



## Inspector General Insights

**Background:** Unannounced cash audits are performed by the Office of Inspector General (OIG) on a routine basis to ensure controls are in place to prevent and detect fraud or financial misstatements.

**Objective:** The objective of the unannounced cash audit included the following:

1. Consider agency inherent risks, including fraud risks, related to cash controls.
2. Obtain an understanding of internal controls over cash.
3. Assess the risks and controls inherent to the cash receipts process.

**Scope/Methodology:** All cash drawers, change drawers, and petty cash as recorded by the Clerk's Accounting Office June 2022 Imprest Funds reconciliation were included in scope. The OIG selected three locations from the Recording and Court departments to conduct unannounced cash counts.

OIG conducted surveys and performed control substantive tests through onsite walkthroughs regarding cash receipts, deposits, cash drawers, change drawers, safes, the petty cash box, and the security environment. We also performed analytical reviews of system interface transactions from 8/5/21 to 8/4/22.



**Observations:** All cash drawers, change drawers, and petty cash boxes were found to be in balance. Potential control enhancements will be discussed and addressed with management.

**Recommendations & Actions:** OIG will be working with Management to review control enhancement recommendations. Implementation of these action plans will enhance internal control effectiveness related to cash receipt safeguarding and recording.

**Conclusion:** Cash receipt internal controls are designed and operating effectively to provide reasonable assurance that employee job duties are properly segregated, cash is safeguarded and controlled properly, and that cash receipts are booked completely and accurately.

Total # Transactions	Amounts Audited or Reviewed	Questioned Costs	Taxpayer Savings	# Control Enhancements
10,846	\$ 85,595,469.40	N/A	N/A	5