

Bob Mollette

3rd Ward Councilman

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May 8, 2008

Jim Kalb, Mayor
Trent Williams, Auditor
728 Second Street
Portsmouth, Ohio 45662

Re: City of Portsmouth Cell Phone & Credit/Debit Card Policy

I confirmed the City does not have a cell phone and credit/debit card policy in place but was informed actions are being taken to prepare a policy. I am not familiar with the City's needs for these items but express concern as a result of yearly financial audit recommendations to implement a policy to improve accountability to our taxpayers.

Balestra, Harr & Scherer, CPAs, Inc. performed the financial audit of statements of the governmental activities for the year that ended December 31, 2004. The recommendation was made for City Council to adopt a policy addressing the usage of cell phones and credit cards. The policy should, at a minimum, identify authorized users; guidelines for allowable use/purchases; method of reimbursement (if personal use is allowed); specific unallowable uses; reporting; monitoring of use by appropriate level of management; and other guidelines deemed appropriate by the legislative body. The City responded it would develop and implement policies governing the use of cell phones, credit and purchasing cards.

Caudill & Associates, CPAs performed the financial audit of statements of the governmental activities for the year that ended December 31, 2006. It was noted the City adopted the use of credit/debit cards and cell phones but there are no policies governing the credit/debit cards. Their recommendations were for the City to establish written policies, to include, at a minimum, identity of authorized users; guidelines for allowable use/purchases; method of reimbursement (if personal use is allowed) guidelines deemed appropriate by the legislative body. Further, it was recommended that cell phone accounts be established in the City's name so invoices can be monitored to protect the City from paying unnecessary phone charges. A response from the City was not documented.

I hope the policy receives the appropriate priority and I am requesting an update on the status of the associated policies involving City credit/debit cards and cell phones use. The Management Letters associated with the above comments may be reviewed from my website www.mollette.info posted under the Reports page. I would recommend the Walter H. Drane Company website www.walterdrane.com, which provides our codified ordinance publishing services, for similar policies adopted by Municipalities throughout Ohio.

If you should have any questions contact me.

Respectfully,



Bob Mollette, 3rd Ward Advocate and Representative on City Council

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cc: Honorable Council Members
Michael Jones, Solicitor
Jo Ann Aeh, Clerk (Record)