



Inspector General Insights

Background:

Change drawer funds are used to make change when money is collected for transactions of County business. These funds are subject to be audited at any time.

Objective:

The objectives of the audit were to determine the following:

1. Whether the funds exist
2. Whether internal controls over the funds are effective and if the department is properly implementing internal controls
3. Whether imprest fund data is reliable
4. Whether Custodians comply with Florida Statutes, County policies and procedures, and department policies and procedures.

Scope:

We performed an unannounced audit of cash funds for 26 cash drawers from 7 departments and 8 locations.

Our scope was limited to exclude the review of Public Utilities – Finance Operations policies and procedures. County Staff had assigned custody of these imprest funds to the Tax Collector. When we requested these policy and procedure documents, the Tax Collector declined to submit the requested documentation. Therefore, we could not effectively assess the controls related to the policies and procedures over the Public Utilities cash drawers.

Observations:

- We noted an inappropriate authorization to transfer three cash drawers and two County laptops between Public Utilities Division Director and the Tax Collector.
- Out of the 26 cash drawers reviewed, we noted 3 cash drawers at a satellite office were out of balance, resulting in a total of \$39.65 missing from Collier County funds.
- Out of 22 internal controls tested, we found 15 controls (68%) to be designed and operating effectively. Compensating controls regarding the security of Imprest Funds are in place to partially mitigate the risk of unrestricted access to funds. The locations and risk assessments of the 7 exceptions are included on the subsequent chart.

Internal Control Deficiency – Risk Rating					
Department	Low Risk	Moderate Risk	High Risk	Total	Description
Finance	1			1	There were several Cashier listing discrepancies between the annual confirmations and the Imprest Funds Reconciliation cashier's listings reported.
Airport Authority	1			1	Credentials were not reviewed onsite when asking to access Imprest funds.
DAS		1		1	Cash drawer keys for a change drawer station were inside an empty, unlocked change drawer station.
Library	1			1	Staff was unsure of the number of cash drawers onsite, but they later located and accounted for all change drawers for the location.
Solid Waste	1			1	Credentials were not reviewed onsite when asking to access Imprest funds.
Public Utilities		2		2	We noted that one cashier had access to a cash drawer, although the employee was not listed on the Imprest Funds Reconciliation as authorized for the cash drawer audited. Additionally, three out of three cash drawers did not balance, for a total of \$39.65 missing.
Total	4	3	0	7	

Recommendations & Actions:

- Finance should review all annual confirmations to ensure the Imprest Funds Reconciliation cashier listing was accurate.
- Credentials should always be checked when granting access to Imprest funds.
- Ensure keys to cash drawers are secured.
- Ensure staff is adequately trained on the location of all active change drawers to support adequate safeguarding of funds
- Management should ensure access to cashier drawers is properly restricted to authorized personnel.
- Ensure cash drawers balance daily. Variances should be documented and reported to Management.
- Consider training a Clerk's Recording employee to process the utility payments, and have the Clerk assume responsibility for the three cash drawers and two County laptops.

Total # Transactions	Amounts Audited or Reviewed	Questioned Costs	Taxpayer Savings	# Observations / Recommendations
26	\$ 23,000.00	\$ 39.65	N/A	7