

August 12, 2005

MEMORANDUM TO: Timothy F. Hagan, Director  
Office of Administration

FROM: Mark J. Flynn, Director */RA/*  
Division of Administrative Services  
Office of Administration

SUBJECT: DAILY PARKING ASSESSMENT

The Office of Administration's FY 2005 Operating Plan requires a review of the procedures and distribution records of daily tickets sold for garage parking to ensure records of the transactions are appropriate and established procedures are consistently followed.

Attached are the results of this assessment which concludes that established program procedures are consistently followed and existing management controls are properly employed.

No further actions are recommended.

Attachment: As stated

cc: Kathryn O. Greene  
Cynthia Marcy

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cc: Kathryn O. Greene  
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