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**Office of the Inspector General
Miami-Dade County**

Memorandum

To: Mr. George Burgess, County Manager

From: Christopher R. Mazzella, Inspector General

Date: July 28, 2005

Re: OIG Final Audit Report of the Miami-Dade Public Libraries Film Archives Checking Account

Received by _____ Date _____

Attached please find a copy of the above-captioned audit report. This report was issued as a "draft" on July 8, 2005 to Mr. Raymond Santiago, Director of the Miami-Dade Library Department, and Mr. George Paul, President of the Louis Wolfson II – Florida Moving Image Archive, Inc. (LWIFMIA).

Also, appended to the OIG's Final Audit Report are the responses received from Mr. Santiago and Mr. George, on behalf of the LWIFMIA.

As you may be aware, Mr. Steven Davidson, former Manager of the Wolfson Film Center, was recently arrested on several criminal fraud charges, in part, stemming from theft related to this account. Mr. Davidson has also been terminated from County employment and Mr. Santiago has assured us, in his response, that the account will be promptly closed.

The OIG is satisfied in the overall responses to the audit findings and considers this matter as **RESOLVED-CLOSED**.

The OIG appreciates the cooperation that the Miami-Dade Library Department has shown to our audit staff for the prompt execution and resolution of this review.

cc: The Honorable Joe A. Martinez, Chairperson, Board of County Commissioners
The Honorable Dennis C. Moss, Vice Chairperson, Board of County Commissioners
The Honorable Sally A. Heyman, Chair of Intergovernmental, Recreation and Cultural Affairs Committee
Mr. Alex Munoz, Assistant County Manager
Mr. Raymond Santiago, Director, Miami-Dade Library Department
Ms. Cathy Jackson, Director, Audit and Management Services
Mr. Charles Anderson, Commission Auditor, Board of County Commissioners
Mr. Paul George, President, Louis Wolfson II – Florida Moving Image Archive, Inc.

Clerk of the Board (copy filed)

MIAMI-DADE COUNTY OFFICE OF THE INSPECTOR GENERAL
OIG Final Report of the Miami-Dade Public Libraries Film Archives Checking Account
Louis Wolfson II Florida Moving Image Archive, Inc.

INTRODUCTION AND BACKGROUND

The Office of the Inspector General conducted an audit of the Miami-Dade Public Libraries Film Archives Checking Account. On June 7, 2005, the OIG issued an audit engagement letter to the Director of the Miami-Dade Public Library System notifying him that an audit of the checking account would be conducted. The account is maintained at City National Bank and the listed-owner of the account is the Louis Wolfson II Florida Moving Image Archive, Inc., herein referred to as LWIIFMIA. The LWIIFMIA is located in the basement of the Miami-Dade Public Library located at 101 West Flagler Street in Miami, Florida. The LWIIFMIA utilizes library basement space provided by Miami-Dade County to store equipment and old films. It is also used as office space for a total of three employees.

The LWIIFMIA was established as a Florida Non-Profit entity in 1985 and its mission is to "...collect, preserve, and make accessible film and video materials which document the history and culture of our region." The LWIIFMIA is affiliated with the Miami-Dade College Foundation and it maintains its operational accounts with the Miami-Dade College Foundation, Inc. Miami-Dade County provides funding to the LWIIFMIA through cultural grants provided to the Miami-Dade College Foundation. Cultural grants function as a vehicle by which the County assists the LWIIFMIA to accomplish its mission.

Daily activities of the LWIIFMIA are under the control of Mr. Steven Davidson, the Manager of the Wolfson Film Center. Mr. Davidson is an employee of Miami-Dade County, and as such is subject to County ordinances and administrative orders. Through an arrangement with the Miami-Dade College Foundation, Mr. Davidson's salary is reimbursed to the County at the end of the fiscal year.

