

TRAILER ESTATES PARK & RECREATION DISTRICT
1903 69TH Avenue West
Bradenton, Florida 34207

MEMO

TO: TJ
CC: Trustees
FROM: Martha Brauer
DATE: October 25, 2009
RE: MEMO dated Oct.21, 2009

TJ,

I received your memo requesting changes to the manner that we conduct our supervision of the office during office hours, and the procedure we use for receipt of money.

After thorough review and discussion with our district attorney, we will keep our current practice regarding supervision during office hours. As supervisor of the office, I am available by phone. For those matters that require on-site assistance, 1st Vice Vander Molen would be available (PP41). We have a procedure in place (PP58) that can be utilized in circumstances where inappropriate behavior occurs. I would put the emphasis on those incidents/behaviors that could escalate and be disruptive to our day-to-day operations.

As to the issue of receipts/verification of money, we will continue with the current procedures and practices in place. If there are recommendations in our 2008-2009 audit, we will consider those at that time.

Thanks.

OCT 25 2009 AM 7:34