



# City of New York

## OFFICE OF THE COMPTROLLER

Scott M. Stringer  
COMPTROLLER



## AUDITS AND SPECIAL REPORTS

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Audit Report on the Office Equipment  
Inventory Practices at the 12 Manhattan  
Community Boards

SR15-117A

**April 28, 2016**

<http://comptroller.nyc.gov>



THE CITY OF NEW YORK  
OFFICE OF THE COMPTROLLER  
1 CENTRE STREET  
NEW YORK, NY 10007

SCOTT M. STRINGER  
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April 28, 2016

To the Residents of the City of New York:

My office has audited the office equipment inventory practices at the twelve Manhattan Community Boards. We audit City agencies, such as Community Boards, as a means of ensuring they operate efficiently and are accountable for resources and revenues in their charge.

New York City is divided into 59 administrative districts, each served by a Community Board, which is a local representative body authorized by the New York City Charter to advocate for the residents and needs of its district. Each Community Board hires a District Manager as its chief executive officer whose responsibilities include assisting the Community Board in the hiring of administrative staff, supervising the staff, and managing the daily operations of the district office.

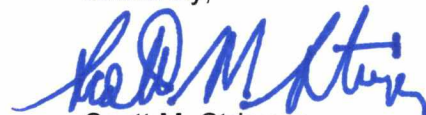
Our audit found that only three of the twelve Manhattan Community Boards (Boards #1, #2, and #7) were in full compliance with the Department of Investigation's (DOI) *Standards for Inventory Control and Management* and Comptroller's Directive #1. We further found that 33 items identified on the inventory lists of four of the Community Boards (Boards #4, #8, #9, and #11) could not be located during our visits to the four Boards. In addition, during our site visits, we identified 51 items at six Community Boards (Boards #4, #8, #9, #10, #11, and #12) that were not listed on their current inventory lists. We also found that nine of the Boards maintained incomplete inventory records (the exceptions were Boards #1, #2, and #7) and that items were not always labeled in accordance with DOI standards. Based on the missing items and the inaccuracies in the inventories found during testing, we conclude that there is a potential risk of loss, misappropriation or theft.

In addition, we found that Community Board #5 had 12 questionable expenses totaling \$1,069.47 that were made using miscellaneous vouchers. These vouchers did not have proper documentation indicating the official Board purpose for the expenses. Also, we found that five Community Boards (Boards #2, #5, #8, #9, and #10) purchased 25 office equipment items using incorrect object codes on 20 payment vouchers.

The results of the audit have been discussed with Community Board officials from each of the twelve Boards, and their comments have been considered in preparing this report. Their complete written responses are attached to this report.

If you have any questions concerning this report, please e-mail my Audit Bureau at [audit@comptroller.nyc.gov](mailto:audit@comptroller.nyc.gov).

Sincerely,



Scott M. Stringer

# TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
Audit Findings and Conclusions .....	1
Audit Recommendations.....	2
<b>AUDIT REPORT .....</b>	<b>3</b>
Background .....	3
Objectives.....	4
Scope and Methodology Statement.....	5
Discussion of Audit Results .....	5
<b>FINDINGS AND RECOMMENDATIONS.....</b>	<b>6</b>
Missing Equipment .....	6
Incomplete Inventory Records .....	6
Physical Inventory Does Not Comply with DOI Standards for Inventory Control and Management.....	7
Other Issues .....	8
Incorrect Object Codes Charged.....	8
Absence of Documentation, Questionable Expenses .....	9
Recommendations .....	10
<b>DETAILED SCOPE AND METHODOLOGY.....</b>	<b>15</b>

## APPENDIX

**ADDENDUM I**

**ADDENDUM II**

**ADDENDUM III**

**ADDENDUM IV**

**ADDENDUM V**

**ADDENDUM VI**

**ADDENDUM VII**

**ADDENDUM VIII**

**ADDENDUM IX**

**ADDENDUM X**

**ADDENDUM XI**

**ADDENDUM XII**

# THE CITY OF NEW YORK OFFICE OF THE COMPTROLLER AUDIT AND SPECIAL REPORTS

## Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards

SR15-117A

### EXECUTIVE SUMMARY

We audited the twelve Manhattan Community Boards to determine whether they comply with certain inventory procedures applicable to office equipment that are set forth in the DOI *Standards for Inventory Control and Management*. We further audited the twelve Community Boards to determine if they maintain effective internal controls over equipment as required by Comptroller's Directive #1.

New York City is divided into 59 administrative districts, each served by a Community Board, which is a local representative body authorized by the New York City Charter to advocate for the residents and needs of its district. Community Boards have various responsibilities which include assessing their neighborhood's needs, addressing community concerns, and vetting land use and zoning proposals. Manhattan has twelve Community Boards that collectively cover the entire borough. Each of the Manhattan Boards has a District Manager and at least one full-time clerical staff person.

### Audit Findings and Conclusions

Our audit found that only three of the twelve Manhattan Community Boards were in compliance with DOI's *Standards for Inventory Control and Management* and Comptroller's Directive #1. The other nine Community Boards failed to adhere to these City inventory control standards. We found that 33 items identified on the inventory lists of four of the Community Boards (Boards #4, #8, #9 and #11) could not be located during our visits to the 4 Boards. Further, during our visits to the Community Boards, we identified 51 items at 6 Community Boards (Boards #4, #8, #9, #10, #11 and #12) that were not listed on the current inventory lists. Finally, we found that 9 of the Boards maintained incomplete inventory records (exceptions were Boards #1, #2 and #7) and that the items were not always labeled in accordance with DOI standards. Based on the missing items and the inventory inaccuracies found during testing, we conclude that there is a potential risk of loss, misappropriation or theft.

In addition, we found that Community Board #5 had 12 questionable expenses totaling \$1,069.47 that were made using miscellaneous vouchers. These vouchers did not have the proper documentation to indicate the official Board purpose for the expense. Also, we found that 5

Community Boards (Boards #2, #5, #8, #9 and #10) purchased 25 office equipment items using incorrect object codes on 20 payment vouchers.

## **Audit Recommendations**

The audit made the following 10 recommendations that each Community Board should:

- Ensure that all missing inventory items are accurately accounted for;
- Ensure that the one piece of equipment located at a former employee's home be promptly returned;
- Establish procedures that require the return of any inventory items at the time of any employee's termination of employment at the Community Board;
- Ensure that complete and accurate records of all office equipment are maintained in accordance with DOI's Standards for Inventory Control and Management and Comptroller's Directive #1;
- Conduct an annual inventory count in a manner that results in all equipment being listed as well as the location of the items; the Boards should ensure that the inventory count is properly supervised;
- Appropriately update inventory lists when changes occur, including by documenting any change in the location of a listed item, and properly record the relinquishment of nonworking items and remove those relinquished items from the inventory list;
- Affix identification tags to all major office equipment items and include a sequential internal control number;
- Charge all office equipment purchases to the correct object code in accordance with Comptroller's Directive #24, Agency Purchasing Procedures and Controls;
- Ensure that all miscellaneous expenses are for appropriate agency business needs and are in the City's best interest. Documentation should be maintained that shows the business purpose of each expense and that payment has been made to a vendor prior to reimbursement being made;
- Ensure that the expenses charged to the City's budget by the District Manager and staff comply with all Comptroller's Directives.



