

COUNTY OF SAN BERNARDINO  
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR  
INTERNAL AUDITS SECTION

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REGIONAL PARKS:  
PREPAID CARDS AND CASH CONTROLS FOLLOW-UP AUDIT

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**Regional Parks Department:  
Prepaid Cards and Cash Controls Follow-up Audit**

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**April 29, 2021**

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**SUBJECT: PREPAID CARDS AND CASH CONTROLS FOLLOW-UP AUDIT**

We have completed a follow-up audit of the Regional Parks Department (Department) Prepaid Cards and Cash Controls for the period of August 2019 through June 2020. The objective of the follow-up audit was to determine if the recommendations for the findings in the Regional Parks Prepaid Cards and Cash Controls Audit report dated June 27, 2019 have been implemented. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors.

We have provided a status of the audit findings identified in the original audit report issued on June 27, 2019. Of the 8 recommendations from the original audit report, 5 have been implemented and 3 have been partially implemented.

We sent a draft report to the Department on March 17, 2021 and discussed the results of the audit with management on April 14, 2021. The Department’s responses to the current status of our recommendations are included in this report.

We would like to express our appreciation to the personnel at the Regional Parks Department who assisted and cooperated with us during this engagement.

Respectfully submitted,

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By

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### Scope and Objective

Our audit examined the Department's cash controls from August 2019 to June 2020.

The objective of this follow-up audit was to determine whether the Department implemented the recommendations contained in the prior audit report, Prepaid Cards and Cash Controls Audit, issued on June 27, 2019.

### Methodology

In achieving the audit objective, the following procedures were performed, including but not limit to:

- Interviews of Department staff on policies, procedures and processes relevant to the areas being reviewed.
- Review of reconciliations for the period of August 1, 2019 through fieldwork date of June 12, 2020.
- Examination of original source documents and system-generated reports.
- Observation of pertinent cash operations.
- Review of cash deposits for the period August 1, 2019 through fieldwork date of June 12, 2020.
- Performance of virtual cash counts of authorized cash funds.

### **Prior Finding 1: Management of prepaid cards needs improvement.**

The Internal Controls and Cash Manual (ICCM) Chapter 19-2 “Prepaid Debit Cards Guidelines” states that prior to acquiring prepaid cards, departments must develop written procedures for distributing and handling them. Procedures must include instructions on:

- Maintaining a chain of custody with adequate security and documentation.
- Maintaining a continuous written log documenting card receipts, distributions, intradepartmental movement and related documentation. The log should at a minimum contain the name, date, number of cards distributed, amount distributed, signatures of both persons distributing and receiving cards.
- Conducting monthly inventories of cards on hand.
- Conducting monthly reconciliations of cards on hand.
- Reporting annual inventory to Auditor-Controller/Treasurer/Tax Collector (ATC).

The ICCM states the following in the referenced chapters:

- Chapter 19-4 “Request to Distribute Prepaid Cards” states to distribute prepaid cards, departments must submit a memo notifying ATC of the department’s request to distribute a pre-determined amount of prepaid cards for the entire fiscal year. If the amount to be distributed in a given fiscal year is \$2,500 or less, the department must submit the notification to ATC Internal Audits Section. If the amount to be distributed in a given fiscal year is over \$2,500, the department must submit the notification to ATC Internal Audits Section and prepare a Board Agenda Item requesting approval from the Board of Supervisors to distribute prepaid cards.
- Chapter 19-5 “Purchasing Prepaid Cards” states to purchase prepaid cards, the department must submit each payment document for the purchase of prepaid cards to ATC – Internal Audit Section regardless of the number of purchases made. It also states to use object code 3206 to purchase prepaid cards. With the recent County-wide implementation of SAP Enterprise Financial Management System (SAP), the general ledger (GL) account is 53003206.
- Chapter 2-3 “Segregation of Duties” states that no one person should be assigned concurrent duties that would allow him/her complete control over a transaction or asset.
- Chapter 19-4 “Card Custodian” states that every department that distributes prepaid cards must designate an employee to be the custodian in charge of the cards.
- Chapter 19-2 “Prepaid Debit Cards Guidelines” states departments distributing prepaid cards must follow all applicable procedures in the Safeguarding Cash section of Chapter 3 because prepaid cards are a cash equivalent. Chapter 3-3 “Safeguarding Cash” states departments must place all cash held overnight in a safe or a locked file cabinet located in a secure area away from the public.

- Chapter 19-9 “Inventory” states that a critical step in properly accounting for prepaid cards is conducting a monthly inventory. An additional inventory must be conducted on June 30 of each fiscal year or the last business day prior to June 30 if that date falls on a weekend.

