

**DEPARTMENT OF
AUDIT AND CONTROL**

CASH VERIFICATION AUDITS

April 2013

Alex J. McLaughlin, Comptroller

April 25, 2013

Debra A. Preston, 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 for 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,

Alex J. McLaughlin
Comptroller

cc: Jerry F. Marinich, Chairman of the Legislature
Members of the Legislature
Aaron M. Martin, Clerk of the Legislature
Barbara Travis, Program Coordinator, CASA
John A. Flynn, Jr., Director, Purchasing
Robert Behnke, County Attorney, LAW
Jerry Nicholas, Director, IT
Thomas Behan, Personnel Officer
Elaine Miller, Commissioner, Planning
Kevin P. Keough, Director, Real Property
Robert Murphy, Risk Manager

BROOME COUNTY PETTY CASH FUNDS

TABLE OF FINDINGS

AUDIT DATE	CASH FUND	FUND AUTHORIZED	AUDITED AMOUNT	NOTE	OVER (SHORT)
4/09/13	CASA	300	300		
4/09/13	Purchasing	50	50		
4/09/13	Law	250	250		
4/11/13	IT	200	200		
4/11/13	Personnel	50	50		
4/11/13	Planning & EMC	400	378.63	D	(21.37)
4/25/13	Real Property	1950	1962.72	C	12.72
4/25/13	Risk & Insurance	100	100		

BROOME COUNTY PETTY CASH FUNDS

TABLE OF NOTES

(A)	<p style="text-align: center;">VALIDATED 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 appointed 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 OFFICE OF MANAGEMENT AND BUDGET</p>
(D)	<p style="text-align: center;">VARIANCE NOTED IN PETTY CASH FUND</p> <p>In the instance of shortages, the Departments of OMB , 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>