# AUDIT REPORT

## Background

New York City is divided into 59 administrative districts, each served by a Community Board, which is a local representative body authorized by the New York City Charter to advocate for the residents and needs of its district. Community Boards have various responsibilities, which include assessing their neighborhood's needs, addressing community concerns, and vetting land use and zoning proposals. (See the Appendix to this report for a more detailed description of the Community Boards' responsibilities as defined by the City Charter.) Each Board has up to 50 non-salaried members appointed by the Borough President in which the Community Board is located. Board members must reside, work or have significant interests in their districts.

While Community Board members serve unpaid two-year terms, Community Boards' operations are paid for with City funds. With these funds, each Board hires a District Manager as its chief executive officer whose responsibilities include assisting the Board in hiring administrative staff, supervising the staff, and managing the daily operations of the district office. Each Borough President's Office provides administrative assistance to the Community Boards.

Manhattan has twelve Community Boards, numbered 1 through 12, that collectively cover the entire borough. Each of the Manhattan Boards has a District Manager and at least one full-time clerical staff person. The salaries of these individuals are covered by the Community Boards' Personal Services budget. In addition, the Community Boards are provided with City funds to cover non-personal expenses, known as Other Than Personal Service (OTPS). Table I lists each of the 12 Manhattan Community Boards' total OTPS expenditures for Fiscal Years 2014 and 2015.

**Table I**

Summary of Other Than Personal Service Expenditures for  
the Twelve Manhattan Community Boards

Fiscal Years 2014 and 2015

<b>Board</b>	<b>Other Than Personal Services Fiscal Year 2014</b>	<b>Other Than Personal Services Fiscal Year 2015</b>
Board 1	\$36,449	\$51,932
Board 2	30,562	17,185
Board 3	15,812	14,269
Board 4	28,049	30,117
Board 5	20,140	21,066
Board 6	15,896	61,447
Board 7	22,891	24,846
Board 8	26,726	31,160
Board 9	64,187	56,772
Board 10	28,269	25,139
Board 11	25,864	50,184
Board 12	30,139	25,509
<b>Total</b>	<b>\$344,984</b>	<b>\$409,626<sup>1</sup></b>

According to the Comptroller's Directive #1, inventory items such as electronic equipment require strong controls to ensure accurate recordkeeping and good security. Further, the Department of Investigation's (DOI) *Standards for Inventory Control and Management* establishes the controls that Boards must follow. Each of the twelve Manhattan Community Boards maintains an inventory of office equipment such as desktops, laptops, tablets, monitors, printers, scanners, fax machines and televisions.

## Objectives

The objectives of this audit were to determine whether the twelve Manhattan Community Boards comply with certain inventory procedures for office equipment as set forth in the DOI *Standards*

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<sup>1</sup> During Fiscal Years 2014 and 2015, \$39,879 of the \$754,610 in OTPS expenditures was used to purchase 56 office equipment items.



*for Inventory Control and Management* and are maintaining effective internal controls over equipment as required by Comptroller's Directive #1.

## **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, 2013, through December 30, 2015. 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 12 Manhattan Community Boards during and at the conclusion of this audit. A preliminary draft report was sent to Community Board officials and to the Manhattan Borough President's Office, which is responsible for providing technical assistance to the Community Boards. The preliminary draft report was thereafter discussed at an exit conference held on March 23, 2016. On April 4, 2016, we submitted a draft report to the Community Board officials with a request for comments. We received written responses from officials at each of the twelve Boards.

In their responses, each of the 12 Boards agreed with almost all of the report's findings and recommendations and described steps they have taken or will take to implement the report's recommendations. The full text of the responses are included as addenda to this report.

## FINDINGS AND RECOMMENDATIONS

We found that only 3 of the twelve Manhattan Community Boards, Boards #1, #2 and #7, were in compliance with DOI's *Standards for Inventory Control and Management* and Comptroller's Directive #1. The other nine Community Boards failed to adhere to these City inventory control standards. Further, we found that 33 items identified on the inventory lists of 4 of the Community Boards (Boards #4, #8, #9 and #11) could not be located during our visits to the 4 Boards. Further, during our visits to the Community Boards, we identified 51 items at 6 Community Boards (Boards #4, #8, #9, #10, #11 and #12) that were not listed on the current inventory lists. Finally, we found that 9 of the Boards maintained incomplete inventory records (the exceptions with complete inventories were Boards #1, #2 and #7) and that the items were not always labeled in accordance with DOI standards. Based on the missing items and the inaccuracies in the inventories found during testing, we conclude that there are potential risks of loss, misappropriation or theft.

In addition, we found that Community Board #5 had 12 questionable expenses totaling \$1,069.47 that were made using miscellaneous vouchers. These vouchers did not have the proper documentation to indicate the official Board purpose for the expenses. Also, five Community Boards (Boards #2, #5, #8, #9 and #10) purchased 25 office equipment items using incorrect object codes on 20 payment vouchers.

### Missing Equipment

During our visits to four of the twelve Community Boards, we were unable to locate 33 items on their inventory lists dated August 2015. The 33 items included 11 computers, 2 projectors, 6 printers, 2 fax machines, 1 scanner, 1 VCR, 2 laptops, 5 monitors and 3 tablets. It should be noted that none of the missing items were purchased during the last two years.

- Community Board #9 stated that 16 items had been disposed of because the items were no longer in good working order; however, there was no record of the items relinquished. DOI standards require that relinquished items be deleted from the inventory list under adequate control, which includes recording the items being relinquished.
- Community Board #11 stated that five of the 15 items were being used by employees (3 current and 1 former employee) at home and were not available for inspection during the two visits made to the Community Board. The inventory list failed to indicate that the five items were not located in the Community Board's offices and where they were located. DOI standards require that an inventory list be updated to account for relocation. The District Manager at Community Board #11 stated that the remaining 10 items preceded his tenure at the Board and he could not offer any explanation as to why they could not be located or why the items were listed on the current inventory list if they were no longer present at the Board.
- Community Boards #4 and #8 did not offer any explanation as to why two items could not be located.

### Incomplete Inventory Records

Our examination of the inventory records maintained by the Boards found that except for Boards #1, #2, and #7, the Boards did not maintain complete and accurate inventory lists of all the office equipment. We found that 6 Boards did not include 51 items on their inventory list, Boards #4,

#8, #9, #10, #11 and #12. Section 28 of the *DOI Standards for Inventory Control and Management* requires that “[p]ermanent 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.”<sup>2</sup>

In addition, our physical counts revealed that the inventory lists maintained by the Community Boards did not always indicate an agency control number, item location and serial numbers. We also found that 2 Community Boards (#4 and #8) had a total of 36 items on their inventory lists that were also on separate relinquishment lists, indicating that those items had been disposed of or otherwise relinquished. However, items that are relinquished and recorded on a separate relinquishment list should be simultaneously removed from the list of current inventory; their presence on both lists creates a discrepancy. Table II, below, summarizes the non-compliance issues with the Boards’ inventory lists.

