



# HARFORD COUNTY, MARYLAND

## Office of the County Auditor

### AUDIT OF PETTY CASH - SOD RUN

#### Report Highlights

#### 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 FY2022.

#### What We Found

We noted that controls are adequate over the Division of Water & Sewer's Sod Run petty cash fund.

**Report Number:** 2022-A-07

**Date Issued:** 07/16/2021

Council Members and County Executive Glassman:

In accordance with Section 213 of the Harford County Charter, we have performed an audit of the Sod Run Treatment Plant's 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. Joseph Siemek, Director of Public Works  
Mr. William Bettin, Deputy Director for Water and Sewer  
Mr. Elgin Taylor, Petty Cash Custodian



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### REVIEW RESULTS

We have audited Sod Run’s petty cash for the period of 07/01/2020 through 06/30/2021 and cash on hand as of 7/12/2021. Our opinion, based on the evidence obtained, is that controls are adequate to ensure petty cash is appropriately secured, used, and reconciled. The audit approach focused on testing the key controls that address management’s objectives for the process. Conclusions drawn are below.

<b>Risk</b>	<b>Expected Control</b>	<b>Conclusion</b>
Cash could be lost or stolen	Cash is secured in a locked safe or drawer with limited access.	Satisfactory
	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.	Satisfactory
	Reconciliations are performed at least monthly.	Satisfactory
Procurement limits are exceeded	Purchases do not exceed \$50.	Satisfactory

Although none was required, Management has been provided an opportunity to respond to this report; accordingly, no response was provided.

### **BACKGROUND, OBJECTIVES, SCOPE AND METHODOLOGY**

The Division of Water & Sewer maintains a petty cash fund for its Sod Run Treatment Plant, which is primarily used to reimburse employee’s meal vouchers for overtime worked. The fund is reconciled approximately twice a month by the petty cash custodian.

The objective of this review was to ensure that petty cash processes for Sod Run 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 Sod Run’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 07/01/2020 through 06/30/2021. Our audit procedures included interviewing personnel, observation and testing. Specifically, we

counted the cash and receipts on hand and reviewed the supporting documentation for a sample of petty cash expenditures and replenishments.

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, CIA  
*Senior Auditor*