

COUNTY OF SACRAMENTO

DEPARTMENT OF FINANCE - AUDITOR-CONTROLLER DIVISION - INTERNAL AUDIT UNIT

**INTERNAL AUDITS REPORT
TREASURY SURPRISE CASH COUNT
DEPARTMENT OF FINANCE**

JUNE 4, 2020



Audit Committee Submittal Date: 09/17/2020

SUMMARY

Background

County of Sacramento, Department of Finance (DOF), Treasury Division accepts cash at multiple locations. Amounts collected are 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 Services (CUBS) utility payments, etc. The DOF Treasury Division requested Internal Audits to perform surprise cash counts semi-annually.

Audit Objective

To count cash on a surprise basis to ensure propriety over Treasury cash collections processes.

Summary

Except for shortages of \$0.25 in a cash drawer, and \$464.65 in the vault, we did not note any other issues related to the surprise cash count.



County of Sacramento

Intra-Office Memorandum

July 31, 2020

To: Ben Lamera
Director of Finance

From: Hong Lun (Andy) Yu, CPA
Audit Manager

A handwritten signature in blue ink, appearing to be "HY", is placed next to the name of the sender.

Subject: **TREASURY SURPRISE CASH COUNT – JUNE 4, 2020**

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 was performed on June 4, 2020. Because the Treasury Division’s various cashier locations have different operational days, receipts related to the Treasury Division main office, Branch Center, and Downtown are from activities on June 3, 2020, which were counted on the morning of June 4, 2020. McClellan and Fair Oaks cash was not counted due to both service centers were closed because of COVID – 19 pandemic. The Department of Finance, Treasury Division’s management is responsible for the Cashier Section’s accounting records and its internal controls. Our procedures and findings are as follows:

- We reconciled daily deposits to financial records and Sacramento County Financial System (COMPASS).

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

- We reconciled imprest cash to the authorized amounts posted on COMPASS.

Finding: Except for shortages of \$0.25 in a cash drawer and \$464.65 in the vault, the Treasury Division’s imprest cash agreed to authorized amounts on COMPASS. See Attachment I, *Summary of Surprise 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 Sacramento County Board of Supervisors, Sacramento County Audit Committee, Sacramento County Executive, and the Department of Finance, Treasury Division, Cashier Section and does not extend to 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

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

JUNE 4, 2020

TREASURY DEPOSIT

	<u>Amount Counted</u>	<u>Daily Receipts Amount ⁽¹⁾</u>	<u>Variance</u>
Cash/Check Deposit			
Main Office	\$ 17,617.99	\$ 17,617.99	\$ 0.00
Branch Center	6,827.16	6,827.16	0.00
Downtown	346,387.66	346,387.66	0.00
Fair Oaks ⁽²⁾	0.00	0.00	0.00
McClellan ⁽²⁾	0.00	0.00	0.00
Credit Card Deposit			
Branch Center	\$ 1,921.34	\$ 1,921.34	\$ 0.00
Downtown	0.00	0.00	0.00
Fair Oaks ⁽²⁾	0.00	0.00	0.00
McClellan ⁽²⁾	0.00	0.00	0.00

IMPREST CASH

	<u>Cash Counted</u>	<u>Authorized Amounts</u>	<u>Variance</u>
Cash Drawer			
Main Office ⁽³⁾	\$ 7,999.75	\$ 8,000.00	(\$ 0.25)
Branch Center	350.00	350.00	0.00
Downtown	250.00	250.00	0.00
Fair Oaks ⁽²⁾	Unavailable	250.00	Not Applicable
McClellan ⁽²⁾	Unavailable	250.00	Not Applicable
Vault			
Main Office ⁽⁴⁾	\$ 3,235.35	\$ 3,700.00	(\$ 464.65)

(1) Amounts represent daily receipts from June 3, 2020 for the Treasury's Main Office, Branch Center and Downtown. 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 Fair Oaks and McClellan locations were closed and not accepting payments from customers due to the public health orders contributed to the COVID-19 pandemic.

(3) There was a \$0.25 shortage noted during the cash drawer count at the Treasury's Main Office.

(4) There was a \$464.65 shortage noted for the Treasury's vault. The Treasury's vault has an imprest balance of \$3,700.00, and the recounted balance was \$3,235.35. The noted \$464.65 difference is currently below the \$500.00 annual threshold requiring submission of Relief of Accountability for approval.