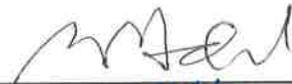
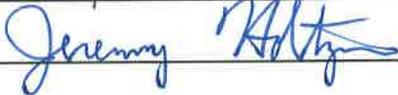


**INTERNAL AUDIT SECTION  
REPORT GUIDE SHEET**

**REPORT TITLE: PROCESS REVIEW- PROJECT NUMBER: 2013- P03**

**DEPT: DIVISION OF PARKS – FACILITY SERVICES DEPT. NUMBER: 220**

**SCOPE: APRIL 1, 2011 THROUGH MARCH 31, 2012**

	Signature	Date
R E P O R T	Initial Submission: <u>Olaide Hassan</u>	<u>11/22 /2012</u>
	Audit Supervisor : <u></u>	<u>12/12/12</u>
	Proof Reading: <u></u>	<u>12/06/12</u>
	Internal Audit Executive Sign Off _____	_____

**REPORT DISTRIBUTION**

**DELIVERABLES**

(1)	<u>Dan Skillman, parks Division Commissioner</u>	Report	<input checked="" type="checkbox"/>
(2)	<u>Hon. Darlene Green, Comptroller</u>	Flowcharts	<input type="checkbox"/>
(3)	<u>IAS File</u>	Survey Results	<input type="checkbox"/>
(4)	_____	IAS Survey	<input checked="" type="checkbox"/>

**FINAL REPORT RELEASE**

The report(s) described above was (were) released by me after all appropriate levels of review were complete.

 12/13/12  
Signature Date

Date Closed on Team Mate: \_\_\_\_\_

Date Posted on Website: \_\_\_\_\_