

























# Detailed Findings, Recommendations and Management Responses

## ATTACHMENT B: OC Community Resources Management Responses (continued)

OC COMMUNITY RESOURCES RESPONSE TO AUDIT REPORT NO. 1557  
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reconciled in a timely manner and any amounts due are billed timely.

- OCCR Response: Concur. OCCR Accounting has taken steps to revise current procedures to include this task with the posting and tracking of payments. Procedures will be revised within 30 days and will include the reconciliation and review by the Accounts Receivable manager for invoicing of any amounts within 30 days of receipt of the annual audited Statement of Gross Receipts.

Control Finding No. 4: Agreed Upon Percentage of Rent for Other Miscellaneous Income Is Not Documented.

- Recommendation: We recommend that OCCR ensure the agreed percentage of rent is documented and communicated to Bayshore Marina for any related amenities, services and activities.
- OCCR Response: Concur. CEO Real Estate will prepare and send a letter to formally notify Bayshore Marina of the correct percentage of rent within 30 days. Going forward the percentage will be explicitly included in the contract.

If you have any questions related to these responses, please contact Brian Rayburn, Business Office Manager, OC Community Resources, at (714) 480-2885.

Sincerely,

\_\_\_\_\_  
Steve Franks, Director  
OC Community Resources

4/19/16  
\_\_\_\_\_  
Date

SAF:bwrr