



## Ken Burke, CPA

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### Report No. 2017-09

TO: Lourdes Benedict, Director  
Department of Human Services

FROM: Hector Collazo Jr., Inspector General/Chief Audit Executive  
Division of Inspector General

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller  
Clairetha Harris, Chief Deputy Director, Finance Division

SUBJECT: Inspector General's Observation of the Department of Human Services  
Bayside Health Clinic's Annual Physical Inventory of Fixed Assets

DATE: June 16, 2017

This letter serves to inform you that the Division of Inspector General completed its observation of the annual physical inventory of fixed assets for the Department of Human Services Bayside Health Clinic on June 13, 2017.

Our objectives were to:

1. Interview and observe staff conducting the department's physical inventory to determine compliance with required inventory procedures.
2. Test and verify, on a sample basis, the assets recorded by staff.

Our audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and the *Principles and Standards for Offices of Inspector General*, and accordingly, included such tests of records and other auditing procedures as we considered necessary in the circumstances.

We conclude that the Department's physical inventory is performed in compliance with required inventory procedures and our sample tests agreed with those of the Department of Human Services staff.

We appreciate your staff's cooperation during this audit.



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