter finds you well. I am in receipt of your May 31, 2012 letter and copy of the DRAFT REPORT on Inventory Practices Over Major Office Equipment for Community Boards.

Please be advised that the Community Board is a small agency with a staff of no more than 4 individuals. The office is only about 1200 square feet, which is divided into three (3) sections, the main office, the conference room and the District Manager's office. The entrance to the office is controlled by a secure buzzer system and all parts of the office are visible from all areas.

With respect to the issues that were found with physical inventory: the one (1) item that was missing an agency tag, has now been corrected by placing an agency tag and control number on it. The inventory list has been updated to include all locations of all items. In addition, the list has been updated to reflect the correct serial # for the three (3) items that were incorrect on the day of the inspection.


At the time of the Audit, the District Manager's laptop computer was not on-site for inspection. The laptop is used to conduct Community Board business outside the office. Unfortunately, the laptop was left at the District Manager's vacation home in error. Upon his return to his vacation home, the week of July 2, 2012, he will photograph the laptop and serial # for your review. The laptop will be returned to the office the week of July 23, 2012.

Moving forward, all items that are removed from the office for Community Board business purposes will be signed out of a log. I will review this log on a regular basis.

Please see attached our current inventory list with all necessary corrections.

Thank you for your cooperation and attention to this matter.

Sincerely,


Joseph C. Hennessy
Chair

Cc: Queens Borough President Helen Marshall
Barry Grodenchik, Director of Community Boards
Carol Ricci, Queens Borough President's Office
Susanne Marchetti, Queens Borough President's Office
Christine Ward – McKee, Queens Borough President's Office
Mr. Lawrence Welgrin, Audit Manager

Queens Community Board 6 - Electronic Equipment Inventory (Pg.3) – Revised June 1, 2012

060	Oscillating fan	84005553
061-066	Radios – C.E.R.T. Vertex Standard	
061	Model VX-824-G7-5 - Serial 7E270938-retained by CERT member	
062	Model VX-824-G7-5 - Serial 7E270939-retained by CERT member	
063	Model VX-824-G7-5 - Serial 7E270940	
064	Model VX-824-G7-5 - Serial 5L040361	
065	Model VX-824-G7-5 - Serial 5L040362	
066	Model VX-824-G7-5 - Serial 5L040365-retained by CERT member	
071	iPad	DMPHN24DDNQR

Conference Room

031	NEC Phone	8H05897686
040	White refrigerator BOOD64AP Avanti	060200955
041	Avanti Microwave	070806490
042	Capresso Coffee Maker	E60211398E
059	Oscillating fan	84008414

Basement

021	Gateway Monitor	ME55890C03763
022	Gateway Keyboard	5H05105027B
023	Gateway E Series Tower	0036038447
051	AT&T Cordless phone	HF502021725
052	Letter folding machine	SNA40567
053	Sharp Video Camcorder	711514921
057	Speaker system SP691	CSPK100174
067	Memorex Radio	075300701303

*****As of June 1, 2012 the next available Internal # for electronic items is 072*****

Queens Community Board 6 - Electronic Equipment Inventory (Pg.2) -- Revised June 1, 2012

015	Dell Tower Optiplex	1XYN9G1
025	Swintec 7000 Typewriter	6730096
030	NEC Phone	BH05897645
033	Electric pencil sharpener M#KP110	829B
048	Cisco Adapter	JVLOOL304418
063	Western Digital External Drive	WXE08PM2343

Main Office/Supply Closets

037	3M Office air cleaner	D0100199
039	Dirt Devil vacuum	3173837
058	Oscillating fan	3186416
054	Sony Voice Recorder	S01-6029004-7
055	Cordless PA system Apollo #PA5000	97060722
068	Epson Screen Projector	PYWF1Y0551L
070	iPad	DMPHN1XEDNQR

District Manager's Office

017	Dell Monitor	CN-0DW711-71623-9CF-0692
018	Dell Keyboard	CN-0N242F-73571-07I-030I-A01
019	Dell Tower Optiplex	6B48PL1
020	Dell Printer	CNOM9228487345BEFU11
032	NEC Phone	BH05897646
034	Fellowes paper shredder M#PS-79CI	CRC32279
038	3M Office air cleaner	E0500145
043	Lenovo ThinkPad Lap Top	8744C9U
044	Linksys Router	10B10C17115935
049	Sharp TV/VCR 27"	317421
050	Sony Cybershot Camera	537637
056	PA system in a case Model 007HT	(Cannot locate serial #)