**Table II**  
Findings of Non-compliance on  
Inventory-Lists

Board	Items Tested	Items Not Included on List	Agency Control No. Missing	Model No. Missing	Items with Location Not Indicated	Items With Incorrect Serial No.	Items w/o Serial No.	Relinquished Items Included on List	Total Number of Discrepancies
1	26	0	0	0	0	0	0	0	0
2	56	0	0	0	0	0	0	0	0
3	21	0	0	0	0	1	3	0	4
4	48	10	0	0	0	1	6	23	40
5	11	0	3	1	0	0	1	0	5
6	16	0	0	0	12	0	0	0	12
7	20	0	0	0	0	0	0	0	0
8	31	6	0	0	0	1	8	13	28
9	30	2	0	0	30	2	0	0	34
10	13	23	0	0	0	0	0	0	23
11	62	4	8	0	0	0	0	0	12
12	22	6	0	0	0	0	0	0	6
Totals	356	51	11	1	42	5	18	36	164 <sup>3</sup>

## Physical Inventory Does Not Comply with DOI Standards for Inventory Control and Management

Section 28 of the *DOI Standards for Inventory Control and Management* requires that “readable, sturdy property identification tags (reading ‘Property of the City of New York’) with a sequential

<sup>2</sup> An agency control number is a unique sequential number affixed to equipment and used on the inventory list which aides in the taking of physical inventory and provides an accurate method of identifying individual assets, current user and location.

<sup>3</sup> The 164 discrepancies do not include the 33 missing items discussed in the preceding section of this report.

internal control number are assigned and affixed to valuable items. An inventory log containing the internal control number assignments . . . is [to be] maintained.” However, 48 items at 7 Boards (Boards #3, #4, #5, #6, #8, #10 and #11) lacked tags identifying the items as property of the City of New York, and 33 items at 4 Boards (Boards #4, #5, #10 and #11) lacked tags with control numbers. The lack of control numbers and tags indicating “Property of the City of New York” make the items more difficult to track in the event that they were to be taken from the office premises, and increases the risk of theft. Further, unnumbered items undercut the effectiveness of an inventory tracking system.

Based on our findings, we concluded that the Boards’ compliance with the required inventory controls needs improvement and that without improved compliance the opportunity for and the potential risk of loss, misappropriation, and theft are increased. Table III lists the details of non-compliance found at each Board.

**Table III**

Summary of Weaknesses in  
Equipment Inventory Control

Board	Missing Agency Tag indicating Property of the City of New York	Agency Tag Missing Control Number	Total Number of Discrepancies
1	0	0	0
2	0	0	0
3	1	0	1
4	9	7	16
5	2	3	5
6	3	0	3
7	0	0	0
8	6	0	6
9	0	0	0
10	23	19	42
11	4	4	8
12	0	0	0
Totals	48	33	81

## Other Issues

### Incorrect Object Codes Charged

Five Boards (Boards #2, #5, #8, #9 and #10) purchased 25 office equipment items (including computers, printers and one television) using incorrect object codes on 20 payment vouchers. The purchases charged to the incorrect object codes totaled \$15,068. Using incorrect object codes prevents the Boards from accurately categorizing the type and amount of a particular

expense item during the fiscal year. This can compromise management's ability to plan future budgets.

Comptroller's Directive #24, §6.0, states, "Payment Voucher approvers must ensure that the appropriate accounting and budget codes are being charged. This includes charging the correct unit of appropriation and correct object code within that unit of appropriation."

## **Absence of Documentation, Questionable Expenses**

The Community Board #5 District Manager used miscellaneous vouchers to reimburse himself for 12 purchases that were not properly documented and that had questionable business purposes. Specifically, the documentation we were provided failed to consistently indicate whether the expenses had been paid prior to the reimbursement request or the official Board purpose for these expenses. Although we requested additional documentation to support these expenses, the District Manager was unable to provide such documentation or to provide explanations of the business purposes for the expenses. The reimbursed expenses we identified as insufficiently supported and questionable are:

- \$112 expense for a \$12 alcoholic drink plus a \$100 tip. The District Manager stated the \$112 could have been for a meeting of the Public Safety Quality of Life Committee, but that he is not certain and that he had no explanation for the \$100 tip.
- \$378 expense for a "meeting set up with water station and snacks followed by a cocktail reception." The documentation submitted indicated that a \$378 balance was outstanding. The District Manager stated that the expense was for a meeting of the Public Safety Quality of Life Committee. The District Manager was unable to provide documentation of the meeting or that payment to the vendor was made prior to the reimbursement request.
- \$20 expense for a "Postal Tip." The District Manager confirmed that this was for a tip to the postal worker. He did not explain the business purpose.<sup>4</sup>
- \$25 expense generated by the Community Board for a "Postal Tip." The District Manager stated that this was also a tip to the postal worker. He did not explain the business purpose.
- \$15.34 expense for five breakfast items purchased at Starbucks. The District Manager stated that the purchase was for a meeting with a community board member. The District Manager was unable to provide documentation of the meeting.
- \$215.83 in expenses for three sandwiches purchased on three separate occasions (nine sandwiches in all) were reimbursed using three separate vouchers. The District Manager stated he used Community Board funds to treat the staff in the office for lunch on the three occasions. There was no documentation that explained why this was done on these three occasions.
- \$288 in expenses for window cleaning on two occasions were reimbursed using two separate vouchers. The receipt in the records was hand-written with the window cleaner's name on it. We question this expense since the Community Board is located on the 21<sup>st</sup>

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<sup>4</sup> We note that if the postal worker who received the tip was employed by the United States Postal Service, it would be unlawful for that worker to accept a cash tip. United States Postal Service Employee Tipping and Gift-Receiving Policy states "All postal employees, including carriers, must comply with the Standards of Ethical Conduct for Employees of the Executive Branch. Under these federal regulations, carriers are permitted to accept a gift worth \$20 or less from a customer per occasion, such as Christmas. However, cash and cash equivalents, such as checks or gift cards that can be exchanged for cash, must never be accepted in any amount. Furthermore, no employee may accept more than \$50 worth of gifts from any one customer in any one calendar year period."

floor of an office building that should provide window cleaning services. In addition, there was no explanation of the official Board purpose of this expense.

- \$15.30 expense for two taxis rides were reimbursed using two separate vouchers; one taxi receipt was timed at 12:31 PM, and the second was timed at 8:23 PM. The District Manager stated he was returning from two meetings; he did not provide documentation of the meetings.

Comptroller's Directive #6 - Travel, Meals, Lodging and Miscellaneous Agency Expenses states that "Agency Heads must take special precautions to ensure that these expenditures are incurred for appropriate agency business needs and are in the City's best interest, and must establish policies, practices and internal control procedures to ensure compliance with this directive." Without further documentation, we cannot determine whether the above expenses were for appropriate agency business.

## Recommendations

Each Community Board should:

1. Ensure that all missing inventory items are accurately accounted for.

**Board 4 Response:** "Manhattan Community Board's (MCB4) one missing item, a projector, is stored under lock and key and accurately labeled and recorded in the inventory."

**Board 6 Response:** "The audit shows Community Board 6 had no missing items, but we share your concern and will continue to be vigilant on this point."

