

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
July 25, 2017
“*Communications Received and Filed*” Item

To: Board of Supervisors
From: Department of Finance
Subject: Treasury Surprise Cash Count – June 8-9, 2017
Supervisory
District(s): All
Contact: Joyce Renison, Director of Finance, 874-7248

RECOMMENDATION

Receive and file the attached agreed upon procedures report, *Treasury Surprise Cash Count – June 8-9, 2017*.

Respectively submitted,

Ben Lamera
Director of Finance

Attachment

ATT 1 - Treasury Surprise Cash Count Report – June 8-9, 2017

Department of Finance

Ben Lamera,
Director



Agenda Date: July 25, 2017

ATT 1

Auditor-Controller Division

Joyce Renison,
Assistant Auditor-Controller

County of Sacramento

Intra-Office Memorandum

June 26, 2017

To: Ben Lamera
Director of Finance

From: Alan A. Matré, C. P. A.
Chief of Audits

A handwritten signature in blue ink, appearing to read "Alan A. Matré", is written over the name in the "From:" field.

Subject: **TREASURY SURPRISE CASH COUNT – JUNE 8-9, 2017**

At your request, we have performed the procedures enumerated below, which were agreed to by the Department of Finance, Treasury Division and the Department of Finance, Auditor-Controller, solely to perform a surprise cash count of the Treasury Division's Cashier Section. Cashier locations counted includes the Treasury Division's main office and satellite cashier offices including Building Assistant Centers (Downtown and Branch Center) and County Service Centers (Fair Oaks and McClellan). The surprise cash count is as of June 8-9, 2017. Because of the different operating hours, receipts related to the: Treasury Division main office, Branch Center, Downtown, and Fair Oaks from activities on June 7, 2017 were counted on the morning of June 8, 2017. McClellan's activities from June 6, 2017 were counted on the morning of June 9, 2017. The Department of Finance, Treasury Division's management is responsible for the Cashier Section's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. Our procedures and findings are as follows:

- We reconciled imprest cash to the authorized amounts posted on the Sacramento County Financial System (COMPASS).

Finding: The Treasury Division's imprest cash materially agreed to authorized amounts on COMPASS. See Attachment I, *Summary of Cash Counted*.

- We reconciled daily deposits to financial records.

Finding: Daily deposits reconciled to financial records and COMPASS. See Attachment I, *Summary of Cash Counted*.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report is intended solely for the information and use of the Department of Finance, Treasury Division, Cashier Section and does not extend to Internal Services' and the Department of Finance's imprest cash funds or deposits taken as a whole, and is not intended to be, and should not be, used by anyone other than those specified parties.

Attachment

Cc: Sacramento County Board of Supervisors
Nancy Newton, Assistant County Executive
David Villanueva, Deputy County Executive
Britt Ferguson, Chief Fiscal Officer, County Executive Office
Peggy Marti, Assistant Treasurer, County Treasury

DEPARTMENT OF FINANCE
TREASURY DIVISION - CASHIER SECTION
SUMMARY OF CASH COUNTED

June 8-9, 2017

CASH ON HAND

	<u>Amount Counted</u>	<u>Daily Receipts Amount ⁽¹⁾</u>	<u>Variance</u>
Treasury Deposit			
Main Office	\$ 4,810.91	\$ 4,810.91	\$ 0
Branch Center	54,913.34	54,913.34	0
Downtown	200,552.63	200,552.63	0
Fair Oaks	4,143.25	4,143.25	0
McClellan	10,900.49	10,900.49	0
Credit Card Deposit			
Branch Center	\$ 6,082.80	\$ 6,082.80	\$ 0
Downtown	1,334.42	1,334.42	0
Fair Oaks	993.23	993.23	0
McClellan	724.62	724.62	0

IMPREST CASH

	<u>Cash Counted</u>	<u>Authorized Amounts</u>	<u>Variance</u>
Cash Drawer			
Main Office	\$ 8,000.00	\$ 8,000.00	\$ 0
Branch Center	350.00	350.00	0
Downtown	250.00	250.00	0
Fair Oaks	250.00	250.00	0
McClellan	250.00	250.00	0
Vault			
Main Office ⁽²⁾	\$ 3,081.71	\$ 3,700.00	(\$ 618.29)

⁽¹⁾ Amounts represent daily receipts from June 7, 2017 for the: Treasury's Main Office, Branch Center, Downtown, and McClellan locations. Daily receipts for the Fair Oaks location are from business activities on June 6, 2017. These amounts are collected for various categories such as: building permits, planning fees, subdivision map checking fees, parcel map record of survey, landfill payments, roadway funds, utility connection deposits, drainage fees, water permits, and Consolidated Utility Billing and Services (CUBS) utility payments, etc.

⁽²⁾ The \$618.29 shortage was noted in the Treasury's vault. The Treasury's vault has an imprest balance of \$3,700, and the recounted balance was \$3,081.71. The noted \$618.29 shortage exceeds the \$500.00 annual threshold requiring submission of Relief of Accountability for approval from the Director of Finance.