



Internal Services
Department of Finance
Auditor-Controller Division

Ben Lamera,
Assistant Auditor-Controller

County of Sacramento

Bradley J. Hudson,
County Executive

David Villanueva,
Chief Deputy County Executive

Julie Valverde,
Director of Finance

July 5, 2012

Kathleen Kelleher, Assessor
County of Sacramento
3701 Power Inn, Suite 3000
Sacramento, CA 95826-4329

Dear Ms. Kelleher:

Enclosed is our final report on the agreed-upon procedures regarding the Assessor's Office cash handling procedures for April 2012.

We wish to thank your staff for the cooperation and assistance they provided during this procedure.

Sincerely,

JULIE VALVERDE
DIRECTOR OF FINANCE

By: Hong Lun (Andy) Yu
Audit Manager


cc: Michele Hom, Administrative Services Officer III, Sacramento County Assessor's Office

**COUNTY OF SACRAMENTO
INTERNAL SERVICES
DEPARTMENT OF FINANCE
AUDITOR-CONTROLLER**

Intra-Departmental Correspondence

May 11, 2012

To: Julie Valverde
Director of Finance

From: Hong Lun (Andy) Yu, C.P.A. 
Audit Manager

Subject: **ASSESSOR'S OFFICE CASH REVIEW – APRIL 2012**

We have performed the procedures enumerated below for the Sacramento County Assessor's Office (Assessor). These procedures were performed solely to evaluate the Assessor's cash handling control procedures for the month of April 2012. The Assessor's management is responsible for maintaining sufficient cash handling controls for the Assessor. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. This report is applicable solely to procedures referred to below and is not intended to pertain to any of the Assessor's other operations, procedures, or compliance with laws and regulations. The procedures we performed are summarized as follows:

- We reviewed the Assessor's cash handling procedures.

Finding: We did not note any issues with the Assessor's cash handling procedures.

- We reconciled daily deposits and cash on hand to the amounts reported in the Sacramento County Financial System (aka COMPASS).

Finding: The daily deposits and cash on hand were reconciled to COMPASS without exception. See Attachment I, *Summary of Deposits and Imprest Cash Counted*.

- We reviewed controls over petty cash.

Finding: We did not note any issues, except for a \$1 variance. See description on next page.

- We reconciled the imprest cash funds on hand to the authorized amounts identified in COMPASS.

Finding: There was a \$1 variance between cash on hand and authorized amounts identified in COMPASS. See Attachment I, *Summary of Deposits and Imprest Cash Counted*, and Attachment II, *Findings and Recommendations*.

We were not engaged to, and did not perform an audit or examination, the objectives of which would be the expression of opinions on the Assessor's cash balances, financial schedules, compliance, or results of our procedures referred above. Accordingly, we do not express such opinions. This report relates only to the review of the Assessor's cash handling procedures, and does not extend to the Assessor's operations as a whole. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Sacramento County Board of Supervisors, Sacramento County Treasurer, and the Assessor's management. It is not intended to be, and should not be, used by anyone other than these specified parties. However, this restriction is not intended to limit distribution of this report, which is a matter of public record.

Attachment

cc: Members, Board of Supervisors
David Villanueva, Chief Deputy County Executive
Kathleen Kelleher, Assessor
Bryan Celey-Butlin, Assistant Treasurer

COUNTY OF SACRAMENTO
DEPARTMENT OF FINANCE
ASSESSOR'S OFFICE CASH REVIEW
SUMMARY OF DEPOSITS AND IMPREST CASH COUNTED

FOR THE MONTH OF APRIL 2012

DEPOSITS

<u>Deposit Permit Number ⁽¹⁾</u>	<u>Deposit Date</u>	<u>Amounts Recounted</u>	<u>Daily Receipts Amount</u>	<u>Variance</u>
1300459390	April 30, 2012	\$ 415.25	415.25	-0-
1300459394	April 30, 2012	700.00	700.00	-0-

IMPREST CASH

<u>Imprest Cash Location</u>	<u>Total Imprest Cash Reconciled</u>	<u>Authorized Amount</u>	<u>Variance</u>
Power Inn Road	\$ 401.00	400.00	1.00 ⁽²⁾

(1) Amount represents semimonthly deposit tested.

(2) See Attachment II, *Findings and Recommendations*.

COUNTY OF SACRAMENTO
DEPARTMENT OF FINANCE
ASSESSOR'S OFFICE CASH REVIEW
FINDINGS AND RECOMMENDATIONS

FOR THE MONTH OF APRIL 2012

Petty Cash Reconciliation

Comment

During our review, we counted \$401.00 imprest cash funds on hand, and compared with the \$400.00 authorized amounts identified in the Sacramento County Financial System (aka COMPASS), we noted a \$1 variance that the Assessor could not explain.

Recommendation

We recommend the Assessor compare and reconcile the cash on hand to the authorized amount in COMPASS. All variances should be noted and investigated.