Community Board 6 - Electronic Inventory – Revised June 1, 2013**Desk 1**

001	Dell Monitor	CNOMC0406418061j2nel
002	Dell Keyboard	CNOW7658371725bmofm5
003	Dell Tower Optiplex	340NN91
004	Dell Printer	CNOM9228487345BEFUHS
027	NEC Phone	BH05897615
045	Cisco Adapter	JVLOOKC14697

Desk 2

005	Dell Monitor	CN-0MC040-64180-61J-2N4L
006	Dell Keyboard	CNOJ46287161665IOICQ
007	Dell Tower Optiplex	540NN91
008	Dell Printer	CN0GH201-48734-6BB-9955
024	IBM Wheelwriter 1000 Typewriter	11TPY32
028	NEC Phone	BH05897612
026	Panasonic Tape Recorder	GY4GB50631
035	Fellowes paper shredder M#MS-470Ci	CRC38440
046	Cisco Adapter	JVLOOL304386

Desk 3

009	Dell Monitor	CNOMC0406418064S35AK
010	Dell Logitech Keyboard	K120 M-N Y-U0009
011	Dell Tower	32JT5B1
012	HP Office Jet Printer6500A	CN17F32093
029	NEC Phone	BH05897610
036	Fellowes paper shredder M#S8-80	CRC32190
047	Cisco Adapter	JVLOOKC28621

Desk 4

013	Dell Monitor	CN-0FP816-74261-83S-4Y5L
014	Dell Keyboard	CN-0DJ331-71616-831-08LS



Community Board 7

Borough of Queens
Bay Terrace, College Point, Beechhurst, Flushing,
Malba, Queensborough Hill, Whitestone and Willets Point

133-32 41st ROAD • 3rd FLOOR • FLUSHING, NY 11355
(718) 359-2800
Fax: (718) 463-3891
email: qn07@cb.nyc.gov

Helen Marshall
Borough President

Barry Grodenchik
Deputy Borough President/Community Boards

Eugene T. Kelly, Jr.
Chairperson

Marilyn Bitterman
District Manager

June 22, 2012

Mr. Larry Welgrin
Audit Manager
New York City Comptroller's Office
One Centre Street - Room 1100
New York, N.Y. 10007

RE: Draft Report - Audit on Inventory Practices

Dear Mr. Welgrin:

Our office is in receipt of the Audit on Inventory Practices, as well as the implementation plan.

I have reviewed the information as it pertains to Community Board #7, and based upon the items that your agency addressed, we have made the necessary corrections.

However, even though all of the boards strongly objected, on page 4, last paragraph, I am still not happy to see the wording, "there is a potential risk of loss, misappropriation, or theft". We are a small office, with a small staff, not a Capital agency. Again, I must reiterate, that wording needs to be deleted.

Sincerely,

Eugene T. Kelly, Jr.,
Chairperson

c.c. Comptroller John Liu
Susanne Marchetti - office of the Borough President

Borough President, Helen Marshall



Chairman, Alvin Warshaviak

The City of New York
Borough of Queens

Community Board 8

197-15 Hillside Avenue

Hollis, NY 11423-2126

Tel: (718) 264-7895

Fax: (718) 264-7910

E-mail: qb08@cb.nyc.gov

Website: www.queenscb8.org



District Manager, Marie Adam-Ovide

June 26, 2012

Tina Kim, Deputy Comptroller
Office of the Comptroller – Bureau of Audit
Municipal Building
One Center Street, Room 1100
New York, NY 10007

Dear Ms. Kim:

This is in response to the draft report received on June 19, 2012. We were cited for missing agency tags and lack of sequential numbers.

Here is a list of steps that have been taken to address the issues raised by the report:

- When District Manager Marie Adam-Ovide was appointed five years ago, any item that was purchased would be added to the running inventory list from the previous administration. Upon receipt of your report, we did a walk through and re-examined all items in the office. Sequential numbers have been assigned to each item (see *attached spreadsheets 1 & 2*).
- Barbara McKeon was the only person in charge of tagging the items upon receipt. It appears that when items were delivered in her absence that they were not tagged. Ms. Adam-Ovide has instituted new guidelines to ensure accuracy. Under the new guidelines, anyone receiving an item to be inventoried will log it on the "Items for Inventory FY 11" form (see *attachment 3*). In addition, another employee must witness that the item was indeed tagged with the Agency name and sequential number. As a preventive measure, a form has been created for checking out items, such as cameras for site visits, and laptop for out of the office use (see *attachment 4*).
- Lastly, in the second week of July and the second week of January, the District Manager will conduct a walk through to ensure that the inventory list is accurate.

