

**DEPARTMENT OF
AUDIT AND CONTROL**

CASH VERIFICATION AUDITS

January 2009

Alex J. McLaughlin, Comptroller

Broome County Department of Audit and Control

Alex J. McLaughlin, Comptroller · Daniel D. Reynolds, Chairman of the Legislature



Broome County Office Building · 44 Hawley Street · P.O. Box 1766 · Binghamton, New York 13902
(607) 778-2178 · Fax (607) 778-2236 · Website: www.gobroomecounty.com

January 12, 2009

Barbara J. Fiala, County Executive:

The Department of Audit and Control has completed Cash Verification Audits for several petty cash funds. The examination of the petty cash funds was made in accordance with generally accepted auditing standards. The principle objective was to determine if the departments were accounting for their petty cash in accordance with the policy established in the Broome County Administrative Code, A216.

Based on the results of our examination, except for the instances noted herein, it is our opinion that the departments are following the appropriate policies and procedures to monitor and record petty cash transactions.

Sincerely,

A handwritten signature in cursive script that reads "Alex J. McLaughlin".

Alex J. McLaughlin
Comptroller

cc: Daniel D. Reynolds, Chairman of the Legislature
Members of the Legislature
Eric Denk, Clerk of the Legislature
Brian Hoffman, Arena Manager
Gerald F. Mollen, District Attorney
Lisa Wise, Library Director
Ed Hart, Deputy Commissioner, Parks & Recreation
Richard R. Blythe, County Clerk

BROOME COUNTY PETTY CASH FUNDS

TABLE OF FINDINGS

AUDIT DATE	CASH FUND	FUND AUTHORIZED	AUDITED AMOUNT	NOTE	OVER (SHORT)
8/12/08	Arena Box Office/ Bank	\$2,800.00	\$2,790.00	D	(\$10.00)
8/11/08	District Attorney	\$100.00	\$105.68	C	\$5.68
6/25/08	DPW/ Admin	\$500.00	\$500.00	A	\$0.00
8/5/08	En Joie	\$600.00	\$590.41	D	(\$9.59)
10/15/08	Executive	\$300.00	\$305.00	C	\$5.00
8/5/08	Law	\$250.00	\$271.01	C	\$21.01
8/13/08	Library-Circulation	\$170.00	\$175.00	C	\$5.00
8/22/08	Parks-Cole Park	\$700.00	\$705.00	C	\$5.00
8/12/08	Records Management	\$50.00	\$50.58	C	\$0.58

BROOME COUNTY PETTY CASH FUNDS

TABLE OF NOTES

(A)	<p style="text-align: center;">VALID LETTER WAS NOT IN PLACE</p> <p>An authorized letter was not available and/or maintained with the department to document the fund amount and the employee responsible for the petty cash fund. This letter must contain the signature of the department head that witnesses the assignment and the signature of the employee who accepts custody of the funds. This statement should be maintained by the department head or their representative and be available to auditors upon their audit of the fund.</p>
(B)	<p style="text-align: center;">PETTY CASH WAS NOT DOUBLE LOCKED</p> <p>Petty Cash should always be held in a locked box or locked bag within a secure area (safe, locked drawer, etc.) to reasonably ensure the safety of the funds when not in use.</p>
(C)	<p style="text-align: center;">REMIT OVERAGE TO THE COMMISSIONER OF FINANCE</p>
(D)	<p style="text-align: center;">VARIANCE NOTED IN PETTY CASH FUND</p> <p>In the instance of shortages, the Departments of Finance, Audit and Control and the Division of Security should be notified, in writing, of the missing funds and supporting details.</p> <p>Included in the communication should be the department's proposal for corrective action including the method that the department suggests for replenishment of the fund.</p>