

Internal Audit Briefing

**Presented to the Port of Seattle
Audit Committee and Tay Yoshitani, CEO**

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Director, Internal Audit**

September 11, 2012

Agenda

- **Audit Report**

1. Lease and Concession Audits

- None

2. Operational Audits

- Central Processing System
 - None
- Comprehensive Operational Audit
 - Ground Transportation Department
- Limited Operational Audit
 - None
- 3rd Party Audit
 - None

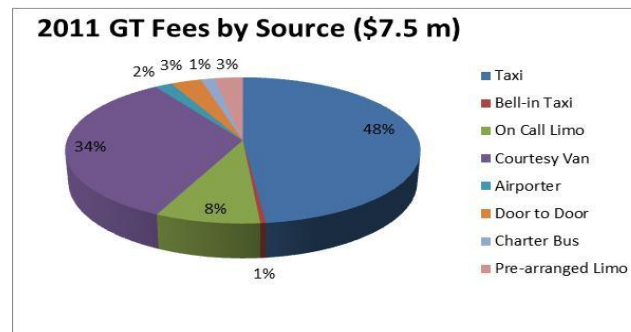
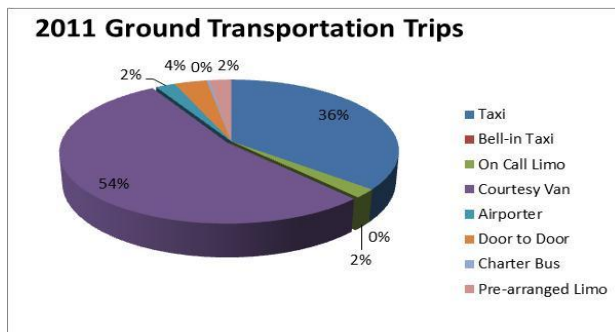
- **Briefing/Updates**

1. None

Background

The purpose of the Ground Transportation Department at Seattle-Tacoma International Airport is to promote high quality, safe and convenient ground transportation services for the traveling public.

Ground Transportation (GT) at Seattle-Tacoma International is a department of 15+ FTEs with a total operating expense budget of \$4.5 million for 2012. The department manages over 2 million outbound trips each year which generated \$7.5 million in airport transportation fees in 2011.



Audit Objectives

The purpose of the audit was to determine whether the department management has established adequate controls to ensure that:

- all applicable tariffs are charged accurately, collected properly, and deposited intact.
- concession revenue is properly calculated per the concession agreement and remitted timely.
- all violations have been processed.

We examined the Ground Transportation Department for the period from January 1, 2010 to June 30, 2012.

Audit Result

- Improvement Opportunity
 - Monitoring Controls Over Concession Agreements
 - Accountability Over Violations