



CPAs & BUSINESS ADVISORS

LAS VIRGENES MUNICIPAL WATER DISTRICT

Board of Directors – Regular Meeting

June 4, 2024

BRIEFING – CONTRACT MANAGEMENT & PURCHASING REVIEW

Why the Internal Audit, Objective & Approach

Internal Audit Findings, Recommendations & Observations

RESULTS – CONTRACT MANAGEMENT & PURCHASING REVIEW

- Overall, LVMWD has effective and efficient processes and internal controls surrounding contract management and purchasing operations.
- 2 Findings and 2 Observations noted which represent opportunities for improvement.
- Management's Response addresses the underlying risks and enhances current processes.

INTERNAL AUDIT FINDINGS & RECOMMENDATIONS

1. Purchasing Manual Updates

- Include guidelines and criteria for waiver of competitive purchasing process.
- Establish a process for initiating, reviewing, and approving waivers.
- Provide training sessions for procurement and relevant staff.

2. Attach Board Meeting Minutes

- Update documentation procedures for contract approvals within Tyler Munis system to include meeting minutes and meeting agenda.

OBSERVATIONS

1. Removing Inactive Vendors

- Develop and implement a systematic process for identifying and removing inactive vendors within Tyler Munis.

2. Procurement Card Utilization

- Perform an evaluation of the business need for each P-Card, considering transactional volume and operational requirements.



QUESTIONS?

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