The checking account opening documents show the account's address as the Miami-Dade Public Library, 101 West Flagler Street, Miami, Florida. The business phone number is a Miami-Dade County phone extension. The document also shows that there are two authorized signatories, although only one signature is required to issue a check. An inquiry showed that the LWIIFMIA maintains its operational accounts with the Miami-Dade College Foundation. The Miami-Dade College Foundation states that it is a 501(c)(3) tax exempt entity, and that its records are audited annually by an independent accounting firm.

TERMS USED IN THIS REPORT

LWIIFMIA – Louis Wolfson II Florida Moving Image Archive, Inc.
OIG – Miami-Dade County Office of the Inspector General
the County - Miami Dade County

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GOVERNING AUTHORITY

In accordance with Section 2-1076 of the Code of Miami-Dade County, the Inspector General has the authority to make investigations of county affairs and the power to review past, present and proposed County and Public Health Trust programs, accounts, records, contracts and transactions. The Inspector General has the power to analyze the need for, and the reasonableness of, proposed change orders. The Inspector General is authorized to conduct any reviews, audits, inspections, investigations or analyses relating to departments, offices, boards, activities, programs and agencies of the County and the Public Health Trust.

The Inspector General may, on a random basis, perform audits, inspections and reviews of all County contracts. The Inspector General shall have the power to audit, investigate, monitor, oversee, inspect and review the operations, activities and performance and procurement process including, but not limited to, project design, establishment of bid specifications, bid submittals, activities of the contractor and its officers, agents and employees, lobbyists, and of County staff and elected officials in order to ensure compliance with contract specifications and detect corruption and fraud.

The Inspector General shall have the power to review and investigate any citizen's complaints regarding County or Public Health Trust projects, programs, contracts or transactions. The Inspector General may exercise any of the powers contained in Section 2-1076 upon his or her own initiative.

The Inspector General shall have the power to require reports from the Mayor, County Commissioners, County Manager, County agencies and instrumentalities, County officers and employees, and the Public Health Trust and its officers and employees regarding any matter within the jurisdiction of the Inspector General.

AUDIT OBJECTIVES AND SCOPE

The objectives of the audit were:

- To determine both the amount and source(s) of monies deposited into the account.
- To determine the amount and types of expenditures made with funds from the account.
- To determine if purchase orders were prepared as required by the County.
- To determine if the LWIFMIA maintains proper backup documentation for expenditures, including checks made payable to cash.

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- To verify that voided checks are properly defaced.
- To determine if this checking account is reconciled on a monthly basis and if a ledger or balance is maintained for this checking account.

The scope of the audit encompassed the time frame of October 1, 2002¹ through May 31, 2005.

We reviewed the checking account opening documents, the monthly checking account statements, images of cancelled checks, checkbook, copies of checks and deposit receipts for items deposited to the account and copies of documentation to support expenditures.² Except for the actual checkbook (stubs and carbon copy checks), all records provided to the OIG for review were photocopies. However, as noted throughout the report, there are numerous instances where the documentation provided to the OIG was incomplete. Notwithstanding, we do not believe that this condition had a material effect on our audit results.

DEPOSITS

We analyzed both copies of checks deposited into the checking account and bank statements³ provided to the OIG. A total of \$19,180.00 was deposited into the checking account during the period of our review. These deposits were most likely revenues generated by licensing fees and research conducted by the LWIIFMIA.

FINDINGS

Finding # 1

Deposits were not properly recorded and documented in the checking account records maintained by the LWIIFMIA.

A total of fourteen (14) items were deposited into the checking account during the scope of our review. Three (3) of the fourteen (14) deposited items were wire transfers. However, no documentation was provided to the OIG to substantiate recognizing these deposits as revenues; or if not revenues, to elucidate why these funds were remitted to the LWIIFMIA. The three wire transfers totaled \$3,230 or 17% of the total deposits to the account during the period of our review.

¹ This checking account was opened on October 1, 2002.

² On Wednesday, June 15, 2005, these items were provided to the OIG for the audit review.

³ Four (4) bank statements were missing and not available for our review. See finding number four (4).

