COUNTY OF SACRAMENTO

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

INTERNAL AUDIT UNIT REPORT

TREASURY SURPRISE CASH COUNT

DEPARTMENT OF FINANCE

AUGUST 7, 2024

Audit Committee Submittal Date: 11/21/2024

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 on August 7, 2024 to verify propriety over Treasury cash collections processes.

Summary

We did not note any issues related to the surprise cash count on August 7, 2024.

Department of Finance
Chad Rinde
Director

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

County of Sacramento

October 21, 2024

Peter Aw-Yang, Assistant Treasurer
County of Sacramento
Department of Finance
700 H Street,
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 at Downtown, Armstrong, and Bradshaw locations. The surprise cash count was performed on August 7, 2024 and the cash receipts were from activities from August 6, 2024. Treasury's management is responsible for the Cashier Section's accounting records and internal controls. Our procedures and results are as follows:

- We counted daily cash receipts and traced the amount to Treasury's financial records and Sacramento County Financial System (COMPASS) deposit records.

  Result: The daily cash receipts counted were traced to Treasury's financial records and COMPASS deposit records. See ATT 1 - *Summary of Surprise Cash Counted.*

- We counted imprest cash and compared the amounts to the authorized amounts posted in COMPASS.

  Result: The amounts of Treasury imprest cash counted agreed with authorized amounts recorded in 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. 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 OF FINANCE

Taeyoung Kang

By: Tae-Young Kang, CPA
Audit Manager

Attachment:

ATT 1 – *Summary of Surprise Cash Count*

COUNTY OF SACRAMENTO
DEPARTMENT OF FINANCE - TREASURY DIVISION
SUMMARY OF SURPRISE CASH COUNT
AUGUST 7, 2024

DAILY DEPOSIT

	Amount Counted	Daily Receipts [1]	Variance
Cash/Check Deposit			
Main Office	$ 1,568.77	1,569.11	(0.34) [2]
Downtown	194,265.32	194,265.32	0.00
Armstrong	679,850.93	679,850.93	0.00
Bradshaw	21,274.69	21,274.69	0.00
Credit Card Deposit [3]			
Downtown	1,813.76	1,813.76	0.00
Armstrong	76.50	76.50	0.00
Bradshaw	1,964.69	1,964.69	0.00

IMPREST CASH

	Cash Counted	Authorized Amounts	Variance
Cash Drawer			
Main Office	$ 8,000.00	8,000.00	0.00
Downtown	250.00	250.00	0.00
Armstrong	900.00	900.00	0.00
Bradshaw	350.00	350.00	0.00
Vault			
Main Office	3,700.00	3,700.00	0.00
Armstrong	975.52	1,000.00	(24.48) [4]

[1] Amounts represent cash on hand on August 7, 2024 for August 6, 2024 daily receipts per Treasury's financial records and COMPASS deposit records. 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] Total amount counted at Main Office was $1,568.77, $0.34 less than treasury's financial record of $1,569.11. Subsequently, the $0.34 was properly accounted for and verified on the daily deposit transaction and in COMPASS.

[3] Credit card transactions were identified from Downtown, Armstrong, and Bradshaw locations, but were not counted. However, these credit card amounts were traced and verified to COMPASS without exception.

[4] Armstrong's vault authorized imprest amount is $1,000.00, and the counted vault imprest cash balance was $975.52. The $24.48 difference was properly accounted for in accordance with Treasury's policies and procedures. Treasury replenishes cash shortages at each year end. In addition, the $24.48 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.