**Board 8 Response:** "We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report."

**Auditors' Comment:** Boards 1, 2, 3, 5, 7, 9, 10, 11 and 12 did not specifically respond to Recommendation 1.

2. Ensure that the one piece of equipment located at a former employee's home be promptly returned.

**Auditors' Comment:** Board 11, the Board with one piece of equipment at a former employee's home, did not specifically respond to this Recommendation.

3. Establish procedures that require the return of any inventory items at the time of any employee's termination of employment at the Community Board.

**Board 4 Response:** "MCB4 will document such a procedure and already has inventory logs for each item of technology which is overseen by both the District Manager and the Assistant District Manager."

**Board 6 Response:** "This currently is and will continue to be the practice at Community Board 6."

**Board 8 Response:** "We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report."

**Auditors' Comment:** Boards 1, 2, 3, 5, 7, 9, 10, 11 and 12 did not specifically respond to Recommendation 3.

4. Ensure that complete and accurate records of all office equipment are maintained in accordance with DOI's *Standards for Inventory Control and Management* and Comptroller's Directive #1.

**Board 3 Response:** "All of these mistakes have been corrected and Community Board 3, M will make every effort to ensure these mistakes do not happen again."

**Board 4 Response:** "MCB4's has already taken the following steps to correct its inventory records:

- Removed the 23 relinquished items from the current inventory list and maintain a separate relinquished items list
- Accurately label and list each of the 10 item not included on the inventory list
- Confirm that each of the 7 items are listed in the inventory records with the following information: Item Description; Model #.Type; Serial#; Agency Tag\Inventory #; Date Purchased; Location
- Assign each item a tag that includes agency tag #, and phrase "Property of MCB4"

**Board 6 Response:** "It appears that in the past Community Board 6's inventory records have been accurate but were not maintained with as much detailed as required by DOI standards. As Community Board 6's new District Manager, I fully commit to our office maintaining an inventory list that will conform to accepted City standards.

**Board 8 Response:** "We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.

**Auditors' Comment:** Boards 1, 2, 5, 7, 9, 10, 11 and 12 did not specifically respond to Recommendation 4.

5. Conduct an annual inventory count in a manner that results in all equipment being listed as well as the location of the items; the Boards should ensure that the inventory count is properly supervised.

**Board 4 Response:** "MCB4 will conduct a supervised annual inventory count.

**Board 6 Response:** "This is a particular priority for Community Board 6."

**Board 8 Response:** "We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report."

**Auditors' Comment:** Boards 1, 2, 3, 5, 7, 9, 10, 11 and 12 did not specifically respond to Recommendation 5.

6. Appropriately update inventory lists when changes occur, including by documenting any change in the location of a listed item and properly recording the relinquishment of nonworking items and removing those relinquished items from the inventory list.

**Board 4 Response:** "MCB4 will update the inventory list whenever changes occur.

**Board 5 Response:** "The inventory list was updated to include the missing two (2) agency tags and three (3) control numbers.



**Board 6 Response:** “Community Board 6’s inventory list was up-to-date, but we will redouble our efforts to keep an appropriate relinquishment list.”

**Board 8 Response:** “We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.”

**Board 9 Response:** “MCB9 will maintain an updated Inventory list of ALL equipment. MCB9 will begin the process of relinquishing ALL equipment deemed unusable by assigned Inventory Officer, and representative from the Department of Sanitation.”

**Board 10 Response:** “MCB10 has included the items on the inventory list which were not previously included.”

**Board 11 Response:** “Going forward our office will be sure to maintain an updated detailed inventory list of all equipment. Our office will begin the process of relinquishing all equipment deemed unusable.”

**Board 12 Response:** “We have corrected our inventory list and the six not listed items were added to our inventory on the same day of the audit in 2015. We will ensure that this does not happen again in the future.”

**Auditors’ Comment:** Boards 1, 2, 3 and 7 did not specifically respond to Recommendation 6.

7. Affix identification tags to all major office equipment items and include a sequential internal control number.

**Board 3 Response:** “All of these mistakes have been corrected and Community Board 3, M will make every effort to ensure these mistakes do not happen again.”

**Board 4 Response:** “MCB4 has already affixed identification tags on the ten items that were missing tags and the tags include a sequential internal control number.”

**Board 5 Response:** “All tags updated on all equipment.”

**Board 6 Response:** “I was informed by an employee who was present at the audit visit that the matter was corrected immediately with the auditors present.”

**Board 8 Response:** “We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.”

**Board 9 Response:** “MCB9 will tag ALL new equipment purchased upon delivery.”

**Board 10 Response:** “MCB10 placed tags with internal control numbers on the items which previously did not have any. Placed tags on all items indicating they are property of New York City.”

**Board 11 Response:** “Going forward our office will be sure to ensure that all equipment is tagged. Tag all new equipment purchased upon delivery.”

**Auditors’ Comment:** Boards 1, 2, 7, and 12 did not specifically respond to Recommendation 7.

8. Charge all office equipment purchases to the correct object code in accordance with Comptroller's Directive #24, Agency Purchasing Procedures and Controls.

**Board 2 Response:** "In the future, we will do our best to charge all office equipment purchases to the correct object codes in accordance with the Comptroller's Directive #24, Agency Purchasing Procedures and Controls."

**Board 4 Response:** "MCB4 already complies with this recommendation."

**Board 6 Response:** "In order to maintain our compliance with this recommendation, Community Board 6 will continue to follow appropriate purchasing procedure."

**Board 8 Response:** "We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report."

**Board 9 Response:** "MCB9 will adhere to the Comptroller's Directive on budgetary line used when making equipment purchases."

**Board 10 Response:** "MCB10 will do its best to charge all office equipment purchases to the correct object codes in accordance with the Comptroller's Directive #24, Agency Purchasing Procedures and Controls."

**Board 11 Response:** "Going forward our office will be sure to adhere to the Comptroller's Directive on budgetary line used when making equipment purchases."

**Auditors' Comment:** Boards 1, 3, 5, 7 and 12 did not specifically respond to Recommendation 8.

9. Ensure that all miscellaneous expenses are for appropriate agency business needs and are in the City's best interest. Documentation should be maintained that shows the business purpose of each expense and that payment has been made to a vendor prior to reimbursement being made.

**Board 4 Response:** "MCB4 already complies with this recommendation."

**Board 5 Response:** "Regarding the first two items, related to meetings of CB5's Public Safety and Quality of Life (PSQL) Committee: Community Boards are made up of 50 volunteers who are asked to work, on their own time, on the various issues and applications that come before their district. The widely-hailed approach of CB5's PSQL Committee involves an extensive and rigorous set of rules with which we research and evaluate all applications. Once each year, when a new set of board members are appointed by the Borough President, the Chair of the Board and the Chair of the PSQL Committee determined that it was helpful to bring the committee together for a social occasion, to learn these rules and role-play the way these investigations and negotiations are carried out throughout the year. The relatively minor expense that occurred from these occasions, all taken from the community board's own modest expense budget, was thought an appropriate expense to assure a vital esprit de corps is established between and among the members of the committee at the outset. While we continue to believe this to be true, we will discontinue this practice."

**Board 6 Response:** "Community Board 6 takes this recommendation very seriously, as evidenced by the audit's findings that we had no infraction of this sort. Community Board 6 will continue to follow appropriate procedures on this matter."

