

| Finding Rec. | | Updated Administration and Overhead Audit Response | Lead | Done | Projected date of completion with current budget | Budget Impact | Needs Legislation |
|--------------|---|---|-----------|------|--|---------------|-------------------|
| 1 | 1 | Reviewing and updating HRMS procedures is due to be completed by December 2008. | Bill Ford | | December 2008 | | |
| 1 | 1 | WSDOT's evaluation and implementation plan for HRMS administration is due to be completed by July 2008. | Bill Ford | | July 2008 | | |
| 1 | 1 | The evaluation of Citrix and potential duplication with HRMS is due to be completed by July 2008. | Bill Ford | | July 2008 | | |
| 2 | 2 | An evaluation and implementation plan for vendor payments is due to be completed by July 2008. | Bill Ford | | July 2008 | | |
| 2 | 2 | An evaluation and implementation plan of vendor payments for Ferries Division is due to be completed by July 2008. | Bill Ford | | July 2008 | | |
| 2 | 2 | WSDOT has actively participated in OFM's Roadmap study. Parallel to that effort, WSDOT and OFM are analyzing alternatives available to procure and implement an enterprise purchasing system. | Bill Ford | | Timing is in accordance with the GA project schedule for procurement | Yes | |
| 3 | 3 | An evaluation of staff training and process changes is due to be completed by July 2008. | Bill Ford | | July 2008 | | |
| 3 | 3 | The work group to study statewide solutions to payroll processing and distribution issues is due to provide recommendations to the Legislature in 2009. | Bill Ford | | December 2008 | | |
| 4 | 4 | The review of cash receipting practice to assure strong internal controls and efficiency are maintained is due to be completed by July 2008. | Bill Ford | | July 2008 | | |
| 5 | 5 | The review of Internal Audit Reporting structures is due to be completed by June 2008. OFM is currently leading this effort. | Bill Ford | | June 2008 | | |
| 6 | 6 | The review of opportunities for stronger functional alignments between the Ferries Division and headquarters is due to be completed by June 2008. | Bill Ford | | July 2008 | | |
| 6 | 6 | WSDOT and OFM are collaborating in the analysis and identification of alternatives available to procure and implement an enterprise labor collection system. | Bill Ford | | Aligned with enterprise development timeframe | Yes | |

Overhead and Administration Audit

Overhead and Administration Audit Recommendations

Rec#1: We recommend centralizing the Human Resources Personnel Administration function. Potential cost savings in this area could result from a shift of resources to WSDOT Headquarters (HQ) from the other WSDOT

Rec#2: We recommend centralizing the Expenditure Accounting function. Potential cost savings in this area could result from a shift of resources to WSDOT HQ from the other WSDOT organizations.

Rec#3: We recommend implementation of a new timekeeping process.

Rec#4: We recommend increasing lockbox usage across WSDOT.

Rec#5: We recommend that WSDOT change the Internal Audit functional and administrative reporting lines.

Rec#6: We recommend that WSDOT develop ONE-DOT practices and implement new policies, procedures, systems, and practices that consider all organizations within WSDOT.

Overhead and Administration Audit Findings

Finding 1: WSDOT can improve the efficiency of its Human Resources Personnel Administration functions.

Finding 2: WSDOT can improve internal controls and efficiency in its Expenditure Accounting process.

Finding 3: Opportunities to improve the payroll and timekeeping functions and related internal controls exist due

Finding 4: Opportunities to improve efficiency and effectiveness exist in the Accounts Receivable (AR) Cash Receipt process due to use of a manually intensive process and internal control weaknesses surrounding the

Finding 5: WSDOT's Internal Audit function can improve its independence by changing its reporting structure.

Finding 6: WSDOT can improve its overall operations by aligning and integrating Washington State Ferries