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Eleven (11) of the fourteen (14) items deposited consisted of checks remitted to the LWIIFMIA; however, the LWIIFMIA failed to make copies of four of the checks deposited to the checking account.⁴ The OIG believes that this would have been a good business practice. The four deposits for which no copies of the checks are available for review totaled \$4,400 or 23% of the total deposits to the account during the period of our review. As such, there is no indication as to the source of the deposit and no record as to the LWIIFMIA's ownership of these proceeds.

The checkbook contains check stubs attached to each of the checks and provides adequate space to document deposits to the account. Our review showed that no deposits were recorded on the check stubs and that no account balance was maintained throughout the period of our review.

Finding # 2

The LWIIFMIA does not maintain documentation to validate its expenditures.

Documentation should be maintained for all expenditures showing the vendor(s) name and location, quantity of each item purchased, a description of each item, the unit price and total amount paid. The documentation provided to us for our review lacks the required information needed to determine exactly what the LWIIFMIA received for its expended funds.

- No documentation was presented for three (3) of the expenditures totaling \$461.95.
- For three expenditures totaling \$2,220, supporting documentation presented consisted of photocopies of advertisements in journals or local newspapers; however, an invoice or application to place the advertisement showing the cost was not made available for our review. The three expenditures consist of the following:
 1. An advertisement in a film festival program costing \$450.
 2. An advertisement in a local newspaper costing \$1,500 plus additional trade services; however, no documentation was provided to the OIG to demonstrate what, if any, additional services were provided.
 3. An expenditure paid to the Miami International Film Festival costing \$270. The documentation presented was simply a photocopy of a panel agenda. The check and check stub indicate "tix," which are probably tickets. However, a copy of an order form showing the cost

⁴ The LWIIFMIA made a copy of one of the check stubs, which shows the amount deposited but does not show other information, such as remitter's address, the bank the check was drawn on, check number and signature on the check.

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of each ticket and the total number of tickets purchased should be kept on file by the LWIFMIA.

- A total of four (4) checks totaling \$1,078 were used for hotel rooms purportedly for filmmakers attending conferences. No hotel receipts were provided showing the guests' names and dates of their hotel stays. A photocopy of a hotel reservation was provided, showing one of the guest's name and daily rate to be charged.

Most troubling is the fact that three (3) checks made payable to Cash totaling \$2,850 were cashed by Mr. Davidson at the City National Bank. Documentation provided by Mr. Davidson shows that the cash was used to establish a petty cash fund.

The establishment of this petty cash fund is a violation of Administrative Order 3-6, titled "Petty Cash." A.O. 3-6 provides specific procedures for the establishment of a petty cash fund. Department Directors are required to submit a written request, including petty cash fund procedures, to the County Finance Department. Petty cash fund procedures prohibit expenditures in excess of \$100 per transaction, except upon prior approval of the Finance Director. A.O. 3-6 further requires that the custodian of a petty cash fund be responsible for keeping an accurate record of all disbursements from the fund and that he/she must maintain original receipts to support each disbursement.

1. The first of the three checks, check # 3893, was a counter check obtained from the bank, and thus was not written with a check from the account checkbook. This check, dated July 10, 2003, was written for the amount of \$750 and was not recorded in the checkbook. Expenses are listed on a one-page typed document stating that the funds were used to establish a petty cash fund for a Rewind/Fast Forward Film and Video Festival held in Miami between July 10 and 13, 2003. Expenses listed are valet parking, bellman tips for loading and unloading equipment, tips to the hotel staff, parking, lunch and dinners for staff and volunteers, taxi, copies and phone. The expenses are all in even amounts and add up to the exact amount of the check. No supporting documentation is attached to the one-page expense listing.
2. The second check payable to cash, check # 15634, was also a counter check. Again, this check was obtained from the bank, and thus was not written with a check from the account checkbook. This check was written for the amount of \$700 and was dated September 11, 2003. It also was not recorded in the checkbook. Expenses listed on a one-page sheet are for "Petty cash for department and other expenses." Expenses listed are grant photocopies at Kinkos for the Miami-Dade Department of Cultural Affairs; home movie (Garage Sales)⁵ consisting of film cameras and projectors; office expenses at

⁵ No explanation is provided as to what constitutes Garage Sales, and its relationship to the petty cash fund.

