



Unannounced Audit of Cash Funds- Public Works Department

Division of Inspector General **Neil Kelly, Clerk of the Circuit and County Courts** **Audit Report**

Bob Melton, CPA, CIA, CFE, CIG
Inspector General

Audit Conducted by:
Sheena Patel, CIA
Inspector General Auditor II

Report No. BCC-142
March 28, 2016



Division of Inspector General
Phone (352) 253-1644
Fax (352) 253-1645

Clerk of the Circuit Court

Post Office Box 7800
Tavares, Florida 32778-7800

March 28, 2016

Board of County Commissioners

We have conducted our audit of the Revolving and Petty Cash Accounts of the Board of County Commissioners' Public Works Department, as scheduled per the Clerk's Annual Inspector General Audit Plan.

We appreciate the cooperation and assistance provided by the Public Works Department during the course of our audit.

Respectfully submitted,

Bob Melton

Bob Melton
Inspector General

cc: Honorable Neil Kelly, Clerk of Circuit & County Courts
David Heath, County Manager
Jim Stivender, Director of Public Works

Know of Fraud, Waste, or Abuse?
Contact our hotline at (352) 253-1643 or
email fwa@lakecountyclerk.org

TABLE OF CONTENTS

INTRODUCTION	1
Scope and Methodology	1
Overall Conclusion.....	1
Background.....	1
OPPORTUNITIES FOR IMPROVEMENT	2

INTRODUCTION

Scope and Methodology

We conducted an unannounced audit of the Revolving and Petty Cash Accounts of the Board of County Commissioners' Public Works Department. Our audit objectives were:

1. To determine whether there are sufficient internal controls over cash funds.
2. To determine if there are adequate physical controls over cash funds.
3. To determine if the proper amount of cash is present and accounted for.

To determine whether there are sufficient internal controls over cash funds, we reviewed the process of establishing funds, observed the balance out process, reviewed audit packets prepared during the balance out process, and we interviewed staff.

To determine if there are adequate physical controls over cash funds, we interviewed management and observed secure areas.

To determine if the proper amount of cash is present and accounted for, we verified the total cash funds on hand with management and the Finance department; we performed surprise verifications of cash on hand and compared results to amount receipted; and we reviewed paperwork from previous deposits.

Our audit included such tests of records and other auditing procedures as we considered necessary in the circumstances. The audit period was March 2015 and March 2016. However, transactions, processes, and situations reviewed were not limited by the audit period.

Overall Conclusion

We conclude that controls over cash funds are adequate, including physical controls. We also conclude that the proper amount of cash is present and accounted for properly. Opportunities for Improvement are included in this report.

Background

The Public Works Department houses four Divisions – Engineering, Environmental Services, Road Operations, and Solid Waste. Funds are assigned to all of these Divisions, with the exception of Road Operations, for normal operation of their day-to-day functions.

The funds assigned to the Department are indicated in the table below:

Division	Fund Type	Amount
Engineering	Revolving Fund	\$250.00
Environmental Services	Petty Cash Fund	\$100.00
Solid Waste	Petty Cash Fund	\$100.00
Solid Waste	Petty Cash (Change) Fund	\$300.00
Solid Waste	Revolving Fund	\$150.00
5 Funds Assigned	Total:	\$900.00

Engineering and Environmental Services funds are located at the main administration building for Public Works. The Engineering Fund is primarily used for map sales.

The Solid Waste funds are located at the main Solid Waste Facility. One is located in the administration building, and other two are located in the scale house. The scale house funds are used for fees involved in dropping waste off at the landfill.

OPPORTUNITIES FOR IMPROVEMENT

Our audit was neither designed nor intended to be a detailed study of every relevant system, procedure, or transaction. Our audit did not identify any policies, procedures, or practices that could be improved. Accordingly, there are no Opportunities for Improvement presented in this report. This report may not be all-inclusive of areas where improvement may be needed.