



HARFORD COUNTY, MARYLAND

Office of the County Auditor

AUDIT OF PETTY CASH FUNDS – FALLSTON MAINTENANCE SHOP

Report Highlights

Report Number: 2016-A-10

Date Issued: 06/09/2016

Why We Did This Audit

This audit was conducted as part of the County Auditor's risk-based Annual Audit Plan approved by the County Council for FY2016.

What We Found

We noted that controls are adequate over the Parks and Recreation's Fallston Maintenance Shop petty cash fund.

Council Members and County Executive Glassman:

In accordance with Section 213 of the Harford County Charter, we have performed an audit of Parks and Recreation's Fallston Maintenance Shop petty cash funds. The results of that audit, our findings and recommendations for improvement are detailed in the attached report. We would like to thank the members of management for their cooperation during the audit.

The audit found cash on hand agreed to the expected amount and was appropriately secured. We have no recommendations for improvement at this time.

The audit team is available to respond to any questions you have regarding the attached report.

Sincerely,

Chrystal Brooks, CPA

Chrystal Brooks
County Auditor

cc: Mr. Robert Sandlass, Treasurer
Mr. Paul Magness, Acting Director of Parks and Recreation
Ms. Joan Carmen, Petty Cash Custodian



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REVIEW RESULTS

We have focused on activity during the period of 07/01/2015 through 06/02/2016 and cash on hand on 06/02/2016. The audit approach focused on testing the key controls that address management's objectives for the process.

Our opinion, based on the evidence obtained, is controls are adequate to ensure that petty cash is appropriately used, secured and reconciled. Conclusions drawn are below.

Risk	Expected Control	Conclusion
Cash could be lost or stolen	Cash is secured in a locked safe or drawer with limited access. At all times, cash on hand and receipts agree to the expected fund amount.	Satisfactory
Purchases are not appropriate or approved	Expenditures are supported by receipts and approval documentation. Reconciliations are performed at least monthly.	Satisfactory
Procurement limits are exceeded	Purchases do not exceed \$50.	Satisfactory

Areas for improvement are described in the Findings and Corrective Actions section of this report. Management has been provided an opportunity to respond to this report; none was required because there were no conditions requiring remediation.

BACKGROUND INFORMATION

PROGRAM DESCRIPTION AND KEY STATISTICS

The Fallston Maintenance Shop maintains a petty cash fund for small expenses and to pay employees for overtime meals. The fund is reconciled weekly by the custodian. All vouchers and receipts from reimbursed expenditures are tracked on a detailed Reimbursement Log. The log captures the date of the reimbursement, voucher number, reason for the reimbursement, amount of the reimbursement, name of employee, and authorizing signature, and the fund balance after the reimbursement. Copies of the vouchers and any receipts from reimbursed expenditures are cataloged with each log. These documents are copied and attached as supporting documentation to a

Reimbursement Request sheet which is provided to the Treasurer when the fund needs to be replenished.

REVIEW OBJECTIVE, SCOPE AND METHODOLOGY

The objective of this review was to ensure that petty cash processes for Parks and Recreation’s Fallston Maintenance Shop are in compliance with Petty Cash policies and ensure disbursement and replenishment transactions were approved and properly accounted for. The scope of this review was limited to reviewing the controls over the Shop’s petty cash fund. The review did not include a complete evaluation of internal controls, but instead, relied on substantive testing to support conclusions. This lack of a complete review did not affect achievement of the audit objective.

The audit focused on activity during the period of 07/01/2015 through 06/02/2016. Our audit procedures included interviewing personnel, observation and testing. Specifically, we reviewed the physical security for the cash and reviewed the supporting documentation for each petty cash expenditure and replenishment. We counted the cash on hand and the receipts for cash that had been disbursed since the last fund replenishment.

Harford County management is responsible for establishing and maintaining effective internal controls. Internal control is a process designed to provide reasonable assurance that objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations including safeguarding of assets and compliance with applicable laws, rules and regulations are achieved. Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected.

The audit was performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Team:

Chrystal Brooks
CPA, CIA, CGAP, CISA, CGFM, CRMA
County Auditor

Brad DeLauder, CPA
Senior Auditor