After taking the above steps, I am certain that the Community Board will always be in compliance with the directives.

Sincerely,

Alvin Warshaviak ^{BM}

Alvin Warshaviak, Chair
AW:mao

OFFICE INVENTORY of ELECTRONICS/SMALL APPLIANCE

Control#	Item Description	Model#	Serial #	Location	Date
E -001	Aiphone Intercom System	C-ML		Entrance Way	6/7/2012
E -002	IBM Selectric 3	670 X	5313996 (6279411)	Main Office	6/7/2012
E -003	Ricoh	Priport JP1235 Multicopy	F2651050095	Main Office	6/7/2012
E -004	Toshiba (New Machine)	E-Studio 850 Digital Copier	CYC715472	Main Office	6/7/2012
E -005	Pitney Bowes Pstge Mach. (Lease)	P7L1	4191830	Main Office	6/7/2012
E -006	Telephone	AVAYA		Vacant Desk	6/7/2012
E -007	Sony Radio AM/FM	ICF-CS5650		Main Office	6/7/2012
E -008	MBM Shredder (Ideal)	Cross/Cut 4002	2806253	Main Office	6/7/2012
E -009	Panafax	UF560	1971200224	Main Office	6/7/2012
E -010	Office Air Cleaner	OAC 150/250	G0400101	Main Office	6/7/2012
E -011	Braun Coffee Machine			Kitchen	6/7/2012
E -012	Krups Electric Kettle		AC16D1712AM	Kitchen	6/7/2012
E -013	Keurig 1 Cup Coffee Machine			Kitchen	6/7/2012
E -014	Floor Heater	Duraflame DFH-IH-9-T	S0009627	Kitchen	6/7/2012
E -015	Floor Heater	Duraflame DFH-IH-9-T	S0009614	Kitchen	6/7/2012
E -016	Dell PC	Optiplex 330 Minitower	CZF42G1	Vacant Desk	6/7/2012
E -017	Dell Keyboard	USB L100	CNOR46597357182J02CD	Vacant Desk	6/7/2012
E -018	Dell Monitor	Ultra Sharp 1908FP	CN-ODY840-742618322F4S	Vacant Desk	6/7/2012
E -019	Color Printer	Xerox Phaser 8560	FBT179262	Vacant Desk	6/7/2012
E -020	HP Scanner	Scanjet Professional 3000	CN14SA5131	Vacant Desk	6/7/2012

OFFICE INVENTORY of ELECTRONICS/SMALL APPLIANCE

Control#	Item Description	Model#	Serial #	Location	Date
E -021	Dell PC Processor	Optiplex 960	7JSMFQ1	Jennifer's Desk	6/7/2012
E -022	Dell 20-inch E Series Monitor	EZ011H	CN OH5J5G7444511VC3XL	Jennifer's Desk	6/7/2012
E -023	Dell Quiet Key Board		CN-OT347F-71616-133-OFVX-A01	Jennifer's Desk	6/7/2012
E -024	HP Laser Jet Printer	P2015	CNB1S73171	Jennifer's Desk	6/7/2012
E -025	Dell PC Processor	Optiplex 960	7JSLFQ1	Barbara's Desk	6/7/2012
E -026	HP Laser Jet Printer	P2015DN	CNBJP72935	Barbara's Desk	6/7/2012
E -027	Dell Quiet Key Board		CN-OT347F-71616-133-OE28-A01	Barbara's Desk	6/7/2012
E -028	Dell 20 Inch E Series Monitor	EZ011H	CN OH5J5G7444511VBZRL	Barbara's Desk	6/7/2012
E -029	Dell PC Processor	Optiplex 960	7JTKFQ1	Marie's Desk	6/7/2012
E -030	Dell Quiet Key Board		CN-OT347F-71616-133-OHA5-A01	Marie's Desk	6/7/2012
E -031	Dell 20-inch E Series Monitor	EZ011H	CN-0H5J5G-74445-11V-BZYL	Marie's Desk	6/7/2012
E -032	HP Laser Jet Printer	P2015	CNBIN61882	Marie's Desk	6/7/2012
E -033	Sony Micro Hi-Fi (radio)	CMT-CP11	8347614	Main Office	6/7/2012
E -034	HP Scanner	3970	CN47UB34ZT	Marie's Desk	6/7/2012
E -035	HP Photo Smarter Printer	8450	CN4AQ210HJ	Marie's Desk	6/7/2012
E -036	Panasonic Digital Camera	Powershot SX10US DMC-FX7PP-S	ER5AD001834	Marie's Desk	6/7/2012
E -037	Canon Digital Camera	PC1304	8628612249	Marie's Desk	6/7/2012
E -038	Polaroid Spectra	Polaroid Camera	CZJ KEGEG2VHBD	Marie's Desk	6/7/2012
E -039	APC Power Surge	XS1500	S/N 8B0746R27223	Marie's Desk	6/7/2012
E -040	Western Digital External Hard Drive		S/N WXE 408L39035	Marie's Desk	6/7/2012

