

BROOME COUNTY
DEPARTMENT OF
AUDIT AND CONTROL

BANK TRANSFER TESTING

FOR THE PERIOD:
JANUARY 2002 THROUGH JUNE 2002

Alex J. McLaughlin, Comptroller

September 23, 2002

Jeffrey P. Kraham, County Executive:

The Department of Audit and Control has completed a testing procedure to examine the Department of Finance's recording of bank transfers between banking institutions for the period January 1, 2002 through June 30, 2002.

Based on the results of our testing, it is our opinion that the Department of Finance properly recorded bank transfers in a timely manner.

Sincerely,

Alex J. McLaughlin
Comptroller

cc: Daniel A Schofield, Chairman of the Legislature
Members of the Legislature
Louis P. Augostini, Clerk of the Legislature
Jerome Z. Knebel, Commissioner of Finance

BACKGROUND

Each day of the business week, cash is transferred from one bank account to another to fund County fiscal activities. Completing "Bank Transfers" performs the transfer of cash. These transactions are done by either electronic transfer or via written instructions from the Treasury Manager in the Department of Finance. The recording of these transfers in the accounting system is done when the Department of Finance creates and inputs journal entries.

The purpose of the testing procedures for bank transfers is to trace the transfers from the banking system through the FAMIS system to determine if the transfers are recorded promptly and without error. With this type of analysis, Audit and Control can give positive assurance that the proper accounting procedures are in place to record the cash transfers, provide a basis to check system integrity and also be aware of the purpose, transaction volume and size of cash amounts being transferred between banks by the Department of Finance.

The testing period was from January 2002 through June 2002. Two days were selected from each month for detailed testing. The examination of records included copies of journal entries, bank deposit and withdrawal slips, checks, and other such documents as deemed necessary from the daily records completed and filed by the Department of Finance.

AUDIT FINDINGS, RECOMMENDATIONS AND RESPONSES

-No exceptions noted-