

# Salt Lake County

## Petty Cash and Imprest Accounts -Countywide



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# Objectives

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**The objectives of the audit were to evaluate the adequacy of internal controls over petty cash and imprest checking funds to:**

1. Determine compliance with internal and Countywide policies and procedures.
2. Determine if expenditures are authorized, recorded, reconciled, and replenished properly, and that there is adequate segregation of duties.

# Background

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- As of December 31, 2021, there were 73 funds held by 32 agencies totaling \$345,250.
- 18 petty cash funds and 3 imprest checking funds totaling \$71,750 were selected. 2 petty cash funds totaling \$1,000, had been closed prior to testing.

# Agencies and Fund Types Selected

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Recorder's Office Petty Cash

Human Resources Petty Cash

Parks and Recreation - Redwood MP Petty Cash

Parks and Recreation - Dimple Dell Petty Cash

Parks and Recreation - Millcreek Petty Cash

Parks and Recreation - Fairmont Aquatic Petty Cash

Youth Services - Juvenile Receiving Petty Cash

Regional Development Petty Cash

Salt Palace Convention Center Petty Cash

Mountain America Exposition Center Petty Cash

Public Works, Eng. & Flood Control Petty Cash

Health Department - Administration Petty Cash

Health Department - EPA Audits Petty Cash

Health Department - CD Bureau Petty Cash

Health Department - Tobacco Inspections Petty Cash

Golf - Mountain View Petty Cash

Regional Development Imprest Checking

Animal Services Imprest Checking

Golf - Shop Imprest Checking

# Audit Criteria

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## *Countywide Policy (“CWP”) 1203 “Petty Cash and Other Imprest Funds”*

- ❑ The fund was safeguarded.
- ❑ The amount is appropriate for needs.
- ❑ Disbursements are documented, authorized, legitimate purposes.
- ❑ The fund is periodically reconciled by independent staff.
- ❑ The fund is properly reflected in the financial system and reconciles to that amount.

# Audit Findings

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- Excessive reconciled fund balance amounts allowed for less frequent reimbursements and undetectable errors.
- Outdated record management allowed for unaccountability of funds.
- Insufficient documentation increased the risk of fraud, waste, or abuse.
- Outstanding checks were unsent to unclaimed property risking agencies and the County fines.
- Many agencies were not adhering to their internal policies and/or procedures risking loss, theft, or fraud.

# Auditor's Website

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- Full report posted.
- Video with brief description of the audit.

Thank you

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