OFFICE INVENTORY of ELECTRONICS/SMALL APPLIANCE

Control#	Item Description	Model#	Serial #	Location	Date
E -041	Western Digital External Hard Drive		S/N WXE 408AU2313	Marie's Desk	6/7/2012
E -042	Sony Digital Video Camcorder	DCR-SR85	1158984	Marie's Desk	6/7/2012
E -043	Dell PC Processor	Optiplex 960	7JTLFQ1	Jamise's Desk	6/7/2012
E -044	Dell E Series 20-inch Monitor	E2011H	CN-OH5J5G-74445-11V-C3TL	Jamise's Desk	6/7/2012
E -045	Dell Quiet Key Board		CN-OT347F-71616-133-OEZR-A01	Jamise's Desk	6/7/2012
E -046	HP Laser Jet Printer	P2035	CNB9G48441	Jamise's Desk	6/7/2012
E -047	Dell PC Processor	Precision 390	425V4D1	Conference Room	6/7/2012
E -048	Dell Key Board	L100	CNORH6597357174B03P6	Conference Room	6/7/2012
E -049	Dell Monitor	20" Dell	MXOHF73046634-76L4G8L	Conference Room	6/7/2012
E -050	Brother Printer	HL-7050	U60338L2J114688	Conference Room	6/7/2012
E -051	Television	Sharp LC20SH7U	SN: 805996418	Conference Room	6/7/2012
E -052	Video Cassette/DVD/CD Player	Emerson - MP3 (Model#EWD2003	Serial # U38403620	Conference Room	6/7/2012
E -053	D Link Router	Model DIR655	S/N F35F392000793	Conference Room	6/7/2012
E -054	Panasonic Video Monitor/Camera	WV-BM990	DEV00687	Conference Room	6/7/2012
E -055	GM Office Air Cleaners	OAC 150/250	G0400103	Conference Room	6/7/2012
E -056	Dell Projector	1800MP	18AAB11091 FP6A0114/0200/0119 C/N OMJ817500816BA0873	Conference Room	6/7/2012

