

COUNTY OF SACRAMENTO

DEPARTMENT OF FINANCE - AUDITOR-CONTROLLER DIVISION – INTERNAL AUDIT UNIT

**INTERNAL AUDIT REPORT
TREASURY SURPRISE CASH COUNT
DEPARTMENT OF FINANCE**

APRIL 25, 2023



Audit Committee Submittal Date: 08/17/2023

SUMMARY

Background

County of Sacramento, Department of Finance (DOF), Treasury Division accepts cash at multiple locations. Amounts collected are for various categories such as: building permits, planning fees, subdivision map checking fees, parcel map record of survey, landfill payments, roadway funds, utility connection deposits, drainage fees, water permits, and Consolidated Utility Billing Services (CUBS) utility payments, etc. The DOF Treasury Division requested Internal Audits to perform surprise cash counts semi-annually.

Audit Objective

To count cash on a surprise basis to ensure propriety over Treasury cash collections processes.

Summary

Besides the \$140.01 vault and cash drawer shortage pending reimbursement, we did not note any issues related to the surprise cash count.

Department of Finance

Joyce Renison
Interim Director



County of Sacramento

Divisions

Auditor-Controller
Consolidated Utilities Billing &
Service
Investments
Revenue Recovery
Tax Collection & Licensing
Treasury

Intra-Office Memorandum

June 1, 2023

To: Joyce Renison
Interim Director of Finance

From: Tae-Young Kang, CPA
Audit Manager

A handwritten signature in blue ink, reading "Tae-Young Kang".

Subject: **TREASURY SURPRISE CASH COUNT – APRIL 25, 2023**

At your request, We have performed the procedures enumerated below, which were agreed to by the Department of Finance, Treasury Division and the Department of Finance, Auditor-Controller, solely to perform a surprise cash count of the Treasury Division's Cashier Section. Cashier locations counted includes Treasury Division's main office and satellite cashier offices including Building Assistant Centers (Downtown and Branch Center). The surprise cash count was performed on April 25, 2023 and the cash receipts are from activities on April 24, 2023. The Department of Finance, Treasury Division's management is responsible for the Cashier Section's accounting records and internal controls. Our procedures and findings are as follows:

- We reconciled daily deposits to financial records and Sacramento County Financial System (COMPASS).

Result: Daily deposits reconciled to financial records and COMPASS. See ATT 1 - *Summary of Surprise Cash Counted.*

- We reconciled imprest cash to the authorized amounts posted on COMPASS.

Result: Treasury Division's imprest cash agreed to authorized amounts on COMPASS. See ATT 1 - *Summary of Surprise Cash Counted.*

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the Treasury Division's accounting records or internal controls. Accordingly, we do not express such an opinion. This report does not extend

Treasury Surprise Cash Count
June 1, 2023
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to the Department of Finance's imprest cash funds or deposits taken 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 Audit Committee, Sacramento County Executive, and the Department of Finance, Treasury Division's management and is not intended to be, and should not be, used by anyone other than those specified parties.

Attachment:

ATT 1 – Summary of Surprise Cash Counted

COUNTY OF SACRAMENTO
DEPARTMENT OF FINANCE - TREASURY DIVISION
SUMMARY OF SURPRISE CASH COUNTED
APRIL 25, 2023

TREASURY DEPOSIT

	Amount Counted	Receipts Amount ⁽¹⁾	Variance
Cash/Check Deposit			
Main Office	\$ 9,620.51	9,620.51	0.00
Branch Center	90,866.16	90,866.16	0.00
Downtown	25,738.05	25,738.05	0.00
	Amount Verified	Daily Receipts	
Main Office	\$ 3,550,376.02 ⁽³⁾	3,550,376.02	0.00
Credit Card Deposit			
Branch Center	901.56	901.56	0.00
Downtown	656.50	656.50	0.00

IMPREST CASH

	Cash Counted	Authorized Amounts	Variance
Cash Drawer			
Main Office	\$ 7,999.99	8,000.00	(0.01) ⁽²⁾
Branch Center	350.00	350.00	0.00
Downtown	250.00	250.00	0.00
Vault			
Main Office	\$ 3,560.00	3,700.00	(140.00) ⁽²⁾

⁽¹⁾ Amounts represent daily receipts from April 25, 2023 for Treasury's Main Office, Branch Center, and Downtown. Amounts collected are for various categories such as building permits, planning fees, subdivision map checking fees, parcel map record of survey, landfill payments, roadway funds, utility connection deposits, drainage fees, water permits, Consolidated Utility Billing and Services (CUBS) utility payments, etc.

⁽²⁾ Main office cash drawer's authorized imprest amount is \$8,000, and the counted cash drawer imprest cash balance was \$7,999.99. Treasury's vault authorized imprest amount is \$3,700.00, and the counted vault imprest cash balance was \$3,560.00. The \$140.01 (\$140 for the vault and \$0.01 for main office cash drawer) difference was properly accounted for according to Treasury's policies and procedures during quarter ended March 30, 2023 cash count. Treasury replenish cash shortages at each year end. In addition, the \$140.01 difference is below the \$500.00 annual threshold requiring submission of Relief of Accountability for approval, and also below the \$200.00 single day cash loss threshold requiring submission of Relief of Accountability for approval.

⁽³⁾ This amount was counted by treasury staff and sealed for bank deposit; therefore, we did not count the amount. However, we reviewed treasury staff's reconciliation worksheet and traced the amount to COMPASS without exception.