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Radio Shack, Walgreens, Office Depot and Costco; calling cards; and lunch/breakfast for staff meetings. Again, all the listed expenses are in even amounts and add up to the amount of the check. No supporting documentation from any of the above-mentioned vendors is attached to the expense listing.

3. The third check payable to cash, check # 124, dated July 27, 2004, was written for the amount of \$1400. Expenses listed on a one-page sheet are for "petty cash and festival related expenses." The Rewind/Fast Forward Film and Video Festival was between July 22 and 25, 2004. Expenses listed on a one-page document consist of Hyatt Hotel valet parking, bellman tips, tips to the hotel staff, parking, lunch and dinner for the staff and volunteers, taxi fare, copies and phone. The expenses listed are all in even amounts; however, they only add up to \$390. The check written was for \$1,400, generating an unaccounted for difference of \$1,010. Again, no supporting documentation from any of the above-mentioned vendors is attached to the expense listing.

Attached to the one-page listing of expenses totaling \$390 is a three-page article authored by Mr. Steven Davidson, which has no relevance to the expenditures. Also attached is a copy of an e-mail authored by Mr. Stephen Stuempfle of the Historical Museum of South Florida. The e-mail is dated June 7, 2005,⁶ and lists various artifacts with the date of March 22, 2005. These expenses total \$1,410, however, no explanation is provided to establish a relationship between the artifacts and the \$1,400 check cashed by Mr. Davidson on July 27, 2004.

Furthermore, check # 115 in the amount of \$500, dated December 31, 2003, is made payable to Mr. Davidson for a purported reimbursement of expenses. This reimbursement also lacks proper documentation to corroborate expenses related to the LWIIFMIA. Again, a one- page typed document was prepared by Mr. Davidson listing expenditures for Kinkos \$52, Walgreens \$12, movie camera and magazines \$86, Costco \$150, Publix \$50 and Burdines \$150. No receipts from any of the above-named entities were attached to the listing of expenditures.

⁶ This is the same day the OIG audit engagement letter was delivered to Mr. Davidson.

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Finding # 3

Face amounts of the checks do not correlate with vendor invoices.

Check # 102, dated January 7, 2003, was made payable to the City National Bank in the amount of \$1,217.50. This check was used to purchase a cashiers check in the amount of \$915 payable to Infinity Micro. The cashiers check was used to purchase a Compaq Armada Computer Model ES 500. The difference between the amount of the check made payable to City National Bank (\$1,217.50) and the amounts on both the copy of the invoice from Infinity Micro (in the amount of \$915) and the cashiers check payable to Infinity Micro (for \$915) is \$302.50. No documentation was provided for the difference in the amounts.

Check #106, dated April 1, 2003, was made payable to Steven Davidson for reimbursement of expenses, in the amount of \$181, related to the registering of domain names for Internet addresses. The receipt provided by Mr. Davidson shows that the amount charged to Mr. Davidson's credit card was \$161, creating a \$20 overpayment to Mr. Davidson.

Check # 107, dated June 13, 2003, was made payable to Catering by Lovables for fruit, cheese and dessert served at the WLRN studios, in the amount of \$205; however, the vendor invoice was for \$955. The vendor invoice contains handwritten notes indicating that a \$750 deposit was made on June 12, 2003, the day before this check was written. A review of the LWIIFMIA's bank statements and checks written indicate that no other payments were made to this vendor using this account during the month of June 2003. The vendor invoice obviously exceeds the amount paid by the LWIIFMIA; no documentation was presented for our review to clarify the discrepancy.

Finding # 4

Bank account records are not maintained in an organized manner and some documentation was not provided for our review.

Good business practices require at a minimum that bank statements be maintained in an organized manner, voided checks should be defaced and attached to the voided check stub, and a bank account should be timely reconciled upon receipt of bank statements for months when the account experiences transactions.

