



Unannounced Audit of Cash Funds Board of County Commissioners

Division of Inspector General

Gary J. Cooney, Clerk of the Circuit and Comptroller
Audit Report

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Inspector General

Audit Conducted by:
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Division of Inspector General

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August 30, 2019

Board of County Commissioners'

As scheduled in the Annual Inspector General Audit Plan, unannounced cash audits were conducted in the Libraries, Solid Waste, and Fairgrounds departments. Cash was properly accounted for but that are opportunities to improve how checks are endorsed and safes are secured.

We appreciate the cooperation and assistance provided by County staff during the course of the audit.

Respectfully submitted,

Terri Freeman
Inspector General

cc: Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Denise Bell, Chief Deputy Clerk
Jeff Cole, County Manager
Ron Russo, Deputy County Manager
Brandon Matulka, Executive Director, Agency of Economic Prosperity
George H. Taylor, Office of Library Services Director
Frederick Schneider, Public Works Department Director

Know of Fraud, Waste, or Abuse?

Contact our hotline at (352) 742-4429 or
email fwa@lakecountyclerk.org

Scope and Methodology

As scheduled in the Annual Inspector General Audit Plan, unannounced cash audits were conducted in the Libraries, Solid Waste, and Fairgrounds departments.

The objectives were to verify whether petty cash and cash drawers reconciled to report and receipt amounts, starting drawer amounts agreed to amounts provided by the Finance department, funds were appropriately secured, and checks were being restrictively endorsed.

The audit period was April 2019 through August 2019.

Overall Conclusion

Cash was properly accounted for in all departments.

There are opportunities to improve how checks are endorsed and safes are secured.

Background

Below is a summary of the departments that were included in this audit.

Fairgrounds – A large scale venue hosting multiple events including the Lake County Fair and the weekly farmers market.

Library Services –A library cooperative consisting of 9 member libraries and 6 branch libraries. The branch libraries include Astor County Library, Cagan Crossings Community Library, Cooper Memorial Library, East Lake Library, Marion Baysinger Memorial Library and Paisley County Library.

Solid Waste – A department that manages the waste generated in Lake County including collection of commercial and residential hazardous waste, recycling, and solid waste operations.

Opportunities for Improvement

1. Checks Should Be Restrictively Endorsed.

East Lake, Cooper Memorial, and Cagan Crossings libraries do not endorse checks until the drawer is closed out by the manager, which could lead to a third party endorsing the checks and cashing them.

Libraries Management Response: Management agrees and will remediate the issue immediately.

2. Funds Should Be Appropriately Secured.

The Fairgrounds safe is sitting on a cart that is not secured to anything so it could be easily stolen.

The East Lake Library has a safe in the Branch Manager's office that is chained to the legs of the desk. The desk could be lifted and the safe stolen.

Fairgrounds Management Response: Management agrees and will remediate the issue immediately.

East Lake Library Management Response: Management agrees and will the remediate the issue immediately.