# OFFICE OF INTERNAL AUDIT AND ETHICS

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December 10, 2024

Executive Office Tribal Council The Eastern Band of Cherokee Indians Cherokee, NC

The Office of Internal Audit and Ethics conducted a follow up review on the Realty Services audit report 24-008, dated August 23, 2024. The purpose of the follow up is to determine the status of the recommendations. The status is reported by management with one of the following categories:

- Implemented adequately addressed by implementing corrective action that is in place and functioning
- **Partially Implemented** initiated with 50% or more progress
- Started initiated with less than 50% progress
- Not Implemented no action taken or started
- Withdrawn no longer exist because of changes in processes or the risk is accepted by management and approved by the Audit and Ethics Committee

Limited audit work was performed on select observations to verify management's assertion. If it could not be verified, the status was adjusted accordingly. The reported status of the **3** recommendations is as follows: **2 (67%) Started** and **1 (33%) Partially Implemented**. The details of this follow up review can be found in the attached audit report summary.

The assistance of the Realty Services staff is appreciated. Please do not hesitate to contact our office with questions.

Sincerely,

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Sharon Blankenship, CIA, CGAP, CFE, LPEC Chief Audit and Ethics Executive

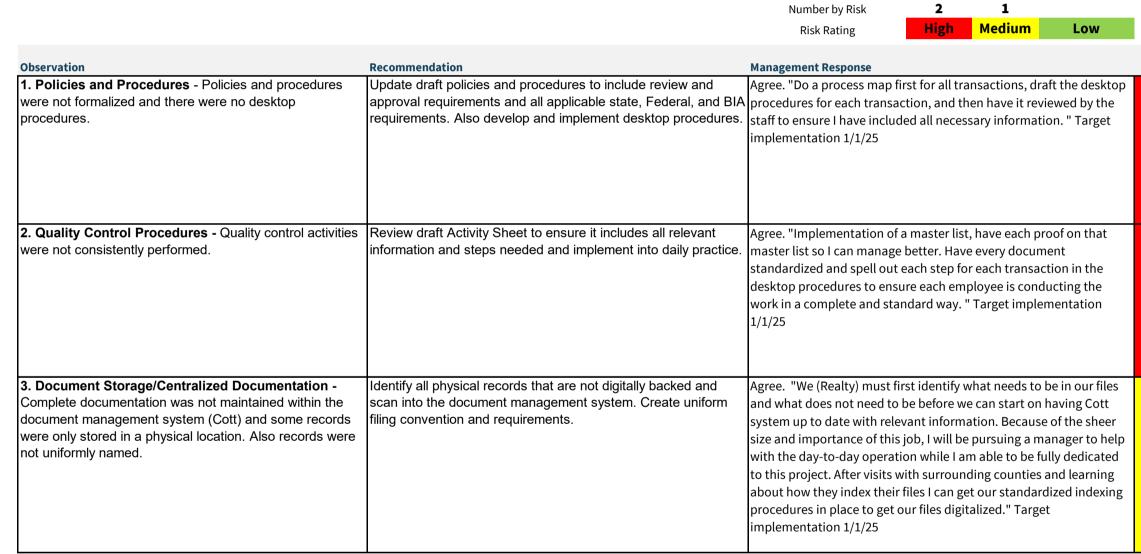
cc: Lori Lambert, Audit and Ethics Committee Chair Michael McConnell, Attorney General Cruz Galaviz, Director of Tribal Realty Services

## Realty Services (24-008) Internal Control Review August 23, 2024 Follow Up Date: December 10, 2024

#### Background and Scope:

The Tribal Realty Services Office was created by administrative action of the executive branch and Tribal Council to perform functions that are no longer performed by the BIA Realty Office. Those functions include, but are not limited to, all research into, and all transactions involving, possessory holdings in Tribal trust land. The Realty Services Office also staffs and provides support to the Business Committee, Lands Committee, and Tribal Council on matters concerning the ownership of possessory rights in Tribal trust land.

The objective of the audit was to understand key processes, evaluate the adequacy of internal controls, and identify opportunities for process improvements.





#### **Overall Conclusion:**

REDW made 3 observations and recommendations regarding Realty Services controls. There was also one process improvement.

### Initial Follow Up:

Implemented

- 1 33% Partially Implemented 2 67% Started Not Implemented Withdrawn
- 3 100% Open Observations

Risk	Implementation Status	Percent (%) Complete	Explanation
High	Started	<50%	"I have the process map for the transactions, but not all. I have started the desktop procedures as well but haven't completed it all yet." Next steps: "Finish the process maps, and then do the desktop procedures to match the flow of work." <b>Target implementation 3/1/25</b>
High	Partially Implemented	>50%	"Created the master list for both land records and leasing specialists. Most all of our documents are standardized across both departments. I just need the desktop procedures to conclude this phase." Next steps: "Do the desktop procedures." <b>Target</b> <b>implementation 3/1/25</b>
Med	Started	<50%	"I have had many meetings with our electronics book and page company and have a plan moving forward to clean and digitize our files." Next steps: "Hire a manager so I can fully focus on the project. Get my employees scanners and label makers so we can start cleaning and digitizing our files." <b>Target implementation:</b> <b>3/1/25</b>