Four (4) bank statements for the following time periods were missing:

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- December 31, 2003 – January 31, 2004⁷
- December 31, 2004 – January 31, 2005
- January 31, 2005 – February 28, 2005
- March 31, 2005 – April 30, 2005

A total of three checks totaling \$1,334.64 were written during the months for which no bank statements were presented for our review.⁸

Per checkbook stubs and a checking account detail,⁹ a total of eight (8) checks were voided. Seven (7) of the eight voided checks were missing and were not made available for review. Voided checks should be defaced and attached to the check stub. Only one “voided check” was found intact attached to the check stub, but it was not defaced and there was no indication that the check was voided.

No bank reconciliations were presented for our review. While this account has not had a large volume of activity, a reconciliation of the account should be prepared on a frequent basis, if not monthly then at least quarterly.

Finding # 5

No segregation of duties exists between the administration of the checking account and the purchasing /accounts payable functions.

Only one signature is required for negotiable instruments drawn on this account to be paid by the bank. A review of all checks paid by the bank on this account show that only one signature was present on the checks. This is a horrific practice that allows one individual to totally control the account. This is not a good business practice and is inconsistent with Miami-Dade County protocol.

A review of checking account opening documents shows that the President of the LWIIFMIA is also an authorized signer on the account. However, no checks were signed by him and there is no evidence to show that he was involved in the administration of the account.

Moreover, the manner in which this account was administered is not a generally accepted practice in the handling public funds. The same person who requested an expenditure and made the purchase, was the same person who signed the check. Furthermore, the

⁷ Check # 115, dated December 31, 2003 and made payable to Steven Davidson, was negotiated during this time period.

⁸ Check stubs show that three checks were written during the periods for which no bank statements were presented for review. An analysis of bank statements from both preceding and post missing bank statement periods showed that these three checks were presented for payment and were paid by the bank.

⁹ The checking account detail was prepared by Mr. Davidson and dated June 10, 2005.

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same individual received and opened the monthly bank statement, and if it were to be reconciled, it would have been done by the same person too. We find this to be completely inappropriate.

Finding # 6

Proceeds/revenues from an event paid for from this account should have been deposited back into the same account.

Funds were expended to charter a yacht that was advertised to Film Festival participants as a cruise through history. For two film festivals, one in July 2003 and the second in July 2004, the LWIIFMIA expended \$2,650 (2003: check#111 for \$1,250 and 2004: check #122 for \$1,400) to charter a yacht from the Holiday of Magic Charters. Participants were offered the opportunity to view vintage images from the archive's collection on video monitors as the yacht floated down the Miami River and along Miami's shoreline.

According to a participant flyer provided for our review, participants were charged \$15 each and reservations were required. A review of the LWIIFMIA checking account records show that the proceeds from these yacht charters were not deposited into the LWIIFMIA checking account. A disposition of cruise proceeds was not provided for our review.

CONCLUSION

For our period of review, a total of fourteen (14) items were deposited to this checking account and twenty-five (25) checks were used to withdraw funds. Despite the small number of transactions, a total of six findings were noted for this checking account and this is troublesome. Basic good business practices were not followed in the administration of this checking account and the documentation demonstrates an intentional disregard for County policies and procedures.

Moreover, it is not clear if the revenues and expenses associated with this account were incorporated in the annual audits of the LWIIFMIA, which is a non-profit tax exempt 501 (c)(3) entity. The LWIIFMIA should immediately notify its external auditors of the existence of this checking account and its related revenues and expenses.

Finally, the Miami-Dade County OIG questions the necessity for this account, and encourages both the LWIIFMIA and the Miami-Dade Public Library to consider incorporating all revenues and expenses related to managing the film archive with the LWIIFMIA operational accounts at the Miami-Dade College Foundation, Inc.



