From: Lee, Joydene
To: Gipson, Tyler (SAO)
Subject: RE: SAO Audit - Parking Services
Date: Tuesday, July 12, 2022 10:41:57 AM
Attachments: image001.png
image002.png
image003.png

External Email

I sent it to Nick's kiteworks email now.

From: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>
Sent: Tuesday, July 12, 2022 10:13 AM
To: Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

Hello, Joydene,

We are currently switching our secure file platforms, and my account for Kiteworks is deactivated, and the new program isn't up and running yet. Could you send the documentation via Kiteworks to Nick Hoeft at hoeftn@sao.wa.gov, please?

Thank you!

Tyler Gipson
Assistant State Auditor, Office of the Washington State Auditor
Reach me at: (564) 444-6615 | www.sao.wa.gov
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From: Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Sent: Monday, July 11, 2022 12:12 PM
To: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>; Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>
Cc: Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>; Conjugacion, Michael <Michael.Conjugacion@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

External Email

Okay, I just emailed to you via kiteworks.

Thank you.

Joydene Lee | Assistant Treasury Analyst
Treasury Department
Work schedule:
Office - Monday
Telework - Tuesday, Wednesday,Thursday, & Friday
CITY OF VANCOUVER, WASHINGTON
Financial & Management Services

PO Box 1995, Vancouver, WA 98668-1995
Phone: (360) 487-8479 | Fax: (360) 487-8483

From: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>
Sent: Monday, July 11, 2022 11:55 AM
To: Lee, Joydene <Joydene.Lee@cityofvancouver.us>; Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>
Cc: Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>; Conjugacion, Michael <Michael.Conjugacion@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

Hi, Joydene,
Yes that is what I need, please.
Thank you!

Tyler Gipson
Assistant State Auditor, Office of the Washington State Auditor
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From: Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Sent: Monday, July 11, 2022 11:54 AM
To: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>; Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>
Cc: Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>; Conjugacion, Michael <Michael.Conjugacion@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

External Email

Hi Tyler,
I can provide bank statements and copies of the Loomis coin reports, is that what you need?

Joydene Lee | Assistant Treasury Analyst
Treasury Department
Work schedule:
Office - Monday
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Financial & Management Services
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Phone: (360) 487-8479 | Fax: (360) 487-8483

From: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>
Sent: Tuesday, July 5, 2022 10:59 AM
To: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>; Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Cc: Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>; Conjugacion, Michael

<Michael.Conjugacion@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

Yes, that is fine, thank you!

Tyler Gipson
Assistant State Auditor, Office of the Washington State Auditor
Reach me at: (564) 444-6615 | www.sao.wa.gov
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From: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>
Sent: Tuesday, July 5, 2022 10:40 AM
To: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>; Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>; Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Cc: Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>; Conjugacion, Michael <Michael.Conjugacion@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

External Email

Good morning,
Joy is on PTO this week. Can this wait until next week when she returns?

Carrie Lewellen I Treasurer
Work schedule:
Office Tuesday
Telework Monday, Wednesday, Thursday, & Friday

CITY OF VANCOUVER, WASHINGTON
Financial & Management Services
P: (360) 487-8482 **| F:** (360) 487-8483
www.cityofvancouver.us

From: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>
Sent: Tuesday, July 5, 2022 10:32 AM
To: Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>; Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Cc: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

Good morning, all,
Thank you for your responses. I'm not sure the appropriate person for this is, but attached is my selected sample of parking revenue related to short-term parking. I've chosen transactions from Parkeon, Loomis, and Passport. For each transaction, if possible to obtain support for the revenues. In the prior audit we obtained the following:
Parkeon – Compared to the daily bank reconciliation
Loomis - Loomis Customer Deposit Report
Passport Parking - Passport Deposit Report

Let me know if you have any questions!

Thank you very much!

Tyler Gipson
Assistant State Auditor, Office of the Washington State Auditor
Reach me at: (564) 444-6615 | www.sao.wa.gov
Sign up here to be the first to know when we release news & alerts.

From: Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>
Sent: Wednesday, June 29, 2022 4:27 PM
To: Lee, Joydene <Joydene.Lee@cityofvancouver.us>; Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>
Cc: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Heitz, Kevin <Kevin.Heitz@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

External Email

Copying Kevin in case he is needed for the T2 question.

From: Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Sent: Wednesday, June 29, 2022 4:24 PM
To: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>; Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>
Cc: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>
Subject: RE: SAO Audit - Parking Services

Hi Tyler,

I can speak to the Treasury reconciliation; nothing has changed there and nothing has changed as far as receipting. Coin is collected by COV staff then picked up by Loomis who verifies funds and deposits with bank. Credit card transactions are batched daily and submitted directly from the paystation vendor to our bank and then the batches are recorded in Workday to recognize the revenue. Nothing has changed with these processes. I am happy to be the point of contact for the reconciliation requests or questions. Parking staff would need to answer questions regarding T2.

Thank you.

Joydene Lee | Assistant Treasury Analyst
Treasury Department
Work schedule:
Office - Monday
Telework - Tuesday, Wednesday,Thursday, & Friday

CITY OF VANCOUVER, WASHINGTON
Financial & Management Services
PO Box 1995, Vancouver, WA 98668-1995
Phone: (360) 487-8479 | Fax: (360) 487-8483

From: Gipson, Tyler (SAO) <tyler.gipson@sao.wa.gov>

Sent: Wednesday, June 29, 2022 4:09 PM

To: Kaspan, Steve <Steve.Kaspan@cityofvancouver.us>; Lee, Joydene <Joydene.Lee@cityofvancouver.us>

Subject: SAO Audit - Parking Services

CAUTION: This email originated from outside of the City of Vancouver. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Joydene & Steve,

My name is Tyler Gipson with the Washington State Auditor's office. We worked together a little bit back in 2020 related to parking services. For the 2021 financial audit this year, we are testing short-term/on-street parking (Meter & Parking Kitty Revenue) and long-term parking (Permit). I will need to confirm controls over these areas, below are the controls I documented in the prior audit, can you, please, review them and let me know if they still hold true for 2021? I also worked with Karen Kumpula, but I believe she is no longer with the City, who replaced Karen as parking supervisor?

1. The Customer Service Rep records the revenue received based on pay station receipts to ensure booked revenues have actually occurred.
2. The Treasury Accountant performs daily reconciliation of all bank activity, including parking revenues, to ensure they have actually occurred.
3. T2 then *automatically* pulls in the charge which corresponds to the type of permit being issued based on the information selected.

I will also be completing testing over these areas, who would be my best point of contact for any questions or requests?

Let me know if you have any questions.

Thank you very much!

Tyler Gipson
Assistant State Auditor, Office of the Washington State Auditor
Reach me at: (564) 444-6615 | www.sao.wa.gov
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