

**Audit of
Orange County's
"Field of Dreams"
Grant Agreements**

**Report by the
Office of County Comptroller**

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**Report No. 335
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September 15, 2003

Richard T. Crotty, County Chairman
And
Board of County Commissioners

We have conducted an audit of Orange County's "Field of Dreams" grant agreements. The audit was limited to a review of the County's payments to the grantees. The period audited was October 1, 2001 through February 28, 2003. Our audit was conducted in accordance with generally accepted government auditing standards, and included such tests as we considered necessary in the circumstances.

Responses to our Recommendations for Improvement were received from the Manager of the Parks and Recreation Division and are incorporated herein.

We appreciate the cooperation of the personnel of the Parks and Recreation Division during the course of the audit.

Martha O. Haynie, CPA
County Comptroller

c: Ajit Lalchandani, County Administrator
Melvin Pittman, Director, Community & Environmental Services,
William Potter, Manager, Parks and Recreation Division

EXECUTIVE SUMMARY

Executive Summary

We have conducted an audit of Orange County's "Field of Dreams" grant agreements. The audit was limited to a review of the County's payments to the grantees. The period audited was October 1, 2001 through February 28, 2003. Based on the results of our testing, the Parks and Recreation Division (Division) is administering the "Field of Dreams" grants in accordance with the Program rules and grant agreements. Areas for improvement are described herein.

During our review, we noted that the Division received various forms of documentation from grantees for a receipt. In some instances, front and back photocopies of a check, front copies of a check accompanied by a release of lien, a schedule of revenues received (without a vendor address or signature), and memos from the vendors were accepted as valid documentation. For efficiency and to help ensure adequate documentation is received, the Division should prepare a document outlining what constitutes a valid receipt for reimbursement.

Ten percent (5 of 48) of the draw requests tested did not include an expense report with the applicable draw request. Article II of the record keeping section of the Agreement requires that the grantee agency include the expenditure report (or Exhibit E of the Agreement) as documentation with each draw request.

Management concurred with all of the recommendations made in this report and corrective action is underway.

ACTION PLAN

**AUDIT OF ORANGE COUNTY'S "FIELD OF DREAMS" GRANT AGREEMENTS
ACTION PLAN**

NO.	MANAGEMENT RESPONSE			IMPLEMENTATION STATUS		RECOMMENDATIONS
	CONCUR	PARTIALLY CONCUR	DO NOT CONCUR	UNDERWAY	PLANNED	
1.	✓			✓		We recommend the Parks and Recreation Division creates a listing of documentation required for payment and provides such to the grantees.
2.	✓			✓		We recommend the Parks and Recreation Division, before making payment on the draw request, ensures that the grantee has included a properly completed Exhibit E form detailing receipts and expenditures for all materials and services purchased under the agreement.

INTRODUCTION



Background

The Orange County "Field of Dreams" Grant program (Program) was created to assist eligible youth sports organizations, such as youth baseball groups and youth soccer leagues, with funding for capital improvement projects. The Parks and Recreation Division (Division) administers the Program. The goal of the Program is to help provide a safe playing environment for youngsters and their families to enjoy. Monies from the grants will aid volunteer youth sports groups by providing funding for capital improvements. Organizations have one year to complete their projects. They must use their grant money for improvements such as turf repair, field lights, concession stands, fencing, bathrooms and mowers.

The Division had a budget of \$37,146,756 and 237 authorized positions for fiscal year 2002 – 2003.

On January 15, 2002, the Orange County Board of County Commissioners (Board) approved a total of \$1,520,000 in grant funds for 19 eligible organizations. For any particular organization, the grant amount can be up to but not more than \$90,000 per year. Also, the grantee can draw no more than \$25,000 from the County per request, up to the \$90,000 maximum.

Scope, Objectives, and Methodology

The scope was limited to a review of the grantee draw requests of the Program for the period covering October 1, 2001 through February 28, 2003.

The objective of the audit was to examine the County's payments to the grantees to ensure the payments were adequately supported and in accordance with the grant agreements.

We obtained all grant agreements for grant recipients and determined the amount of the grant and the grant period or term of agreement.

We reviewed the Division's grantee files and ensured the grantee provided the County with the owner's authorization to renovate the facility.



INTRODUCTION

We reviewed grant agreement files at the Division and ensured that the grantee submitted documentation or bid proposals for the entire cost of the project.

We reviewed the draw request files at the Division to ensure that the grantee submitted documentation evidencing those expenditures was made on the project totaling the amount of the draw requests.

We reviewed available photos of the projects sent in by the grantee to ensure that the grantee provided visual records of the status of the work being done.

We totaled all of the payments to the grantee, which are recorded in the County's financial system and ensured that the grantee was not paid more than the agreement amount.

Finally, we obtained the names of all the officers of the grantee organization from the Florida Department of State, Division of Corporations' web page, and determined that officers were not owners of vendors who submitted bid proposals or performed work under the grant agreement.

Overall Evaluation

Based on the results of our testing, the Parks and Recreation Division is administering the "Field of Dreams" grants in accordance with the Program's rules and grant agreements. Areas for improvement are described herein.

RECOMMENDATIONS FOR IMPROVEMENT

1. The Parks and Recreation Division Should Prepare a List of Required Documentation For Payment Requests

During our review, we noted that the Parks and Recreation Division received various forms of documentation from grantees for a receipt. In some instances, front and back photocopies of a check, front copies of a check accompanied by a release of lien, a schedule of revenues received (without a vendor address or signature), and memos from the vendors were accepted as valid documentation.

The Division does not require specific documentation from grantees to substantiate monies spent. The Division should prepare a document outlining what constitutes a valid receipt for reimbursement. This document should be forwarded to the grantee. Without such, interpretations as to valid documentation could be inconsistent.

We Recommend the Parks and Recreation Division creates a listing of documentation required for payment and provides such to the grantees.

Management's Response:

A checklist of required documentation for draw request payments is attached to ensure consistency in the submission of valid documentation. Additionally, the checklist will be provided to each grant recipient.

2. The Parks and Recreation Division Should Ensure That the Grantee Submits the Expenditure Report With Each Draw Request

Ten percent (5 of 48) of the draw requests tested did not include an expense report with the applicable draw request as noted in the table on the following page:

RECOMMENDATIONS FOR IMPROVEMENT



Review of the "Field of Dreams"
Grant Agreements

Organization	Date of Payment	Amount of Payment
Northwest Area Little League	July 15, 2002	\$15,000
Pine Castle Area Little League	May 27, 2002	\$25,000
Pine Castle Area Little League	May 31, 2002	\$25,000
Pine Castle Area Little League	June 7, 2002	\$15,000
South Central Jaguars	October 28, 2002	\$10,000

Article II of the record keeping section of the Agreement requires that the grantee agency include the expenditure report (or Exhibit E of the Agreement) as documentation with each draw request. The expenditure report reflects receipts and expenditures for all materials purchased under the agreement. It is a uniform document prepared by the Parks and Recreation Division that allows grant recipients to record the information about all of the receipts and expenditures on the project to date. Without such, the grantee is not in compliance with the agreement.

We Recommend the Parks and Recreation Division, before making payment on the draw request, ensures that the grantee has included a properly completed Exhibit E form detailing receipts and expenditures for all materials and services purchased under the agreement.

Management's Response:

The Field of Dreams Project Coordinator and Division's Senior Contract Administrator ensure all required documentation is attached to each draw request including Exhibit E, which details receipts and expenditures for all materials and services purchased.