**Board 8 Response:** “We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.”

**Auditors’ Comment:** Boards 1, 2, 3, 7, 9, 10, 11 and 12 did not specifically respond to Recommendation 9.

10. Ensure that the expenses charged to the City’s Budget by the District Manager and staff comply with all Comptroller’s Directives.

**Board 4 Response:** “MCB4 already complies with this recommendation.”

**Board 5 Response:** “Regarding items #3 and 4, postal tips, we are grateful to the Comptroller’s office for pointing us to the citation in the law that notes that such tips are unlawful. While, as life-long New Yorkers, we have never known a postal worker to reject or return a holiday gratuity, we will obviously cease this practice.

Item #7, window cleaning. We confess to be most confused by the questioning of this expense. It was explained to the examiners that window washing is not included in the City’s contract (not our contract) with the building where our offices are located. It seems that the examiners chose not to believe us, nor, evidently, did they check with DCAS, the agency which negotiates these contracts for the City. However, we have enclosed here a note from our building management which hopefully clarifies the issue. We remain bewildered by the final comment regarding this item: “there was no explanation of the official Board purpose of this expense.” Is it expected that the windows of our board office remain black and filthy? That we hang from the 21st floor and wash the windows ourselves? What possible explanation could be required for such a self-evident expense?

Notwithstanding the foregoing, we will take better care to follow all regulations and more completely document expenses in future.”

**Auditors’ Comment:** Regarding the “window washing,” it is the community board’s responsibility to maintain documentation to justify this expense. Documentation such as notification from DCAS and a note from the building management may have been sufficient. However, neither was submitted to the auditors during the audit or in its response to the draft report.

**Board 6 Response:** Recommendation 10 specifically refers to another Community Board’s adherence to Comptroller’s, Directives. Community Board 6 cannot comment on the practices of other Boards, but the example underscores the importance of executing all Comptroller’s Directives faithfully and consistently. As a new District Manager, I will take great care to be a good steward to Community Board funds.”

**Board 8 Response:** “We have reviewed the Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.”

**Auditors’ Comment:** Boards 1, 2, 3, 7, 9, 10, 11 and 12 did not specifically respond to Recommendation 10.

## 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.

The audit covered the period July 1, 2013, through December 30, 2015.

To obtain an understanding of the inventory procedures and regulations with which the Community Boards are required to comply, we reviewed relevant provisions of DOI's *Standards for Inventory Control and Management*, Comptroller's Directive #1 and Directive #24. We interviewed staff at each Community Board to obtain an understanding of the inventory procedures in use and to determine how physical assets are safeguarded.

We reviewed and physically observed whether all 389 office equipment items (including computers, monitors, printers, scanners, laptops, fax machines and televisions) listed on the Community Boards' most current inventory records, dated August 2015, were present at each Community Board's office. During our observation, we also determined whether 51 items of equipment that we observed on the site were listed on the various Boards' inventory records.

During our physical observations of the inventory, which we conducted from August 17, 2015, through December 30, 2015, we checked whether all items examined (those on the provided inventory lists as well as other office equipment items that we noted) were properly tagged as Property of the City of New York and determined whether the items were included on the Community Boards' inventory records. We also verified whether the inventory lists included the type of equipment, serial number, agency control number, and location. We reviewed the Boards' purchase documents for Fiscal Years 2014 and 2015 to determine whether they purchased office equipment and whether the expense was for an appropriate business purpose. We then ascertained whether all 56 office equipment items purchased totaling \$39,879, were present at the Boards, were properly recorded on their inventory lists, and were purchased using correct object codes.

New York City Charter Chapter 70 City Government in the Community Section 2800 d. states:

“Each community board shall:

- (1) Consider the needs of the district which it serves;
- (2) Cooperate with, consult, assist and advise any public officer, agency, local administrators of agencies, legislative body, or the borough president with respect to any matter relating to the welfare of the district and its residents;
- (3) At its discretion hold public or private hearings or investigations with respect to any matter relating to the welfare of the district and its residents, but the board shall take action only at a meeting open to the public;
- (4) Assist city departments and agencies in communicating with and transmitting information to the people of the district;
- (5) Cooperate with the boards of other districts with respect to matters of common concern;
- (6) Render an annual report to the mayor, the council and the borough board within three months of the end of each year and such other reports to the mayor or the borough board as they shall require (such reports or summaries thereof to be published in the City Record);
- (7) Elect its own officers; adopt, and make available for reasonable public inspection, by-laws and statements of the duties assigned by the board to its district manager and other professional staff appointed pursuant to subdivision f of this section; and keep a public record of its activities and transactions, including minutes of its meetings, majority and minority reports, and all documents the board is required by law to review, which shall be made available, in accordance with law, to elected officials upon request and for reasonable public inspection;
- (8) Request the attendance of agency representatives at meetings of the community board;
- (9) Prepare comprehensive and special purpose plans for the growth, improvement and development of the community district;
- (10) Prepare and submit to the mayor, on or before a date established by the mayor, an annual statement of community district needs, including a brief description of the district, the board's assessment of its current and probable future needs, and its recommendations for programs, projects, or activities to meet those needs;
- (11) Consult with agencies on the capital needs of the district, review departmental estimates, hold public hearings on such needs and estimates and prepare and submit to the mayor capital budget priorities for the next fiscal year and the three succeeding fiscal years;
- (12) Conduct public hearings and submit recommendations and priorities to the mayor, the council and the city planning commission on the allocation and use within the district of funds earmarked for community development activities under city, state or federal programs;
- (13) Consult with agencies on the program needs of the community district to be funded from the expense budget, review departmental estimates, hold public hearings on such needs and estimates, and prepare and submit to the mayor expense budget priorities for the next fiscal year;

## APPENDIX

- (14) Assist in the planning of individual capital projects funded in the capital budget to be located in the community district and review scopes of projects and designs for each capital project provided, however, that such review shall be completed within thirty days after receipt of such scopes or designs;
- (15) Evaluate the progress of capital projects within the community district based on status reports to be furnished to the board;
- (16) Be authorized to assign a representative to attend any meeting held by a city agency to determine, in advance of drafting, the form and content of any environmental impact statement required by law for a proposal or application for a project in such board's district;
- (17) Exercise the initial review of applications and proposals of public agencies and private entities for the use, development or improvement of land located in the community district, including the conduct of a public hearing and the preparation and submission to the city planning commission of a written recommendation;
- (18) Assist agencies in the preparation of service statements of agency objectives, priorities, programs and projected activities within the community district and review such statements;
- (19) Evaluate the quality and quantity of services provided by agencies within the community district;
- (20) Within budgetary appropriations for such purposes, disseminate information about city services and programs, process complaints, requests, and inquiries of residents of the community district; and
- (21) Conduct substantial public outreach, including identifying the organizations active in the community district, maintaining a list of the names and mailing addresses of such community organizations, and making such names and, with the consent of the organization, mailing addresses available to the public upon request.”



