

COUNTY OF SACRAMENTO

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

**INTERNAL AUDIT REPORT
TREASURY SURPRISE CASH COUNT
DEPARTMENT OF FINANCE
AUGUST 22, 2022**



Audit Committee Submittal Date: 12/15/2022

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

Besides the \$129.45 vault shortage pending reimbursement, we did not note any issues related to the surprise cash count.

Department of Finance
Ben Lamera, Director
Joyce Renison, Deputy Director



Auditor-Controller Division
Mark Aspesi
Interim Assistant Auditor-Controller

County of Sacramento

Intra-Office Memorandum

October 3, 2022

To: Ben Lamera
Director of Finance

From: Tae-Young Kang, CPA
Interim Audit Manager

A handwritten signature in blue ink, appearing to read "Tae-Young Kang".

Subject: **TREASURY SURPRISE CASH COUNT – AUGUST 22, 2022**

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 Treasury Division's main office and satellite cashier offices including Building Assistant Centers (Downtown and Branch Center). The surprise cash count was performed on August 22, 2022 and the cash receipts are from activities on August 19, 2022. 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).

Result: Daily deposits reconciled to financial records and COMPASS. See ATT 1 - *Summary of Surprise Cash Counted*.

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

Result: Except for shortages of \$129.45 in the vault, Treasury Division's imprest cash agreed to authorized amounts on COMPASS. See ATT 1 - *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 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:

ATT 1 - Summary of Surprise Cash Counted

COUNTY OF SACRAMENTO
DEPARTMENT OF FINANCE - TREASURY DIVISION
SUMMARY OF SURPRISE CASH COUNTED
AUGUST 22, 2022

TREASURY DEPOSIT

	<u>Amount Counted</u>	<u>Daily⁽¹⁾ Receipts Amount</u>	<u>Variance</u>
Cash/Check Deposit			
Main Office	\$ 717.00	717.00	0.00
Branch Center	116,828.92	116,828.92	0.00
Downtown	261,081.15	261,081.15	0.00
Credit Card Deposit			
Branch Center	\$ 5,104.71	5,104.71	0.00

IMPREST CASH

	<u>Cash Counted</u>	<u>Authorized Amounts</u>	<u>Variance</u>
Cash Drawer			
Main Office	\$ 8,000.00	8,000.00	0.00
Branch Center	350.00	350.00	0.00
Downtown	250.00	250.00	0.00
Vault			
Main Office ⁽²⁾	\$ 3,570.55	3,700.00	(129.45)

(1) Amounts represent daily receipts from August 19, 2022 for Treasury's Main Office, Branch Center, and Downtown. 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, Consolidated Utility Billing and Services (CUBS) utility payments, etc.

(2) Treasury's vault's authorized imprest amount is \$3,700.00, and the recounted vault imprest cash balance was \$3,570.55. The \$129.45 difference was properly accounted for according to Treasury's policies and procedures during quarter ended June 30, 2022 cash count and in the process of replenishment as of the end of fieldwork date on August 22, 2022. In addition, the \$129.45 difference is below the \$500.00 annual threshold requiring submission of Relief of Accountability for approval, and also below the \$200.00 single day cash loss threshold requiring submission of Relief of Accountability for approval.