

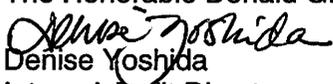


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 29, 2015

TO: Kathryn S. Matayoshi, Superintendent
The Honorable Donald G. Horner, Chairperson, BOE Audit Committee

FROM: 
Denise Yoshida
Internal Audit Director

SUBJECT: Fixed Assets Management Review Report

In connection with the Department of Education's Internal Audit Plan, Internal Audit performed a "Fixed Assets Management Review." The purpose of this project was to review the adequacy of current Fixed Asset Management policies and processes as they relate to tracking and monitoring, recording and reporting, and disposing of fixed assets within the Accounting Services Branch; and to provide recommendations based on leading practices to improve the efficiency and effectiveness of fixed asset management.

On November 19, 2014, the memo initiating the Fixed Assets Management Review was issued and the review was performed between November 2014 and April 2015. This review was conducted based on procedures in place in FY 2013-2014 and FY 2014-2015.

Attached is the *Fixed Assets Management Review Report* which contains our observations, recommendations, and management's responses. If you have any questions, please contact Yi Chen, Audit Specialist, at 586-3325 or Lotus Notes.

DY:YC:jy

Attachment

c: Alison Kunishige, Esq., Executive Director, BOE
Amy Kunz, Senior Assistant Superintendent and Chief Financial Officer, OFS
Dann S. Carlson, Assistant Superintendent, OSFSS
Tom Ishimaru, Accounting Director, Accounting Services Branch, OFS
Gilbert Chun, Acting Director,
Safety, Security, and Emergency Preparedness Branch, OSFSS
Trisha Kaneshiro, Fiscal Specialist, Accounting Section, OFS
Renee Igarashi, Inventory Clerk, Accounting Section, OFS
Board of Education
Internal Audit Office