Christopher R. Mazzella
Inspector General

Alan Solowitz
Deputy Inspector General

Patra Liu
Assistant Inspector General
Legal Counsel

July 8, 2005

Mr. Raymond Santiago, Director
Library Department
Miami-Dade Public Library
101 W. Flagler Street
Miami, Florida 33130

FILE COPY

Dear Mr. Santiago:

Attached please find a copy of the Office of the Inspector General's (OIG) Draft Audit Report regarding our review of the Miami-Dade Public Libraries Film Archives Checking Account. We are providing this draft in accordance with the Board of County Commissioners' mandate of advance notification.

The OIG requires your response to this Draft Report. If you would like your response to be included in the Final Report, you must submit it to the OIG **by close of business on Friday, July 22, 2005.**

Yours truly,

Christopher Mazzella
Inspector General

Acknowledgment of Receipt or Proof of Service


Date

cc: Mr. Alex Munoz, Assistant County Manager

APPENDIX A

Memorandum



Date: July 22, 2005
To: Christopher Mazzella
Inspector General
From: Raymond Santiago, Director
Miami-Dade Public Library System 
Subject: Response to Inspector General's Audit Report: Miami-Dade Public Libraries Film
Archives Checking Account- Louis Wolfson II Florida Moving Image Archive, Inc.

MDC-OFFICE OF THE
INSPECTOR GENERAL

2005 JUL 22 PM 12: 24

Introduction

As part of a criminal investigation, the OIG initiated an audit of the Louis Wolfson II Florida Moving Image Archive's Checking account. The Miami-Dade Public Library System (MDPLS) has reviewed and analyzed the Inspector General's July, 8 2005 draft audit report of the Miami-Dade Public Libraries Film Archive Checking Account. We acknowledge and agree with the findings and observations resulting from the Inspector General's comprehensive report.

Background

The Louis Wolfson II Florida Moving Image Archive, Inc. (LWIIFMIA) was established as a partnership between the Miami-Dade College Foundation and the Miami-Dade County in 1985 to collect, preserve and make accessible films and video materials that document our region's history. As was accurately stated in the draft audit report, the operational accounts of LWIIFMIA are maintained with the Miami-Dade College Foundation. In addition, LWIIFMIA applied for and received cultural grants from Miami-Dade County's Cultural Affairs Department.

At the time the LWIIFMIA partnership was established it was determined that the Manager of the Wolfson Media Center (Center), which would be responsible for the daily activities, would be employed by Miami-Dade County. In addition, the Center would be located at the Miami-Dade Public Library System's Main Library. At the time of the audit, Mr. Steven Davidson had been the Manager of the Center for 18 years. As a result of this investigation and its subsequent criminal charges, Mr. Davidson was terminated as from County employment on July 1, 2005.

The checking account that was audited was opened by Mr. Steven Davidson on October 1, 2002, at the City National Bank with the listed owner as LWIIFMIA and corresponding address as the Miami-Dade Public Library, 101 West Flagler Street, Miami, Florida. This action was taken by Mr. Davidson without any authorization from the Miami-Dade Public Library System. The Library Department first became aware of this checking account through the July 7, 2005 notification that an audit would be conducted of the above checking account. As a result of this audit, the Library is recommending the LWIIFMIA Board to authorize closure of this checking account. In addition, Mr. Davidson was immediately terminated once the results of the audit were received.

As indicated in the OIG's press release dated June 30, 2005, the Library Department had viewed Mr. Davidson's position as being on-loan to the LWIIFMIA, thus receiving direction and supervision from its Board of Directors. Because of this, Mr. Davidson did not receive the proper and typical supervision that a County employee receives. I am in the process of finalizing my review of the MDPLS's entire organization to ensure that neither his successor nor any other employee has, or will have, this degree of independence, and that *all* library employees receive appropriate and direct supervision.

Responses to Findings and Recommendations

Finding #1

Deposits were not properly recorded and documented in the checking account records maintained by the LWIIFMIA.

Response: The Department is in agreement with the OIG's findings and observations. The LWIIFMIA Board is currently reviewing and updating the finance procedures for the Center.

Finding #2

The LWIIFMIA does not maintain documentation to validate its expenditures.

