

From: Earley, Jr., Jimmy E  
To: Adams, Marcia S [Marcia.Adams@SCDMV.net](mailto:Marcia.Adams@SCDMV.net)  
Date: 9/22/2010 1:31:09 PM  
Subject: Fw: DMV Audit Items  
Attachments: [DMV - Internal Control RFP.doc](#)

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----- Original Message -----

From: Rich Gilbert <[rgilbert@osa.state.sc.us](mailto:rgilbert@osa.state.sc.us)>  
To: Earley, Jr., Jimmy E  
Sent: Wed Sep 22 10:33:28 2010  
Subject: RE: DMV Audit Items

Jimmy,

Have your staff look the proposal over and provide me with their input. The RFP includes a proposers conference. I believe that it would be good to have one so the prospective contractors can ask questions about your expectations. I will not advertise it so it will speed up the process. I recommend that we pick a date and then I will contact and invite a few cpa firms. I believe that a firm can be selected within 2 weeks of the proposers conference. Discuss this with Ms. Adams and get back to me.

Rich

-----Original Message-----

From: Earley, Jr., Jimmy E [<mailto:Jimmy.Earley@SCDMV.net>]  
Sent: Tuesday, September 21, 2010 12:33 PM  
To: Rich Gilbert  
Subject: RE: DMV Audit Items

Rich,

Attached please find the information that you requested. Please contact me at 606-5460 if you have any questions or need any additional information.

Thanks,

Jimmy Earley  
Chief of Staff  
South Carolina Department of Motor Vehicles

----- Original Message -----

From: Rich Gilbert <[rgilbert@osa.state.sc.us](mailto:rgilbert@osa.state.sc.us)>  
To: Adams, Marcia S  
Sent: Mon Sep 20 14:34:05 2010  
Subject: RE: DMV Audit Items

Marcia,

I am trying to develop a proposal document that I will forward to 2-3 cpa firms. The letter that you initially gave me identified the following areas that you wished to be reviewed.

- \* Capital Improvements and Facilities Management
- \* General Accounting

- \* Revenue Accounting
- \* Accounts Payable
- \* Grants Accounting
- \* Procurement
- \* Warehouse Management

Could you have someone provide me with a brief overview of the responsibilities of each area?

Thanks

Rich

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From: Adams, Marcia S [mailto:Marcia.Adams@SCDMV.net]  
Sent: Thursday, September 16, 2010 1:11 PM  
To: Rich Gilbert  
Subject: DMV Audit Items

Mr. Gilbert,

Attached are spreadsheets that address some of the questions you asked at our meeting on Monday. The first spreadsheet shows all of the employees with roles in the SCEIS systems. It does not include the SCEIS SRM roles. We have asked the SCEIS folks to provide us with a listing from the system, and they will forward that to us within the next few days.

The second spreadsheet is a workbook detailing DMV revenue streams. The first sheet in the workbook explains the other sheets. The sheets include the details of revenue DMV retains as well as total revenue collected by DMV (a little over \$254,500,000) and the distribution of that revenue to other entities. We have also included all products and services that generate revenue, sorted by general ledger code derived from our detailed ledger system in the DMV Phoenix system.

If you have any questions or need any additional information, please let me know. My staff is meeting with Mr. Johnny Straight with DSS this afternoon. It sounds as if they were pleased with the CPA firm that conducted their audit. I should have more feedback after our meeting. Thanks so much for all of your help. When you have had a chance to review our information, I would like to speak with you about timeframes for procuring and then beginning the audit.

Thanks again,

Marcia

Marcia Adams

Executive Director

South Carolina Department of Motor Vehicles