

Highlights

Internal Audit Report to the Board of Supervisors

Why We Did This Review

We did this review to ensure County departments establish and maintain adequate controls over cash. We accomplished this by counting petty cash and change funds on a surprise basis.

What We Recommend

Departments should:

- Secure petty cash, change funds, and other monetary receipts from theft and loss
- Ensure cash custodians receive sufficient cash handling training and supervision
- Require Cash Custodians and other cash-handling personnel to review and comply with the Petty Cash and Change Fund Policy and Manual
- Reassess the size and need of petty cash funds with minimal or no activity and consider reducing or eliminating the accounts

We issued individual reports to each of the agencies included in this review.

We conducted this performance audit in accordance with generally accepted government auditing standards.



For more information, please contact Richard Chard, Deputy County Auditor, at 602-506-7539 or rchard@mail.maricopa.gov

Surprise Cash Counts

All Cash Funds Were Accounted For

What We Found

Internal Audit recently conducted surprise cash counts in the following ten departments. In each of the counts, we accounted for all cash.

- Employee Health Initiatives
- Flood Control District
- Office of Medical Examiner
- Planning and Development
- Public Fiduciary
- Public Health
- Sheriff's Office
- STAR Call Center
- Superintendent of Schools
- Transportation

During the cash counts, however, we identified and reported cash control weaknesses as shown in the table below.

| Department | Weakness |
|----------------------------|---|
| Flood Control District | <ul style="list-style-type: none"> • Change Fund not reconciled with daily receipts. (Missing receipts could go undetected. Department responded with summary of new procedures requiring daily reconciliation.) |
| Office of Medical Examiner | <ul style="list-style-type: none"> • Petty Cash not reconciled at least monthly. • A small petty cash disbursement not recorded timely. • Funds not adequately secured. |
| Planning and Development | <ul style="list-style-type: none"> • Does not assure petty cash expenditures comply with County policies. |
| Public Fiduciary | <ul style="list-style-type: none"> • Petty Cash not reconciled at least monthly. |
| Public Health | <ul style="list-style-type: none"> • Funds not adequately secured. |
| Sheriff's Office | <ul style="list-style-type: none"> • Petty Cash Fund used to access \$10,000 of grant funds for operations without proper authorization. |
| Superintendent of Schools | <ul style="list-style-type: none"> • Petty Cash Custodian made change for non-County purpose. • Funds not adequately secured. |

We also suggested that certain departments reduce or eliminate petty cash funds where limited use was evident.