The City of New York

# Manhattan Community Board 1

Catherine McVay Hughes CHAIRPERSON | Noah Pfefferblit DISTRICT MANAGER

April 18, 2016

Marjorie Landa  
Deputy Comptroller for Audit  
Office of New York City Comptroller Scott Stringer  
1 Centre Street, Room 1100  
New York, NY 10007

Re: Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan  
Community Boards SR15-117A

Dear Deputy Comptroller Landa:

Thank you for sending us a copy of the draft Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards SR15-117A dated April 4, 2016. We appreciate the opportunity to review this document prior to completion of the final report. As Community Board 1 was found to be in compliance with the Department of Investigation's Standards for Inventory Control and Management and Comptroller's Directive #1, we have no comments about the document. CB1 is only one of three community boards out of 12 in Manhattan that were in compliance with the Department of Investigation's Standards for Inventory Control and Management and Comptroller's Directive #1 and we also moved our offices in August, 2015 after 30 years at our prior location.

Sincerely,

A handwritten signature in blue ink that reads 'Catherine McVay Hughes'.

Catherine McVay Hughes  
Chairperson



Tobi Bergman, *Chair*  
Terri Cude, *First Vice Chair*  
Susan Kent, *Second Vice Chair*  
Bob Gormley, *District Manager*



ADDENDUM  
Page 2 of 15  
Antony Wong, *Treasurer*  
Keen Berger, *Secretary*  
Daniel Miller, *Assistant Secretary*

## COMMUNITY BOARD NO. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE

NEW YORK, NY 10012-1899

[www.cb2manhattan.org](http://www.cb2manhattan.org)

P: 212-979-2272 F: 212-254-5102 E: [info@cb2manhattan.org](mailto:info@cb2manhattan.org)

Greenwich Village ✦ Little Italy ✦ SoHo ✦ NoHo ✦ Hudson Square ✦ Chinatown ✦ Gansevoort Market

April 18, 2018

Marjorie Landa  
Deputy Comptroller for Audit  
Office of the Comptroller  
One Centre Street  
New York, NY 10007

**Re:    Audit Report on the Office Equipment Inventory  
        Practices at the 12 Manhattan Community Boards  
        SR15-117A**

Dear Ms. Landa,

The recent Audit Report on the Office Equipment Inventory Practices found that Manhattan Community Board 2 purchased some office equipment using incorrect object codes on purchase orders. In the future, we will do our best to charge all office equipment purchases to the correct object codes in accordance with the Comptroller's Directive #24, Agency Purchasing Procedures and Controls.

Sincerely,

Bob Gormley  
District Manager  
Manhattan Community Board 2

c:     Gale Brewer, Manhattan Borough President



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3

ADDENDUM  
Page 3 of 15

59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300 - Fax (212) 533-3659  
[www.cb3manhattan.org](http://www.cb3manhattan.org) - [info@cb3manhattan.org](mailto:info@cb3manhattan.org)

Gigi Li, Board Chair

Susan Stetzer, District Manager

April 18, 2016

Marjorie Landa  
Deputy Comptroller for Audit  
Municipal Building  
1 Centre Street, Room 1100  
New York, NY 10007

Dear Ms. Landa:

Community Board 3, Manhattan had 4 noncompliant items in the Inventory Control audit. There were 3 items missing tags indicating they were property of New York City. There was also one item that had an incorrect serial number on the tag, which was a typo. All of these mistakes have been corrected and Community Board 3, M will make every effort to ensure these mistakes do not happen again.

Sincerely,

A handwritten signature in black ink that reads 'Gigi Li'.

Gigi Li  
Chair



CITY OF NEW YORK

**MANHATTAN COMMUNITY BOARD FOUR**

330 West 42<sup>nd</sup> Street, 26<sup>th</sup> floor New York, NY 10036  
tel: 212-736-4536 fax: 212-947-9512  
www.nyc.gov/mcb4

**Delores Rubin**  
Chair

**Jesse R. Bodine**  
District Manager

**Response to Request for Status Report re Audit Report Pertaining to Technology  
Inventory of Manhattan Community Board 4  
Conducted by  
The Office of the Comptroller  
2016**

#1. Ensure that all missing inventory items are accurately accounted for:

Manhattan Community Board's (MCB4) one missing item, a projector, is stored under lock and key and accurately labeled and recorded in the inventory.

#2. Ensure that the one piece of equipment located at a former employee's home be promptly returned:

MCB4 already complies with this recommendation

#3. Establish procedures that require the return of any inventory items at the time of any employee's termination of employment at the Community Board:

MCB4 will document such a procedure and already has inventory logs for each item of technology which is overseen by both the District Manager and the Assistant District Manager

#4. Ensure that complete and accurate records of all office equipment are maintained in accordance with DOI's Standards for Inventory Control and Management and Comptroller's Directive #1:

MCB4's has already taken the following steps to correct its inventory records:

- Removed the 23 relinquished items from the current inventory list and maintain a separate relinquished items list
- Accurately label and list each of the 10 item not included on the inventory list
- Confirm that each of the 7 items are listed in the inventory records with the following information: Item Description; Model #.\Type; Serial#; Agency Tag\Inventory #; Date Purchased; Location
- Assign each item a tag that includes agency tag #, and phrase "Property of MCB4"

#5. Conduct an annual inventory count in a manner that results in all equipment being listed as well as the location of the items; the Boards should ensure that the inventory count is properly supervised:

MCB4 will conduct a supervised annual inventory count

#6. Appropriately update inventory lists when changes occur, including by documenting any change in the location of a listed item and by properly recording the relinquishment of nonworking items and removing those relinquished items from the inventory list:

MCB4 will update the inventory list whenever changes occur

#7. Affix identification tags to all major office equipment items and include a sequential internal control number:

MCB4 has already affixed identification tags on the ten items that were missing tags and the tags include a sequential internal control number

#8. Charge all office equipment purchases to the correct object code in accordance with Comptroller's Directive #24, Agency Purchasing Procedures and Controls:

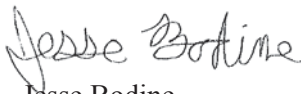
MCB4 already complies with this recommendation

#9. Ensure that all miscellaneous expenses are for appropriate agency business needs and are in the City's best interest. Documentation should be maintained that evidences the business purpose of each expense and that payment has been made to a vendor prior to reimbursement being made:

MCB4 already complies with this recommendation

#10. Ensure that the expenses charged to the City's Budget by the District Manager and staff comply with all Comptroller's Directives:

MCB4 already complies with this recommendation



Jesse Bodine  
District Manager  
Manhattan Community Board 4

## MANHATTAN COMMUNITY BOARD FIVE

---

Vikki Barbero, Chair

450 Seventh Avenue, Suite 2109  
New York, NY 10123-2199  
212.465.0907 f-212.465.1628

Wally Rubin, District Manager

April 5, 2016

Marjorie Landa  
Deputy Comptroller  
Audits, Accountancy & Contracts  
Office of the Comptroller  
1 Centre Street  
New York, NY 10007

Dear Ms. Landa:

We received the draft audit conducted by your office on Office Equipment Inventory Practices, and Community Board Five has the following response:

### **Incomplete Inventory Records**

1. The inventory list was updated to include the missing two (2) agency tags and three (3) control numbers
2. All tags updated on all equipment.

