



MEMORANDUM

City of Fort Smith
Internal Audit

TO: Jennifer Walker, Deputy of Finance

FROM: Tracey Shockley

DATE: June 9, 2016

SUBJECT: Petty Cash Count

A petty cash count and a cash drawer count were conducted based upon information provided by the Finance Department. The information was obtained from a spreadsheet and the General Ledger maintained in my.city.corp/gl and was used to identify which City departments had either petty cash or cash drawer monies.

The following was noted during this review:

Collections Petty Cash 1 – over by \$0.65

Collections Petty Cash 2 – exact

Collections Drawer 1 – exact

Collections Drawer 2 – exact

Collections Drawer 3 – exact

Collections Drawer 4 – exact

District Court Port 1 Civil/Small Claims – exact

District Court Port 3 Civil/Small Claims – exact

District Court Port 4 City – exact

District Court Port 4 State – exact

District Court Port 6 City – exact

District Court Port 6 State – exact

District Court Port 8 City – exact

District Court Port 8 State – exact

District Court Port 9 City – exact

District Court Port 9 State – exact

District Court Cash Bag – exact

District Court Cash Box – exact

Engineering Petty Cash – Turned petty cash back into the Finance Department

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Fire Petty Cash – Turned petty cash back into the Finance Department

Health Department – short by \$4.43

Police Change – Turned front desk petty cash back into the Finance Department, except for the Drug Buy money and the Emergency fund

Traffic Petty Cash – over by \$10.25

Transit Coin Machine – over by \$1.00

Transit Petty Cash – exact

Parks/Rec Park at West End – exact

Parks/Rec Creekmore Pool – exact

Note: see Creekmore Petty Cash Memo

Utilities Admin Petty Cash – exact

Sanitation Drawer 1 – over by \$0.08

Sanitation Drawer 2 – short by \$2.00

Sanitation Drawer 3 – exact

Sanitation Drawer 4 – exact

Sanitation Drawer 5 – over by \$2.00

Sanitation Drawer 6 - exact

Sanitation Change – exact

Convention Center Bar Startup – see note

Convention Center Ticket Sales – see note

Convention Center Petty Cash – exact

Note: see Convention Center Petty Cash Memo

IA recommends the following:

- All petty cash custodians and employees with cash drawers need to sign a responsibility form so they are aware of the requirements for handling cash.
- Stronger petty cash policies and procedures should be written and included in the Finance Manual, not the Purchasing Manual.
- Petty Cash and Cash Handling policies and procedures should be distributed electronically with a minimum of a read receipt on an annual basis.
- All petty cash and cash handling accounts for each department should be reviewed and verified in the my.city.corp account and with the department in order to start with the correct amounts.
- Internal Audit should be notified when changes have been made to petty cash or cash drawer within a department.