OFFICE INVENTORY of ELECTRONICS/SMALL APPLIANCE

Control#	Item Description	Model#	Serial #	Location	Date
E -057	Power Surge	Cyber Power	S/N CPC8V2003079	Conference Room	6/7/2012
E -058	Large coffee urn			Hallway Closet	6/7/2012
E -059	Large coffee urn			Hallway Closet	6/7/2012
E -060	GE Water Dispenser	GXCF05D	AT501699M	Hall	6/7/2012
E -061	Phillips Medical System Defibrillator	989803146771	A07A-013377	Hall	6/7/2012
E -062	Dell Laptop Computer	Latitude D620	Product Key: WT622-6RMHM GRFX-83HJT-GXJ9B	Hallway Closet	6/7/2012
E -063	Folding Machine (1)	Martin Yale-1501X	057363	Back Room Table	6/7/2012
E -064	Folding Machine (2)	Martin Yale-1501X	86797		6/7/2012
E -065	King Tripod Projector Slide	P-SCR	0717068241961	Back Room	6/7/2012
E -066	COBY Digital MP3 Player	MPCD475	1226000410	Conference Room	6/7/2012
E -067	Laminating Machine	Heatseal H312	TJ23192H	Back Room Table	6/7/2012
E -068	Eureka Smartvac	4870MZ	UU110905001749	Storage Room	6/7/2012
E -069	Telephone	AVAYA	07012349407	Closet	6/7/2012
E -070	Telephone	AVAYA	07012349408	Jamisse's Desk	6/7/2012
E -071	Telephone	AVAYA	07012348605	Jennifer's Desk	6/7/2012
E -072	Telephone	AVAYA	07012347298	Barbara's Desk	6/7/2012
E -073	Telephone	AVAYA	07012347658	Marie's Office	6/7/2012
				Conference Room	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 001	Folding table for health fair		Kitchen	6/7/2012
F - 002	Folding table for health fair		Kitchen	6/7/2012
F - 003	Folding table for health fair		Kitchen	6/7/2012
F - 004	Folding table for health fair		Kitchen	6/7/2012
F - 005	Folding table for health fair		Kitchen	6/7/2012
F - 006	Folding table for health fair		Kitchen	6/7/2012
F - 007	Folding table for health fair		Kitchen	6/7/2012
F - 008	Folding table for health fair		Kitchen	6/7/2012
F - 009	Folding table for health fair		Kitchen	6/7/2012
F - 010	Folding table for health fair		Kitchen	6/7/2012
F - 011	Folding table for health fair		Kitchen	6/7/2012
F - 012	Folding table for health fair		Kitchen	6/7/2012
F - 013	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 014	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 015	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 016	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 017	Green canopy tent	Element - 18 x 10	Back room	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 018	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 019	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 020	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 021	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 022	Green canopy tent	Element - 18 x 10	Back room	6/7/2012
F - 023	Desk #1		Jamie's area	6/7/2012
F - 024	Desk #2		Jennifer's area	6/7/2012
F - 025	Desk #3		Barbara's area	6/7/2012
F - 026	Desk #4		Vacant Desk	6/7/2012
F - 027	Computer desk		Jamie's area	6/7/2012
F - 028	Computer desk		Jennifer's area	6/7/2012
F - 029	Typing desk		Front Office	6/7/2012
F - 030	Supply cabinet		Front Office	6/7/2012
F - 031	Supply cabinet		Front Office	6/7/2012
F - 032	Three door file cabinet		Front Office	6/7/2012
F - 033	Three door file cabinet		Front Office	6/7/2012
F - 034	Portable file holders		Front Office	6/7/2012
F - 035	Portable file holders		Front Office	6/7/2012
F - 036	Portable file holders		Front Office	6/7/2012
F - 037	Chair #1		Front Office	6/7/2012
F - 038	Chair #2		Front Office	6/7/2012
F - 039	Chair #3		Front Office	6/7/2012
F - 040	Chair #4		Front Office	6/7/2012
F - 041	Chair #5		Front Office	6/7/2012
F - 042	Chair #6		Front Office	6/7/2012
F - 043	Chair #7		Front Office	6/7/2012
F - 044	Two drawer file cabinet		Front Office	6/7/2012
F - 045	Two drawer file cabinet		Front Office	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 046	Two drawer file cabinet		Front Office	6/7/2012
F - 047	Paper sorter cabinet/Table for fax machine		Front Office	6/7/2012
F - 048	Four drawer lateral file cabinet		Hallway	6/7/2012
F - 049	Three shelf open cabinet		Hallway	6/7/2012
F - 050	Three shelf open cabinet		Hallway	6/7/2012
F - 051	Coat hanger stand		Hallway	6/7/2012
F - 052	Cabinet		Hallway closet	6/7/2012
F - 053	Couch		Hallway	6/7/2012
F - 054	Chair (matching couch)		Hallway	6/7/2012
F - 055	rolling end table		Hallway	6/7/2012
F - 056	Folding chairs		Hallway Closet	6/7/2012