### **Absence of Documentation, Questionable Expenses**

Regarding the first two items, related to meetings of CB5's Public Safety and Quality of Life (PSQL) Committee: Community Boards are made up of 50 volunteers who are asked to work, on their own time, on the various issues and applications that come before their district. The widely-hailed approach of CB5's PSQL Committee involves an extensive and rigorous set of rules with which we research and evaluate all applications. Once each year, when a new set of board members are appointed by the Borough President, the Chair of the Board and the Chair of the PSQL Committee determined that it was helpful to bring the committee together for a social occasion, to learn these rules and role-play the way these investigations and negotiations are carried out throughout the year. The relatively minor expense that occurred from these occasions, all taken from the community board's own modest expense budget, was thought an appropriate expense to assure a vital esprit de corps is established between and among the members of the committee at the outset. While we continue to believe this to be true, we will discontinue this practice.

Regarding items #3 and 4, postal tips, we are grateful to the Comptroller's office for pointing us to the citation in the law that notes that such tips are unlawful. While, as life-long New Yorkers, we have never known a postal worker to reject or return a holiday gratuity, we will obviously cease this practice. It should be noted, however, that our building has a history of notoriously unreliable postal delivery. More than once, in the past, we were forced to approach our Congress Member for assistance with this issue. Only recently has our building gotten a reliable postal delivery person – delivery is oftentimes not received at all when she is away – and so a small token of our relief and appreciation was considered a more than appropriate business expense.

Item #7, window cleaning. We confess to be most confused by the questioning of this expense. It was explained to the examiners that window washing is not included in the City's contract (not our contract) with the building where our offices are located. It seems that the examiners chose not to believe us, nor, evidently, did they check with DCAS, the agency which negotiates these contracts for the City. However, we have enclosed here a note from our building management which hopefully clarifies the issue. We remain bewildered by the final comment regarding this item: "there was no explanation of the official Board purpose of this expense." Is it expected that the windows of our board office remain black and filthy? That we hang from the 21<sup>st</sup> floor and wash the windows ourselves? What possible explanation could be required for such a self-evident expense?

Notwithstanding the foregoing, we will take better care to follow all regulations and more completely document expenses in future.

Sincerely,



Vikki Barbero  
Chair, Community Board Five



Wally Rubin  
District Manager

JESÚS PÉREZ  
DISTRICT MANAGER

BEATRICE DISMAN, TREASURER  
KATHY THOMPSON, SECRETARY  
AARON HUMPHREY, ASST. SECRETARY



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD SIX  
866 UNITED NATIONS PLAZA, SUITE 308  
NEW YORK, NY 10017

RICHARD EGGERS  
CHAIR

CLAUDE L. WINFIELD, FIRST VICE-CHAIR  
MOLLY HOLLISTER, SECOND VICE-CHAIR

April 18, 2016

Marjorie Landa  
Deputy Comptroller for Audit  
Office of the Comptroller  
1 Centre Street, Room 1100  
New York, NY 10007

Dear Ms. Landa:

As part of a quadrennial audit on all Manhattan Community Boards' inventory control practices, the New York City Comptroller's office visited Community Board 6 in August 2015 to conduct its assessment. The Comptroller's office compiled its findings in a report, which also included ten recommendations to which all Community Boards have been asked to formally respond.

It should be noted that I was not employed by Community Board 6 until March 7, 2016, so I was not present at the August 2015 audit visit, nor was I involved in setting the inventory control protocols that were assessed. Nevertheless, as the new District Manager, I am committed to ensuring that Community Board 6 faithfully follows the City's inventory control standards.

Please accept the following as Community Board 6's formal response to the ten inventory control recommendations issued in *Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards* (SR15-117A):

Recommendation 1 calls for all missing inventory items to be accurately accounted for. The audit shows Community Board 6 had no missing items, but we share your concern and will continue to be vigilant on this point.

Recommendation 2 specifically refers to another Community Board. It concerns a piece of office equipment located at a former employee's home and calls for the item to be promptly returned. As previously mentioned, this infraction does not apply to Community Board 6, but we will nonetheless redouble our efforts to track the rare occasions that employees must use office equipment at home.

Recommendation 3 calls for the establishment of procedures that require the return of any inventory items at the time of an employee's termination of employment at the Community Board. This currently is and will continue to be the practice at Community Board 6.

Recommendation 4 calls for complete and accurate records of all office equipment be maintained in accordance with DOI's Standards for Inventory Control and Management and Comptroller's Directive #1. It appears that in the past Community Board 6's inventory records have been accurate but were not maintained with as much detail as required by DOI standards. As Community Board



6's new District Manager, I fully commit to our office maintaining an inventory list that will conform to accepted City standards.

Recommendation 5 calls for a properly supervised inventory count to be conducted every year. This is a particular priority for Community Board 6.

Recommendation 6 calls for inventory lists to be up-to-date at all times and for the relinquishment of nonworking items to be properly recorded. Community Board 6's inventory list was up-to-date, but we will redouble our efforts to keep an appropriate relinquishment list.

Recommendation 7 calls for City property identification tags (which bear a sequential internal control number) to be affixed to all major office equipment items. During their visit to Community Board 6, the auditors identified three pieces of office equipment that did not have an identification tag. I was informed by an employee who was present at the audit visit that the matter was corrected immediately with the auditors present.

Recommendation 8 calls for all office equipment purchases to be charged to the correct object code as per Comptroller's Directive #24. The audit identified five Community Boards that had this sort of discrepancy. Community Board 6 was not among them. In order to maintain our compliance with this recommendation, Community Board 6 will continue to follow appropriate purchasing procedures.

Recommendation 9 calls for all miscellaneous expenses to be for appropriate agency business needs and that documentation be maintained to support the business purpose of each expense and to demonstrate that payment has been made to a vendor prior to reimbursement being sought. Community Board 6 takes this recommendation very seriously, as evidenced by the audit's findings that we had no infractions of this sort. Community Board 6 will continue to follow appropriate procedures on this matter.

Recommendation 10 specifically refers to another Community Board's adherence to Comptroller's Directives. Community Board 6 cannot comment on the practices of other Boards, but the example underscores the importance of executing all Comptroller's Directives faithfully and consistently. As a new District Manager, I will take great care to be a good steward of Community Board funds.

Thank you for the opportunity to respond to your audit report. Should you have any questions for me, please do not hesitate to contact me by phone at (212) 319-3750 or by email at [Jesus.Perez@CBSix.org](mailto:Jesus.Perez@CBSix.org).

Regards,



Jesús Pérez  
District Manager

cc: Gale A. Brewer, Manhattan Borough President  
Yadira Vasquez, Audit Supervisor, Office of the Comptroller  
Lawrence Welgrin, Audit Manager, Office of the Comptroller

COMMUNITY BOARD 7  Manhattan

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April 5, 2016

Marjorie Landa  
Deputy Comptroller  
Audits, Accountancy & Contracts  
Office of the Comptroller  
1 Centre Street  
New York, NY 10007

Dear Ms. Landa:

We received the draft audit conducted by your office on Office Equipment Inventory Practices. Community Board 7/Manhattan will continue its current practices, which the audit found were in compliance, and will follow the Comptroller's Directives going forward.

Thank you for the opportunity to comment on the report.

