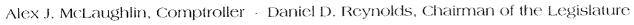
DEPARTMENT OF AUDIT AND CONTROL

CASH VERIFICATION AUDITS

January 2009

Alex J. McLaughlin, Comptroller

Broome County Department of Audit and Control





Broome County Office Building + 44 Hawley Street + P.O. Box 1766 + Binghamton, New York 13902 (607) 778-2178 + Fax (607) 778-2236 + Website: www.gobroomecounty.com

January 12, 2009

Barbara J. Fiala, County Executive:

The Department of Audit and Control has completed Cash Verification Audits for several petty cash funds. The examination of the petty cash funds was made in accordance with generally accepted auditing standards. The principle objective was to determine if the departments were accounting for their petty cash in accordance with the policy established in the Broome County Administrative Code, A216.

Based on the results of our examination, except for the instances noted herein, it is our opinion that the departments are following the appropriate policies and procedures to monitor and record petty cash transactions.

Sincerely,

Alex J. McLaughlin

Comptroller

cc:

Daniel D. Reynolds, Chairman of the Legislature

Members of the Legislature

Eric Denk, Clerk of the Legislature Brian Hoffman, Arena Manager Gerald F. Mollen, District Attorney

Lisa Wise, Library Director

Ed Hart, Deputy Commissioner, Parks & Recreation

Richard R. Blythe, County Clerk

BROOME COUNTY PETTY CASH FUNDS

TABLE OF FINDINGS

AUDIT	CASH FUND	FUND	AUDITED	NOTE	OVER
DATE		AUTHORIZED	AMOUNT		(SHORT)
8/12/08	Arena Box Office/ Bank	\$2,800.00	\$2,790.00	D	(\$10.00)
8/11/08	District Attorney	\$100.00	\$105.68	С	\$5.68
6/25/08	DPW/ Admin	\$500.00	\$500.00	A	\$0.00
8/5/08	En Joie	\$600.00	\$590.41	D	(\$9.59)
10/15/08	Executive	\$300.00	\$305.00	С	\$5.00
8/5/08	Law	\$250.00	\$271.01	C	\$21.01
8/13/08	Library-Circulation	\$170.00	\$175.00	С	\$5.00
8/22/08	Parks-Cole Park	\$700.00	\$705.00	С	\$5.00
8/12/08	Records Management	\$50.00	\$50.58	С	\$0.58

BROOME COUNTY PETTY CASH FUNDS

TABLE OF NOTES

(A)	VALID LETTER WAS NOT IN PLACE		
	An authorized letter was not available and/or maintained with the department to document the fund amount and the employee responsible for the petty cash fund. This letter must contain the signature of the department head that witnesses the assignment and the signature of the employee who accepts custody of the funds. This statement should be maintained by the department head or their representative and be available to auditors upon their audit of the fund.		
(B)	PETTY CASH WAS NOT DOUBLE LOCKED		
	Petty Cash should always be held in a locked box or locked bag within a secure area (safe, locked drawer, etc.) to reasonably ensure the safety of the funds when not in use.		
(C)	REMIT OVERAGE TO THE COMMISSIONER OF FINANCE		
(D)	VARIANCE NOTED IN PETTY CASH FUND		
	In the instance of shortages, the Departments of Finance, Audit and Control and the Division of Security should be notified, in writing, of the missing funds and supporting details.		
	Included in the communication should be the department's proposal for corrective action including the method that the department suggests for replenishment of the fund.		