F - 057	Folding chairs		Hallway Closet	6/7/2012
F - 058	Folding chairs		Hallway Closet	6/7/2012
F - 059	Folding chairs		Hallway Closet	6/7/2012
F - 060	Folding chairs		Hallway Closet	6/7/2012
F - 061	Folding chairs		Hallway Closet	6/7/2012
F - 062	Folding chairs		Hallway Closet	6/7/2012
F - 063	Folding chairs		Hallway Closet	6/7/2012
F - 064	Folding chairs		Hallway Closet	6/7/2012
F - 065	Folding chairs		Hallway Closet	6/7/2012
F - 066	Folding chairs		Hallway Closet	6/7/2012
F - 067	Folding chairs		Hallway Closet	6/7/2012
F - 068	Folding chairs		Hallway Closet	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 069	Folding chairs		Hallway Closet	6/7/2012
F - 070	Folding chairs		Hallway Closet	6/7/2012
F - 071	Folding chairs		Hallway Closet	6/7/2012
F - 072	Folding chairs		Hallway Closet	6/7/2012
F - 073	Folding chairs		Hallway Closet	6/7/2012
F - 074	Folding chairs		Hallway Closet	6/7/2012
F - 075	Folding chairs		Hallway Closet	6/7/2012
F - 076	Folding chairs		Hallway Closet	6/7/2012
F - 077	Folding chairs		Hallway Closet	6/7/2012
F - 078	Folding chairs		Hallway Closet	6/7/2012
F - 079	Folding chairs		Hallway Closet	6/7/2012
F - 080	Folding chairs		Hallway Closet	6/7/2012
F - 081	Folding chairs		Hallway Closet	6/7/2012
F - 082	Folding chairs		Hallway Closet	6/7/2012
F - 083	Folding chairs		Hallway Closet	6/7/2012
F - 084	Rectangular office desk		District Manager's Office	6/7/2012
F - 085	Computer desk		District Manager's Office	6/7/2012
F - 086	Black bookcase		District Manager's Office	6/7/2012
F - 087	Chair		District Manager's Office	6/7/2012
F - 088	Chair		District Manager's Office	6/7/2012
F - 089	Chair		District Manager's Office	6/7/2012
F - 090	Portable file holder		District Manager's Office	6/7/2012
F - 091	Lateral file cabinet		District Manager's Office	6/7/2012
F - 092	Large conference table		Conference Room	6/7/2012
F - 093	Large conference table		Conference Room	6/7/2012
F - 094	Computer desk		Conference Room	6/7/2012
F - 095	Two drawer file cabinet		Conference Room	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 096	Two drawer file cabinet		Conference Room	6/7/2012
F - 097	Chair		Conference Room	6/7/2012
F - 098	Chair		Conference Room	6/7/2012
F - 099	Chair		Conference Room	6/7/2012
F - 100	Chair		Conference Room	6/7/2012
F - 101	Chair		Conference Room	6/7/2012
F - 102	Chair		Conference Room	6/7/2012
F - 103	Chair		Conference Room	6/7/2012
F - 104	Chair		Conference Room	6/7/2012
F - 105	Chair		Conference Room	6/7/2012
F - 106	Chair		Conference Room	6/7/2012
F - 107	Chair		Conference Room	6/7/2012
F - 108	Chair		Conference Room	6/7/2012
F - 109	Chair		Conference Room	6/7/2012
F - 110	Chair		Conference Room	6/7/2012
F - 111	Chair		Conference Room	6/7/2012
F - 112	Couch		Conference Room	6/7/2012
F - 113	TV entertainment center		Conference Room	6/7/2012
F - 114	Easel		Conference Room	6/7/2012
F - 115	Bookshelf		Conference Room	6/7/2012
F - 116	Clock		Conference Room	6/7/2012
F - 117	Clock		Main Office	6/7/2012
F - 118	Mobil print stand w/brackets		Hallway	6/7/2012
F - 119	Four-drawer file cabinet		Rear-File Room	6/7/2012
F - 120	Four-drawer file cabinet		Rear-File Room	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 121	Four-drawer file cabinet		Rear-File Room	6/7/2012
F - 122	Four-drawer file cabinet		Rear-File Room	6/7/2012
F - 123	Four-drawer file cabinet		Rear-File Room	6/7/2012
F - 124	Four-drawer file cabinet		Rear-File Room	6/7/2012
F - 125	Five-drawer file cabinet		Rear-File Room	6/7/2012
F - 126	Five-drawer file cabinet		Rear-File Room	6/7/2012
F - 127	Sliding door-cabinet		Rear-File Room	6/7/2012
F - 128	Sliding door-cabinet		Rear-File Room	6/7/2012
F - 129	Small table		Rear-File Room	6/7/2012
F - 130	Garbage receptacle		Rear-File Room	6/7/2012
F - 131	Garbage receptacle		Rear-File Room	6/7/2012
F - 132	Five-shelve storage Shelves		Rear-File Room	6/7/2012
F - 133	Five-shelve storage shelves		Rear-File Room	6/7/2012
F - 134	Table		Kitchen	6/7/2012
F - 135	Vacuum cleaner		Rear (cleaning) Closet	6/7/2012
F - 136	3-shelf open file cabinet		Rear (cleaning) Closet	6/7/2012
F - 137	Tool bag		Rear (cleaning) Closet	6/7/2012
F - 138	Fire-proof commercial safe		Rear (cleaning) Closet	6/7/2012
F - 139	Chair		Conference Room	6/7/2012
F - 140	Chair		Conference Room	6/7/2012