Response: The Department is in agreement with the OIG's findings and observations. The Department is working with the LWIIFMIA Board to improve and strengthen the procurement processes of the Center, and will have these processes in place for the beginning of the next fiscal year, October 1, 2005.

Finding #3

Face amounts of the checks do not correlate with vendor invoices.

Response: The Department agrees the OIG's observations and is working with the LWIIFMIA Board to improve the financial procedures and provide administration oversight to the Center, and will have these procedures in place by October 1, 2005.

Finding #4

Bank account records are not maintained in an organized manner and documentation was not provided for our review.

Response: The Department is in agreement with the OIG's findings and observations. As stated earlier, this checking account will be closed. All future revenues will be deposited by the Miami-Dade College Foundation, which is the fiscal agent for the Center.

Finding #5

No segregation of duties exists between the administration of the checking account and the purchasing/accounts payable functions.

Response: The Department is in agreement with the OIG's findings and observations. As a result of this report, the Library Department will establish strict procedures for the Manager and staff of the Archive that will require review and approval by the LWIIFMIA Board for any purchasing and accounts payable functions.

Finding #6

Proceeds/revenues from an event paid for by this account should have been deposited back into the same account.

Response: The Department is in agreement with the OIG's findings and observations. As stated in our response to Finding #5, the Department is in the process of improving financial procedures and providing administration oversight to the Center.

Christopher Mazzella
July 22, 2005
Page 3

As was stated earlier, the Wolfson Media Center, is a partnership between Miami-Dade Community College and the Miami-Dade Public Library System, the LWIIFMIA Board set policies and procedures and acts as the fiscal agent for the Center. Prior to this audit report the Library Department had no knowledge of the checking account nor had the account been open with proper authorization from the LWIIFMIA Board. The OIG has provided invaluable input and suggestions in their audit that clearly demonstrate the need to better define the administration and reporting relationships of the Center. Furthermore, the OIG's input and suggestions will become an integral part of our new financial and administrative procedures which will be recommended to the LWIIFMIA Board.

If you have any questions or would like additional information please call me at 305-375-5026.

Cc: George M. Burgess, County Manager
Alex Munoz, Assistant County Manager



Christopher R. Mazzella
Inspector General

Alan Solowitz
Deputy Inspector General

Patra Liu
Assistant Inspector General
Legal Counsel

July 8, 2005

FILE COPY

Mr Paul George, President
Louis Wolfson II - Florida Moving Image Archive, Inc.
Miami-Dade Public Library
101 W. Flagler Street
Miami, Florida 33130

Dear Mr. George:

Attached please find a copy of the Office of the Inspector General's (OIG) Draft Audit Report regarding our review of the Miami-Dade Public Libraries Film Archives Checking Account. We are providing this draft in accordance with the Board of County Commissioners' mandate of advance notification.

Please be advised that you may provide a written response to these findings, which will be included with our final report. This response **must be received by close of business on Friday, July 22, 2005** should you elect to respond.

Yours truly,

Christopher Mazzella
Inspector General

Acknowledgment of Receipt or Proof of Service

Date

APPENDIX B



LOUIS WOLFSON III
FLORIDA MOVING IMAGE ARCHIVE

Miami-Dade Public Library • 101 West Flagler Street • Miami, Florida 33130
 Phone (305) 375-1505 • Fax (305) 375-4436 • www.fmia.org

MDC-OFFICE OF THE
 INSPECTOR GENERAL
 2005 JUL 22 PM 2:41

July 22, 2005

Christopher R. Mazzella
 Inspector General
 19 West Flagler Street, #220
 Miami, Florida 33130

Dear Mr. Mazzella:

The Board of Directors of the Louis Wolfson II Florida Moving Images Archive wishes to thank the Inspector General and his staff for their efforts in identifying the illegal and improper actions of the Archive's Manager. We also appreciate the identification of weak business practices that you uncovered, and the prompt resolution of your investigation which led to the arrest of the Archive's Manager.

We are in the process of implementing solutions to the issues you raised.

Sincerely,

Louis Wolfson III
 President

cc: The Board of Directors

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 PATRICK
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