



# Unannounced Audit of Cash Funds – Fairgrounds

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

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**Inspector General**

Audit Conducted by:  
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**Senior Inspector General Auditor**

**Report No. BCC-147**  
**September 29, 2016**



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September 29, 2016

Board of County Commissioners

We have conducted an unannounced audit of the Revolving and Petty Cash Accounts of the Board of County Commissioners' Public Resources Department - Fairgrounds, as identified in the Clerk's Annual Inspector General Audit Plan.

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

Respectfully submitted,

*Bob Melton*

Bob Melton  
Inspector General

cc: The Honorable Neil Kelly, Clerk of Circuit & County Courts  
David Heath, County Manager  
Jeff Cole, Director of Public Resources

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# INTRODUCTION

## Scope and Methodology

We conducted an unannounced audit of the Revolving and Petty Cash Accounts of the Board of County Commissioner's Public Resources Department - Fairgrounds. Our audit objectives were:

1. To determine whether the proper amount of cash is present and accounted for properly.
2. To identify any additional Opportunities for Improvement.

To determine whether the proper amount of cash is present and accounted for properly, we obtained a list of cash funds from the Clerk's Board Finance Division and compared those to actual cash funds maintained by Fairgrounds. We also counted and reconciled the amount of cash in each fund.

To identify additional opportunities for improvement, we observed the security of cash funds, including storage and access.

Our audit included such tests of records and other auditing procedures as we considered necessary in the circumstances. The audit period was September 19, 2016 through September 23, 2016. However, transactions, processes, and situations reviewed were not limited by the audit period.

## Overall Conclusion

We conclude that the proper amount of cash was present and accounted for properly. We did not identify any Opportunities for Improvement to be included in this report.

## Background

The Lake County Fairgrounds house a 15,000 square foot building in which a variety of events can be held for a fee. In addition, there is a Farmer's Market located at the Fairgrounds. Space can be rented in various areas including the Expo Hall, LaRoe Pavilion, Fence Line, Clements building, and also outdoors for the Farmer's Market. Pricing varies by season for the Farmer's Market. Rentals are also available for food trucks, use of electricity, and use of the arena and parking areas. There is also the option to rent chairs and tables, and to pay for additional staff and cleanup for events.

The Fairgrounds has been assigned two cash drawers (revolving accounts) used to cashier payments received for rentals. They also have a petty cash fund. The table below indicates fund amounts:

<b>Fund Type</b>	<b>Amount</b>
<b>Revolving Account</b>	\$400.00
<b>Revolving Account</b>	\$400.00
<b>Petty Cash</b>	\$25.00
<b>Total</b>	<b>\$825.00</b>

# OPPORTUNITIES FOR IMPROVEMENT

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