OFFICE INVENTORY of FURNITURE

Control#	Item Description	Model#	Location	Date
F - 141	Small folding table		Conference Room	6/7/2012
F - 142	Highback chair		Conference Room	6/7/2012
F - 143	Folding chair		Rear (cleaning) Closet	6/7/2012
F - 144	Mobile Print Stand with Brackets		Back Room	6/7/2012

City of New York



COMMUNITY BOARD NO.9

Queens Borough Hall
120-55 Queens Boulevard, Room 310-A
Kew Gardens, NY 11424

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Email communitybd9@nyc.rr.com
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Andrea Crawford, Chairperson * Mary Ann Carey, District Manager * Helen Marshall, Borough President

June 18, 2012

Mrs. H. Tina Kim
Deputy Comptroller
NYC Comptrollers Office
Bureau of Audit
1 Centre Street, Rm. 1100
New York, NY 10007

**RE: Audit Report on the Inventory Practices Over Major Office Equipment
at the 14 Queens Community Boards FM12-115A.**

Dear Mrs. Kim:

The following is a progress report in regard to the issues of noncompliance with the Audit conducted in May 2012:

- Ten items were missing Agency Tag and we have tagged said items and will ensure they are added to our inventory list.
- Three Incorrect Serial numbers were noted and they will be corrected on our inventory list. In addition we were sited for not listing 15 items. Six of these items were under \$300 and therefore are not listed on our inventory list. We have since learned that all items must be maintained on an inventory list and we will ensure that these and all future items be maintained on our inventory list.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Crawford".

Andrea Crawford
Chairperson

C:\visadocs\Audit Report 2012.doc



ELIZABETH BRATON
Chairperson

COMMUNITY BOARD 10

CITY OF NEW YORK ♦ BOROUGHS OF QUEENS
115-01 LEFFERTS BOULEVARD
SOUTH OZONE PARK, N.Y. 11420
TEL: (718) 843-4488
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KARYN PETERSEN
District Manager

June 21, 2012

Hon. H. Tina Kim, Deputy Comptroller
Bureau of Audit
City of New York
Office of the Comptroller
One Centre Street, Room 1100
New York, N.Y. 10007-2341

Re: Preliminary Draft - Audit Report FM12-115A

Dear Deputy Comptroller Kim:

In contrast to many other agencies that have large staffs and numerous offices often in different locations from one another, Community Board 10 is a small agency comprised of 4 staff members occupying a single office space. The Chairperson (the agency head) is a volunteer performing pro bono service to the city as are all Community Board agency heads. Also in contrast to many other agencies, Community Boards do not have staff whose function is limited to inventory control and related tasks. Our staffs are engaged daily in a myriad of tasks all related to the service delivery, budget, and land use issues of concern to the residents we serve.

Our office space is essentially a conference room, an open plan desk area/public area, and an alcove used for storage and where a refrigerator/coffee station is located. In contrast to large agencies, our inventories are relatively small and most items are clearly visible and easily located from wherever one is in the office space.

All of the items on our inventory list are clearly marked with agency tags. We were cited in the Draft Audit Report for 48 agency tags lacking control numbers. That issue has been addressed.

We were also cited for 1 item (a refrigerator) not having its serial number listed. That, too, has been addressed.

While we fully agree that there must be standards for proper inventory control and management we believe the two lapses we were cited for do not justify, within the context of the size and type of agency we are as described above, a conclusion that there is a "potential risk of loss, misappropriation, or theft" due to how we maintain our inventory records and safeguard the city's property in our office.

