

November 18, 2013

MEMORANDUM

TO: Edward Bellay
Director, Treasury Services

FROM: Sherri Magnus
Vice President & Chief Audit Officer

SUBJECT: Cash Count
2013-113

Sherri Magnus

At the request of Treasury Services, Internal Audit performed an unannounced cash count of the Main, 1MC, and ACB cashier drawers and vaults. The Main and ACB counts occurred simultaneously at 1:00 pm on September 19, 2013, and the 1MC vault was counted subsequently. Our procedures included the following:

- Confirmed the amounts held in reserve within each vault from the Director of Treasury Services
- Obtained supporting documentation of the most recent vault counts and any change orders
- Counted 100% of the reserve amounts within each vault
- Counted 100% of the adjacent teller drawers at Main and ACB
- Obtained a copy of the Clinic Bag Logs at Main and ACB
- Counted 100% of any clinic bags or teller drawers stored in each vault at the time of our count
- Obtained the most recent Statement of Cash Fund Responsibility forms
- Observed the security for each vault

Upon arrival, we noted access to the vault room was restricted and each vault door was closed and locked. Our count results include the following:

- Main, ACB, and 1MC vaults were counted and reconciled to \$31,000.00, \$18,000.10 (\$0.10 immaterial surplus), and \$4,000.00, respectively.
- Five teller drawers were counted at Main and ACB, and three were balanced to the iPayment Register.
- One drawer at Main was counted within a \$0.25 immaterial surplus.
- One drawer at ACB revealed a \$120 deficit from the iPayment Register. Appropriate personnel action has been executed per Treasury policy.

- Each clinic bag counted appropriately contained \$100.
- There were several instances in which the Statement of Cash Fund Responsibility forms were outdated. The Office Supervisors indicated that they are currently updating the forms for fiscal year 2014.

The Vault Custodian, or their representative, monitored our count. The courtesy and cooperation extended by the Cashier Offices was sincerely appreciated.

SM/rc

cc: Brad Gibson
Christa Lynch