



NEW YORK STATE  
OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION

ROSE HARVEY  
Commissioner

ANDREW M. CUOMO  
Governor

December 21, 2011

Mr. John Buyce  
Audit Manager  
Office of the State Comptroller  
State Audit Bureau  
110 State Street  
Albany, NY 12236

Dear Mr. Buyce:

The New York State Office of Parks, Recreation & Historic Preservation has reviewed the Office of the State Comptroller's final audit report 2010-S-25 entitled "*Oversight of Vehicle Use*". Enclosed please find the Agency's response to the final report.

As summarized by the attached, we generally concur with the recommendation made in the final audit and have already implemented many changes and improvements in procedures. The audit is generally positive and OPRHP understands there is always room for improvement. We thank the OSC team for their professionalism and their efforts on our behalf in conducting this review.

Thank you for the opportunity to respond to the report. If you have any questions regarding the Agency's response, please contact Brian D. Jackson of OPRHP's Office of Internal Audit at (518) 473-3390.

Sincerely,

Mary Beth Labate  
Deputy Commissioner for  
Finance and Administration

Enclosure

cc: Commissioner Harvey  
Tom Lukacs, Division of the Budget  
Andy Beers  
Tom Alworth  
Mike Wise  
Brian Jackson

## **New York State Office of Parks, Recreation & Historic Preservation Response to the Office of the State Comptroller's Final Audit Report 2010-S-25 Oversight of Vehicle Use Audit**

The Office of Parks, Recreation & Historic Preservation's (OPRHP) response to the Office of the State Comptroller's (OSC) final audit report number 2010-S-25, entitled "*Oversight of Vehicle Use*" is presented below. OPRHP has reviewed the findings and recommendation presented in the final audit report and our response to the recommendation is noted in the following section.

### **Comments on Major Findings of the Audit**

The Office of Parks, Recreation and Historic Preservation (OPRHP) strives to ensure that use of state-owned vehicles is in accordance with state and agency guidelines.

OPRHP appreciates OSC's recommendations and understands there is always a possibility of improper use. Therefore, OPRHP has revisited its policies and procedures regarding use and operation of state-owned vehicles. Revisions to existing procedures would include the use of a standardized Vehicle Request Form to be used by all employees working in both the regions and the central office. OPRHP is confident the revised procedures will further reduce the risk of any improper use of state owned vehicles.

### **Response to Recommendations (Page 3)**

The following section presents OPRHP's response to the recommendation contained in the final audit report.

- **Recommendation:** Routinely monitor vehicle use consistently throughout all regions to ensure vehicles are used only for business purposes. Establish procedures, including documentation that enables monitoring to occur.

***Agency Response:** Agree. OPRHP is always looking to improve its procedures and is currently in the process of revising procedures to be used in all regions and the central office.*

