

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: March 11, 2015
To: Supervisor Gerry Broderick, Chair, Committee on Parks, Energy and Environment
From: Jerome J. Heer, Director of Audits
Subject: Status Report – Unannounced Parks Cash Counts (File No. 15-73)

At its meeting on January 27, 2015, the Committee on Parks, Energy and Environment reviewed our audit report, "Unannounced Parks Cash Counts," adopted a resolution stating County Board concurrence with the report recommendations and also requested that a follow-up report be provided in July 2015.

The attached status report from Department of Parks, Recreation and Culture leadership indicates all of our recommendations were addressed in February 2015. We have no concerns with the information reported.

While we recognize it may not be feasible to add customer readout capability on existing cash registers, as noted in recommendation no. 6, we suggest management consider including the feature with any system upgrades the department may undertake.

This status report is informational and we consider our follow up on this item complete.



Jerome J. Heer

JJH/PAG/cah

Attachment

cc: Scott Manske, Milwaukee County Comptroller
Parks, Energy and Environment Committee Members
Chris Abele, Milwaukee County Executive
Teig Whaley-Smith, Director, Department of Administrative Services
John Dargle, Jr., Director of Parks, Recreation & Culture
Kelly Bablitch, Chief of Staff, County Board Staff
Steve Cady, Research & Policy Director, Office of the Comptroller
Janelle Jensen, Chief Committee Clerk, Office of the County Clerk



CHRIS ABELE, MILWAUKEE COUNTY EXECUTIVE
 JOHN DARGLE, JR., DIRECTOR OF PARKS, RECREATION AND CULTURE

Date: March 10, 2015
 To: Jerry Heer, Director of Audits, Office of the Comptroller
 From: John Dargle, Jr., Director, Department of Parks, Recreation and Culture
 Subject: **Unannounced Parks Cash Counts**

The Department of Parks, Recreation and Culture (DPRC) would like to report that all recommendations made in your November 21, 2014 Audit Report have been implemented as of February 24, 2015. Please consider this memo as a final close out of this audit for your use in your follow-up report with the Parks, Energy and Environment Committee in June 2015.

	Recommendation	Responsible Staff	Timeline	Response or Alternate Solution
1	Written policy on use of cash register key	Mrozinski	28-Feb-15	Procedures were updated on 2/24/15 to reflect that keys must be secured within the locked safe only unless needed to lock the drawer for other duties or in cases of a power failure or POS malfunction.
2	Use of "No Sale" key clarification	Mrozinski	28-Feb-15	Procedures were updated on 2/24/15 to reflect acceptable use of the "No Sale" key to include documentation of use. Use of this feature is needed to get change from the safe, change for customers, or to transfer money from the register into the safe.
3	Signs regarding issuance of receipts	Mrozinski	28-Feb-15	Updated signage has been produced and placed at all revenue locations.
4	Ensure bank deposit procedures are followed	Mrozinski/ Marlow	28-Feb-15	Internal deposit procedures were updated on 2/24/15 to ensure timely deposits.
5	Petty cash reporting and replenishment	Marlow/ Smith	28-Feb-15	The DPRC has a procedure in place for monthly reconciliation of petty cash. This procedure will be reviewed with appropriate staff. Policy was updated on January 22, 2015 to include clarifying language on petty cash reconciliations.
6	Customer readout on cash registers	Mrozinski	N/A	The newer computerized point of sales systems the DPRC uses do not offer that feature. Similar results are gained by ensuring the customer receives a receipt for their purchase.

Thank you again for your input. We are happy to provide supporting documentation or clarification, if needed.

copy: Laura Schloesser, Chief of Administration and External Affairs
Sheree Marlow, Finance Manager
Susie Devcich, Chief of Recreation and Business Services
Joe Mrozinski, Assistant Chief of Recreation & Business Services