Respectfully submitted,



Elizabeth Caputo  
Chair

**James G. Clynes**  
Chairman

**Latha Thompson**  
District Manager



**505 Park Avenue, Suite 620**  
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**The City of New York**  
**Manhattan Community Board 8**

April 18, 2016

**Marjorie Landa**  
Deputy Comptroller for Audits  
NYC Office of the Comptroller  
One Centre Street, Room 1100N  
New York, NY 10007

Dear Ms. Landa:

We have reviewed the Audit report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.

Thank you for the opportunity to respond to the Audit Report. We will see that Community Board 8 continues to follow all proper procedures regarding Equipment Inventory. Should you have any questions or require additional information, please do not hesitate to call me at 212-758-4340 or via e-mail at [Thompson@cb8m.com](mailto:Thompson@cb8m.com).

Sincerely,

A handwritten signature in blue ink that reads "Latha Thompson".

**Latha Thompson**  
District Manager



**CB9M**

16-18 Old Broadway  
New York, New York 10027  
(212) 864-6200/Fax # 662-7396

**COMMUNITY BOARD #9, MANHATTAN**

April 15, 2016

Gale Brewer  
President, Borough of Manhattan

Padmore John  
Chair

Rev. Georgiette Morgan-Thomas  
First Vice-Chair

Brad W. Taylor  
Second Vice-Chair

Anthony Q. Fletcher, Esq.  
Treasurer

Joel Mentor, Jr.  
Assistant Treasurer

Feruze Zeko  
Secretary

Theodore Kovaleff  
Assistant Secretary

•

Eutha Prince  
District Manager

Ms. Marjorie Landa  
Deputy Comptroller for  
Audit  
Municipal Building  
One Centre Street, Rm. #1100  
New York, New York 10007

**Re: Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards SR15-117A**

Dear Ms. Landa:

Manhattan Community Board No. 9 (MCB9) is responding to your letter of April 4, 2016 re: The Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards SR15-117A.

Going forward MCB9 will adhere to the following:

- MCB9 will maintain an updated Inventory list of ALL equipment
- MCB9 will tag ALL new equipment purchased upon delivery
- MCB9 will adhere to the Comptroller's Directive on budgetary line used when making equipment purchases

MCB9 will begin the process of relinquishing ALL equipment deemed unusable by assigned Inventory Officer, and representative from the Department of Sanitation.

If any further information is needed please do not hesitate contacting the District Manager, Eutha Prince at the board office (212) 864-6200.

Sincerely,

Padmore John  
Chair

Eutha Prince  
District Manager

cc: Lawrence Welgrin, Audit Manager, NYC Comptroller's Office





CITY OF NEW YORK  
**MANHATTAN COMMUNITY BOARD 10**  
215 West 125<sup>th</sup> Street, 4<sup>th</sup> Floor—New York, NY 10027  
T: 212-749-3105 F: 212-662-4215

**HENRIETTA LYLE**  
Chairperson

**ANDREW LASSALLE**  
District Manager

April 18, 2018

Ms. Marjorie Landa  
Deputy Comptroller for Audit  
Office of the Comptroller  
One Centre Street  
New York, NY 10007

**Re: Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards SR15-117A**

Dear Ms. Landa:

The recent Audit Report on the Office Equipment Inventory Practices found the following:

- i. Office equipment was purchased using incorrect object codes on purchase orders
- ii. Items that were not included on the inventory list
- iii. Items that lacked tags with internal control numbers
- iv. Items missing tags indicating they were property of New York City

In response to the findings MCB10:

- i. Will do its best to charge all office equipment purchases to the correct object codes in accordance with the Comptroller's Directive #24, Agency Purchasing Procedures and Controls.
- ii. Has included the items on the inventory list which were not previously included
- iii. Placed tags with internal control numbers on the items which previously did not have any
- iv. Places tags on all items indicating they are property of New York City

In conclusion, we have reviewed the Audit report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report so that MCB10 will be in full compliance. Should you have any questions, please feel free to reach out to me at 212-749-3105 or at [alassalle@cb.nyc.gov](mailto:alassalle@cb.nyc.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew A. Lassalle".

Andrew A. Lassalle  
District Manager  
Manhattan Community Board 10



Diane Collier  
*Chair*

Angel D. Mescain  
*District Manager*

## COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN  
1664 PARK AVENUE  
NEW YORK, NEW YORK 10035  
TEL: (212) 831-8929/30  
FAX: (212) 369-3571  
[www.cb11nyc.org](http://www.cb11nyc.org)

April 20, 2016

Marjorie Landa  
Deputy Comptroller for Audit  
Office of the Comptroller  
One Centre Street  
New York, NY 10007

Re: Audit Report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards SR15-117A

In response to your letter of April 4, 2016, our office has reviewed the Audit report on the Office Equipment Inventory Practices at the 12 Manhattan Community Boards and will implement all recommendations made in the report.

Going forward our office will be sure to:

- Maintain an updated detailed inventory list of all equipment
- Ensure that all equipment is tagged
- Tag all new equipment purchased upon delivery
- Adhere to the Comptroller's Directive on budgetary line used when making equipment purchases

Our office will begin the process of relinquishing all equipment deemed unusable.

If any further information is needed please do not hesitate me at 212-831-8929.

Sincerely,

A handwritten signature in black ink, appearing to read "AM", written over a horizontal line.

Angel D. Mescain  
District Manager  
Community Board 11

## Vasquez, Yadira

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**To:** Ulla, Joan  
**Subject:** FW: Community Boards 12 Draft Letters and Draft Report

**From:** Smith, Ebenezer (CB) [mailto:[ebsmith@cb.nyc.gov](mailto:ebsmith@cb.nyc.gov)]  
**Sent:** Monday, April 18, 2016 2:00 PM  
**To:** Landa, Marjorie  
**Cc:** Welgrin, Lawrence; Vasquez, Yadira  
**Subject:** FW: Community Boards 12 Draft Letters and Draft Report

Please find CB #12, M response to the Draft Report.

Thank you,

Ebenezer Smith  
District Manager  
Community Board #12, M  
212-568-8500  
[ebsmith@cb.nyc.gov](mailto:ebsmith@cb.nyc.gov)  
[www.nyc.gov/mcb12](http://www.nyc.gov/mcb12)

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**From:** Smith, Ebenezer (CB)  
**Sent:** Monday, April 04, 2016 1:22 PM  
**To:** [julla@comptroller.nyc.gov](mailto:julla@comptroller.nyc.gov); [lwelgri@comptroller.nyc.gov](mailto:lwelgri@comptroller.nyc.gov); [yvasque@comptroller.nyc.gov](mailto:yvasque@comptroller.nyc.gov)  
**Cc:** [shahallyesq@gmail.com](mailto:shahallyesq@gmail.com)  
**Subject:** FW: Community Boards 12 Draft Letters and Draft Report

Joan, Larry and Yadira,

Thank you for sending us the preliminary audit report indicating that such audit identified that in CB #12, M six items were not listed in our inventory. We have corrected our inventory list and the six not listed items were added to our inventory on the same day of the audit in 2015. We will ensure that that this does not happen again in the future.

Thank you for your consideration on this matter.

Thank you,

Ebenezer Smith  
District Manager  
Community Board #12, M  
212-568-8500  
[ebsmith@cb.nyc.gov](mailto:ebsmith@cb.nyc.gov)  
[www.nyc.gov/mcb12](http://www.nyc.gov/mcb12)