

STATUS OF IMPLEMENTING AUDIT SERVICES DIVISION - AUDIT REPORT RECOMMENDATIONS

Audit Title: Unannounced Parks Cash Counts

File Number: 19-925

Audit Issued: November 2019

Status Report Date: April 2020

Department: Parks

Number & Recommendation	Deadlines Established		Deadlines Achieved		Implementation Status		Comments
	Yes	No	Yes	No	Completed	Further Action Required	

1. Update the Cash Handling Manual to reflect the instruction given at orientation regarding what identification is required prior to allowing a cash count audit of the drawer or access to the drawer by an outside person.					X		Auditee: #4 in attached cash handling manual.
2. Provide a copy of the Cash Handling Manual to all 75 sites with the POS system. Provide additional training or review of the following sections for cash handling staff: <ul style="list-style-type: none"> a. Requirement of a daily Petty Cash Log. b. The use of the No Sale button to provide change instead of a register key. c. The 72 hour requirement for the depositing of cash. 					X	Auditee: a. Page #8 under the daily cash maintenance section of the attached cash handling manual b. #25 in attached cash handling manual c. #16 in attached cash handling manual When sites reopen after Covid19 copies will be sent to all 75 sites and training conducted.	
3. Develop a procedure to monitor timely bank deposits and receipt of paperwork at Parks Administration and update manual, if appropriate, to reflect seven day paperwork deadline versus current three day requirement in manual.					X		Auditee: Page #4 under checklist for submitting cash reports. A log is kept for each site and deposit dates are tracked and compared to RecTrac sales transactions. The date that paperwork is received is also compared to the sales date. The supervisor is notified of any late or missing deposits or reconciled sales reports.

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4. Establish a procedure to formalize and implement policy regarding when the code on the safe at sites is required to be changed.					X		Auditee: #18 in attached cash handling manual.
5. Verify if background checks have been conducted on non-County staff who handle cash.					X		Auditee: Yes, background checks were performed by PS Companies on PGA Professionals in November 2019 per our request.