

COUNTY OF SACRAMENTO

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

**INTERNAL AUDIT REPORT
TREASURY SURPRISE CASH COUNT
DEPARTMENT OF FINANCE
AUGUST 4, 2023**



Audit Committee Submittal Date: 10/19/2023

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 \$252.97 vault shortage pending reimbursement, we did not note any issues related to the surprise cash count.

Department of Finance

Chad Rinde
Director



County of Sacramento

Divisions

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

September 5, 2023

Peter Aw-Yang, Assistant Treasurer
County of Sacramento
Department of Finance
700 H Street, Suite 1710
Sacramento, CA 95814

**ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Dear Mr. Aw-Yang:

We have performed the procedures enumerated below, which were agreed to by the Department of Finance, Treasury Division (Treasury) and the Department of Finance, Auditor-Controller, solely to perform a surprise cash count of the Treasury's Cashier Section. Cashier locations counted includes Treasury's main office and satellite cashier offices including Building Assistant Centers (Downtown and Bradshaw). The surprise cash count was performed on August 4, 2023 and the cash receipts were from activities on August 3, 2023. Treasury's management is responsible for the Cashier Section's accounting records and internal controls. Our procedures and results 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 in COMPASS.

Result: Treasury imprest cash was reconciled 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's accounting records or internal controls.


Aw-Yang, Assistant Treasurer
September 5, 2023

Accordingly, we do not express such an opinion. This report does not extend 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 Treasury's management and is not intended to be, and should not be, used by anyone other than those specified parties.

Sincerely,

CHAD RINDE
DIRECTOR

A handwritten signature in black ink, appearing to read "Tae-Young Kang", with a horizontal line extending to the right.

By: Tae-Young Kang, CPA
Audit Manager

Attachments:

ATT 1 – Summary of Surprise Cash Counted

COUNTY OF SACRAMENTO
DEPARTMENT OF FINANCE - TREASURY DIVISION
SUMMARY OF SURPRISE CASH COUNTED
AUGUST 4, 2023

DEPOSITS

	<u>Amount Counted</u>	<u>Daily Receipts Amount</u> ⁽¹⁾	<u>Variance</u>
Cash/Check Deposit			
Main Office	\$ 64,499.92	64,499.92	0.00
Downtown	371,743.72	371,743.72	0.00
Bradshaw	2,726.48	2,726.48	0.00
	<u>Amount Verified</u>		
Main Office	\$ 6,702,643.90 ⁽²⁾	6,702,643.90	0.00
Credit Card Deposit			
Downtown	574.11	574.11	0.00

IMPREST CASH

	<u>Amount Counted</u>	<u>Amount Authorized</u>	<u>Variance</u>
Cash Drawer			
Main Office	\$ 8,000.00	8,000.00	0.00
Downtown	250.00	250.00	0.00
Bradshaw	350.00	350.00	0.00
Vault			
Main Office	3,447.03	3,700.00	(252.97) ⁽³⁾

(1) Amounts represent daily receipts from August 3, 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) 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.

(3) Treasury's vault authorized imprest amount is \$3,700.00, and the vault imprest cash balance counted on August 4, 2023 was \$3,447.03. Of the \$252.97 variance, \$242.47 was discovered during previous cash counts and properly accounted for according to Treasury's policies and procedures. The remaining \$10.50 ($\$252.97 - \$242.47 = \10.50) variance was discovered during the cash count performed on August 4, 2023. Subsequently, one roll of quarters worth \$10.00 and two additional quarters worth \$0.50 were discovered by Treasury staff, which accounts for the \$10.50 variance. Treasury properly tracks cash shortages and replenishes the funds once a year. In addition, the \$242.47 variance is below the \$500.00 annual and the \$200.00 single day cash loss thresholds requiring submission of Relief of Accountability.