Very truly yours,

Elizabeth Braton
Chairperson
EB:mat

c: Hon. Helen M. Marshall, Queens Borough President
Carol Ricci, Director of Administration, QBPO
Susanne Marchetti, QBPO
Christine Ward-McKee, Fiscal Officer, QBPO



The City of New York

Queens Community Board 11

Serving the Communities of Auburndale, Bayside, Douglaston, Hollis Hills
Little Neck and Oakland Gardens

Jerry Iannece Chairperson / **Susan Seinfeld** District Manager

June 20, 2012

Tina Kim
Deputy Comptroller for Audit
Office of the Comptroller
One Centre Street
New York, NY 10007

RE: Audit Report on the Inventory Practices over Major Office Equipment at the 14
Queens Community Boards

Dear Ms. Kim:

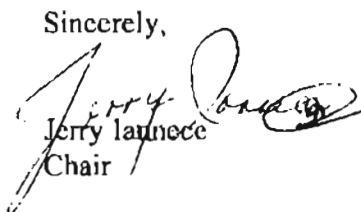
We are responding to the Draft Report on Inventory Practices on behalf of Community Board 11. We appreciate that CB 11 was cited in the Findings and Recommendations as being one of two Boards with relatively few equipment inventory list control weaknesses. The staff shows their organizational skills and diligence, on a continuous basis, to ensure that our inventory list is up to date.


CB 11 was cited in Table III for having incorrect or missing serial numbers on a few items, one missing or incorrect location and one item missing from the list. We want to note that the missing item was marked with a control number but was missing from the list and immediately added to the list. We were also missing six serial numbers that we could not locate on equipment. We have added these numbers to the inventory list and appreciate the assistance of the auditors in finding the correct numbers.

With regard to the incorrect serial numbers on our Dell computer items, we added the service tag number from the Dell Products to our inventory list, since these are considered the serial number for these products. We previously did not realize that the service tag numbers are considered the serial number and in error included serial numbers for the internal Microsoft components.

We appreciate your bringing to our attention the necessary corrections to the Inventory Control list and will continue to maintain an up-to-date list.

Sincerely,


Jerry Iannece
Chair


Susan Seinfeld
District Manager



Community Board 12

The City of New York

Borough of Queens

90-28 161st Street
Jamaica, New York 11423-6187

(718) 658-3308
Fax: (718) 739-6997

Helen Marshall
BOROUGH PRESIDENT

Jacqueline Boyce
CHAIRPERSON

Barry Grodenchik
DEPUTY BOROUGH PRESIDENT
DIRECTOR OF COMMUNITY BOARDS
June 29, 2012

Yvonne Reddick
DISTRICT MANAGER

Ms. H. Tina Kim
Deputy Comptroller
City of New York
Office of the Comptroller
Municipal Building
Once Centre Street, Room 1100
New York, NY 10007-2341

RE: Audit Report on the Inventory Practices Over Major Office Equipment

Dear Ms. Kim:

Community Board 12 Queens is implementing all recommendations.

Sincerely,

Jacqueline Boyce
Chairperson
Community Board 12, Q

cc: Lawrence Walgreen

From: bryanj.dhillon@verizon.net
To: [DeLeo, Roberto](#)
Subject: CB 13 Response to Audit Report
Date: Friday, June 29, 2012 3:09:32 PM

Hi Roberto:

As per our telephone conversation, I am responding to the Audit Report by your office. This Board has a problem with the wording of your findings that gives the impression that we are subject to theft or lost of property and that we are falling to properly maintain city equipment, which is not the case. The District Manager will be ordering a review of how equipment is logged in upon delivery to avoid confusion with serial numbers.

Sent from my Verizon Wireless BlackBerry



COMMUNITY
BOARD #14

COMMUNITY BOARD #14
City of New York
Borough of Queens

DOLORES ORR
Chairperson

JONATHAN GASKA
District Manager

June 27, 2012

Tina Kim, Deputy Comptroller for Audit
City of New York Office of the Comptroller
One Centre Street Room 1100
New York, New York 10007-2341

Dear Ms. Kim:

We write to you in response to June 15, 2012 Draft Report regarding the audit of electronic equipment in our office. While we generally agree with your findings and will follow DOI standards in the future, we would like to strongly dispute one item in your report.

The item is under the "agency tag missing control number" column. When we met at Queens Borough Hall before the audit, we were told by your staff that using an indelible marker and writing the words "Community Board and board number" on it would be acceptable as a method of "Tagging" our equipment. We were also told that "Whatever we did for the last audit would be ok" as well which is what we did.

Given our objection and guidance from your agency, we request that the one identified item be removed from the report.

If you wish to discuss this matter further, we are certainly available to do so.

Thank you.

Dolores Orr
Chairperson

1931 Mott Avenue, Room 311
Far Rockaway, NY 11691
Tel.: (718) 471-7300
Fax: (718) 868-2657

JG/dls

