

# COUNTY OF SACRAMENTO

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

**INTERNAL AUDIT REPORT  
SHERIFF'S OFFICE  
PROFESSIONA STANDARDS DIVISION  
TRAINING AND EDUCATION UNIT  
PERFORMANCE AUDIT  
NOVEMBER 28, 2022 TO DECEMBER 31, 2022  
  
CASH HANDLING REVIEW**



**Audit Committee Submittal Date: 01/16/2024**

## **SUMMARY**

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### **Background**

The Department of Finance (Finance) performed a cash handling review of the Sacramento County Sheriff's Office (Sheriff), Professional Standards Division, Training and Education Unit (Unit).

### **Audit Objective**

Agreed upon procedures were performed to review the Unit's cash receipts policies and procedures, observe and document how cash was received and accounted for within the Sacramento County Accounting System (COMPASS), and verified receipts on hand and compared amounts to amounts reported in COMPASS for the review period November 28, 2022, through December 31, 2022.

### **Summary**

Based on our procedures, except for the Unit making untimely deposits. we did not note any other exceptions.

**Department of Finance**

Chad Rinde  
Director



**County of Sacramento**

**Divisions**

Auditor-Controller  
Consolidated Utilities Billing &  
Service  
Investments  
Revenue Recovery  
Tax Collection & Licensing  
Treasury

October 25, 2023

Peter Aw-Yang, Assistant Treasurer  
Department of Finance  
County of Sacramento  
700 H Street, Room 1710  
Sacramento, CA 95814

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Dear Mr. Aw-Yang:

At your request, we have performed the procedures enumerated below, and on page 2, which were agreed upon by you and the Sheriff's Office (Sheriff), Professional Standards Division, Training and Education Unit (Unit). These procedures were performed solely to evaluate the Unit's cash handling control procedures for the period November 28, 2022 through December 31, 2022. For the purpose of this cash handling review, "cash" is defined as all forms of money, and includes, but is not limited to, currency, coin, checks, electronic checks, money orders, credit cards, and debit cards.

Sheriff's management is responsible for maintaining sufficient cash handling controls. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, and on page 2, either for the purpose for which this report has been requested or for any other purpose. This report is applicable solely to procedures referred to below, and on page 2, and is not intended to pertain to any of Sheriff's or the Unit's other operations, procedures or compliance with laws and regulations.

Our procedures and findings are summarized as follows:

1. We obtained and reviewed the Unit's cash receipt policies and procedures to identify any concerns or internal control issues.

Result: We did not note any exceptions as a result of this procedure.

Peter Aw-Yang  
Assistant Treasurer  
October 25, 2023

2. We visited the Unit's location, observed and documented how cash receipts were tracked and posted by the Unit's staff.

Result: We did not note any exceptions as a result of this procedure.

3. We reviewed the receipts on hand, deposits, and compared it to the amounts in the Sacramento County Financial System (COMPASS). See ATT 1, *Schedule of Deposits Tested*.

Result: We noted that check deposits were not made timely in accordance with the Sacramento County Code Code and Sheriff's General Orders. See ATT 2, *Current Finding and Recommendation*.

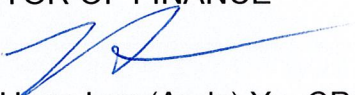
This agreed-upon procedures engagement was conducted in accordance with the Standards for Attestation Engagements contained in *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to, and did not perform an audit or examination, the objective of which would be the expression of an opinion or conclusion, respectively, on Sheriff's fiscal processes or results of our procedures referred above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Sheriff's responses to the findings identified during our procedures are described in ATT 2 - *Current Finding and Recommendation*. We did not perform procedures to validate Sheriff's responses to the findings and, accordingly, we do not express opinions on the responses to the findings.

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 Sheriff's management. It is not intended to be, and should not be, used by anyone other than these specified parties. However, this restriction is not intended to limit distribution of this report, which is a matter of public record.

Sincerely,

CHAD RINDE  
DIRECTOR OF FINANCE

  
By: Hong Lun (Andy) Yu, CPA  
Chief of Audits

Attachments

ATT 1 – *Schedule of Deposits Tested*  
ATT 2 – *Current Finding and Recommendation*

SACRAMENTO COUNTY SHERIFF'S OFFICE  
PROFESSIONAL STANDARDS DIVISION  
TRAINING AND EDUCATION UNIT  
CASH HANDLING REVIEW

FOR THE PERIOD NOVEMBER 28, 2022 THROUGH DECEMBER 31, 2022

SCHEDULE OF DEPOSITS TESTED

DEPOSITS OF PAYMENTS RECEIVED

Deposit Permit Number	Deposit Date	Sheriff's Deposit Record	Amount Posted by Treasury	Variance
1300825006	12/20/2022 (1)	\$ 2,489.00	2,489.00	0.00
1300825013	12/20/2022 (1)	2,595.53	2,595.53	0.00

ONLINE PAYMENTS

Document Number	Deposit Date	Sheriff's Deposit Record	Amount Posted by Treasury	Variance
1300823017	11/28/2022	\$ 220.00	220.00	0.00
1300823294	12/1/2022	231.00	231.00	0.00
1300824312	12/13/2022	231.00	231.00	0.00
1300824713	12/16/2022	2,402.00	2,402.00	0.00
1300824776	12/19/2022	154.00	154.00	0.00
1300824949	12/20/2022	462.00	462.00	0.00
1300825402	12/27/2022	231.00	231.00	0.00
1300825683	12/30/2022	673.34	673.34	0.00

(1) Deposits were made once a month and not within seven days of receipt.  
See ATT 2 - Current Finding and Recommendation.

See Independent Accountant's Report on Applying Agreed-Upon Procedures

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CURRENT FINDING AND RECOMMENDATION

**1. Timing of Deposits**

Condition:

During our review of Sacramento County's Sheriff's Office, Professional Standards Division, Training and Education Unit's cash handling procedures, we noted that payments received were deposited once a month and not within seven days following receipt.

Criteria:

Per Sacramento County Code, Sacramento County Charter, Article VIII. County Officers Other than Supervisors, Sec. 39. Payment of Fees into County Treasury (Sacramento County Code), *"Every county or township officer, board or commission, authorized to collect fees or money must pay into the county treasury all such fees or moneys collected by him or them, as the case may be, not later than seven (7) days following receipt thereof, except that the Tax Collector shall deposit his collection with the County Treasurer daily. Said officer, board or commission shall also file therewith a detailed statement of same in writing, a duplicate copy of which shall at the same time be filed with the Auditor, in such form as the Auditor may require."*

The Sheriff's General Order IV. Program Manager Responsibilities states *"Managers will insure all cash which should have been received was received, recorded accurately and deposited promptly."*

Effect:

Not depositing payments received within seven days increases the likelihood of payments received being lost or stolen, but not detected. In addition, the Unit is not in compliance with Sacramento County Code and Sheriff's General Order.

Recommendation:

The Unit should deposit payments received promptly within at least seven days to reduce the likelihood of payments received being lost or stolen and to be compliant with County Code and Sheriff's General Order.

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CURRENT FINDING AND RECOMMENDATION

Management Response:

We agree with this recommendation. The volume of payments received is relatively low and many payments are processed on-line so current practice has been to send payments with armored car pick up only on a monthly basis rather than have them come weekly for just 1 or 2 checks. Going forward, deposits will be made weekly.