

COUNTY OF SACRAMENTO

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

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

MAY 18, 2021



Audit Committee Submittal Date: 08/19/2021

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

Except for shortages of \$219.99 in the vault, we did not note other variances from our cash count procedures.



County of Sacramento

Intra-Office Memorandum

June 2, 2021

To: Ben Lamera
Director of Finance

From: Hong Lun (Andy) Yu, CPA
Audit Manager

A handwritten signature in blue ink, appearing to be "H. Yu", is written over the "From:" line.

Subject: **TREASURY SURPRISE CASH COUNT – May 18, 2021**

At your request, we have performed the procedures enumerated below, which were agreed to by Department of Finance (DOF), Treasury Division (Treasury) and DOF, Auditor-Controller, solely to perform a surprise cash count of Treasury's Cashier Section. Cashier locations counted include Treasury's main office and satellite cashier offices including Building Assistant Centers (Downtown and Branch Center) and County Service Center (Fair Oaks). The surprise cash count was performed on May 18, 2021. Receipts related to the Treasury main office, Downtown office, and Branch Center are from activities on May 17, 2021. Fair Oaks Center is temporarily closed due to the COVID – 19 pandemic. Treasury's management is responsible for the cashier section's accounting records and its internal controls. Our procedures and findings are as follows:

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

Finding: Daily deposits reconciled to financial records and COMPASS. See Attachment I, *Summary of Surprise Cash Counted*.

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

Finding: Except for shortages of \$219.99 in the vault, Treasury's imprest cash agreed to authorized amounts within COMPASS. See ATT I, *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 accounting records. Accordingly, we do not express such an opinion. 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 and does not extend to the Department of Finance's imprest cash funds or deposits taken as a whole, and is not intended to be, and should not be, used by anyone other than those specified parties.

Attachments:

ATT 1 - Summary of Surprise Cash Counted

ATT 2 - Current Status of Prior Findings and Recommendations

DEPARTMENT OF FINANCE
TREASURY DIVISION - CASHIER SECTION
SUMMARY OF SURPRISE CASH COUNTED

May 18, 2021

TREASURY DEPOSIT

	<u>Amount Counted</u>	<u>Daily Receipts Amount ⁽¹⁾</u>	<u>Variance</u>
Cash/Check Deposit			
Main Office	\$ 525.00	\$ 525.00	\$ 0.00
Branch Center	61,496.76	61,496.76	0.00
Downtown	2,898.42	2,898.42	0.00
Fair Oaks ⁽²⁾	0.00	0.00	0.00
Credit Card Deposit			
Branch Center ⁽⁵⁾	\$ 0.00	\$ 0.00	\$ 0.00
Downtown ⁽⁵⁾	0.00	0.00	0.00
Fair Oaks ^{(2) (5)}	0.00	0.00	0.00

IMPREST CASH

	<u>Cash Counted</u>	<u>Authorized Amounts</u>	<u>Variance</u>
Cash Drawer			
Main Office	\$ 8,000.00	\$ 8,000.00	\$ 0.00
Branch Center	350.00	350.00	0.00
Downtown	250.00	250.00	0.00
Fair Oaks ⁽²⁾	250.00	250.00	0.00
McClellan ⁽³⁾	250.00	250.00	0.00
Vault			
Main Office ⁽⁴⁾	\$ 3,480.01	\$ 3,700.00	(\$ 219.99)

Notes:

- (1) Amounts represent daily receipts from May 17, 2021. 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.
- (2) Fair Oaks Center is currently closed and not accepting payments from customers due to the public health orders attributed to the COVID-19 pandemic. Imprest cash of \$250.00 for that location has temporarily been transferred to Treasury's Main Office.

DEPARTMENT OF FINANCE
TREASURY DIVISION – CASHIER SECTION
SUMMARY OF SURPRISE CASH COUNTED

May 18, 2021

Notes:

- (3) McClellan Center permanently closed June 30, 2020. Imprest cash of \$250.00 for that location was transferred to Treasury's Main Office.
- (4) There was a \$219.99 shortage noted on Treasury's shortages and overages vault schedule. Treasury's vault has an imprest balance of \$3,700.00, and the recounted balance was \$3,480.01. The noted \$219.99 difference is below the \$500.00 annual threshold requiring submission of Relief of Accountability for approval.
- (5) No credit card transactions noted during surprise cash count procedures.

DEPARTMENT OF FINANCE
TREASURY DIVISION – CASHIER SECTION
SURPRISE CASH COUNT – MAY 18, 2021
CURRENT STATUS OF PRIOR FINDINGS AND RECOMMENDATIONS

Current Status of Prior Surprise Cash Count Findings and Recommendations for the December 2020 Surprise Cash Count

Cashiering Shortages – Single Cash Loss Occurrence For Relief of Accountability

Prior Recommendation

We recommended that Treasury investigate the cause of the cash shortages and submit a Relief of Accountability request in accordance with Board Resolution #99-0158 and Policy #1402 (Relief of Accountability – Accounts Receivable Policy) to the Director of Finance.

Current Status of Prior Finding

It appears that our prior recommendation has been implemented.