### **Administration**

The following conditions were identified:

- The Department does not have documented procedures for prepaid cards.
- A memo notifying ATC of the Department’s request to distribute a pre-determined amount of prepaid cards was not submitted.
- A request to purchase prepaid cards was not submitted to ATC.
- Prepaid card purchases were not coded to SAP GL Account 53003206 (prepaid cards).
- One employee was assigned duties that included receiving, maintaining records and performing distributions of prepaid cards.
- A prepaid card custodian was not designated.
- Monthly and annual inventory counts of prepaid cards were not performed.
- Monthly reconciliations of prepaid cards were not performed.

The Department was unaware of the ICCM procedures regarding prepaid cards. Prepaid cards are susceptible to potential theft if controls are not in place to effectively safeguard prepaid cards.

### **Recommendation:**

We recommended the Department create written procedures regarding prepaid cards. We further recommended the Department submit a memo notifying ATC of the Department’s request to distribute and purchase prepaid cards and code the purchase of prepaid cards to SAP Account 53003206. Additionally, we recommended the Department designate a prepaid card custodian, properly segregate duties so that no one person has complete control over prepaid cards and keep prepaid cards in a locked safe. Lastly, we recommended the Department perform monthly inventory counts, annual inventory counts and monthly reconciliations.

### **Current Status: Partially Implemented**

The Department developed written procedures documenting the process for prepaid cards. As the Department does not purchase the prepaid cards, a memo notifying ATC of the Department’s request to distribute and purchase prepaid cards was not required. However, the Department designated a card custodian to monitor and track prepaid cards received and properly segregate duties so that no one person had complete control over the prepaid cards. The prepaid cards were held in a locked safe where the safe combination was changed in



accordance with ICCM procedures. Although the Department performed inventory counts on a monthly basis, the counts were not performed by at least two employees other than the card custodian in accordance with ICCM procedures.

### **Management's Response:**

The Department is now performing monthly inventory counts of the prepaid cards with at least two individuals other than the card custodian in accordance with ICCM procedures. The cards are counted by the Administrative Supervisor and verified by the Fiscal Assistant.

### **Auditor's Response:**

The Department's action corrects the deficiencies identified in the finding.

### **Prior Finding 2: Management of the petty cash fund needs improvement.**

The ICCM Chapter 2-3 "Segregation of Duties" states that no one person should be assigned concurrent duties that would allow him/her complete control over a transaction or asset. Effective segregation of duties reduces the risk that one person could perpetrate and conceal errors and irregularities in the normal course of his/her duties. Chapter 3-3 "Safeguarding Cash" states that access to where cash is handled should be limited. The safe combination should be restricted to as few employees as possible and should be changed when an employee who has knowledge of the combination terminates County employment, is transferred to another County department, or is assigned other duties. Even if there are no staffing changes, combinations must be changed annually. Chapter 4-7 "Reconcile Cash Funds" states that County departments must reconcile their cash funds at least once a month. Chapter 4-10 "Petty Cash – Disbursements" states that departments must maintain a log recording each petty cash transaction.

### **Administration**

The following conditions were identified:

- Two employees had been assigned duties of issuing reimbursements, maintaining records and reconciling the petty cash fund.
- Five employees in the fiscal section of the office had access to the safe combination.
- A record of safe combination changes was not maintained by the Department, therefore it could not be determined when the combination was last changed.
- The Department did not perform reconciliations of the petty cash fund.
- The Department did not maintain a petty cash log.

The Department was not familiar with the petty cash guidelines in the ICCM. When there are inadequate segregation of duties, multiple employees having access to the safe combination, safe combinations not being changed in a timely manner, monthly reconciliations not being performed and petty cash transactions not being recorded in a log, the risk of misappropriation of assets increases.

### **Recommendation:**

We recommended segregating the duties of issuing cash, maintaining records and reconciling the petty cash fund. Access to the safe should be limited to the authorized fund custodian. We also recommended documentation of safe combination changes be retained by the Department. Additionally, we recommended monthly reconciliations be performed. Lastly, petty cash transactions are to be recorded in a log.

### **Current Status: Partially Implemented**

The Department has appropriately assigned duties so that issuing cash, maintaining records and reconciling the petty cash fund are adequately segregated. Access to the safe is limited to the authorized fund custodian and appropriate authorized personnel only. In addition, documentation of the last safe combination change was maintained and in accordance with ICCM procedures. Although, the Department has implemented monthly reconciliations of the petty cash fund, reconciliations were not performed for the months of December 2019, February 2020, April 2020 and May 2020 due to limited staff or Park Closure as a result of COVID-19. As of January 2, 2020, Administration transferred \$200 to Lake Gregory to establish a petty cash fund. The Department did not complete monthly reconciliations for the petty cash fund at Lake Gregory for the months of February 2020 due to short staff and April 2020 due to Park Closure as a result of COVID-19. The Department maintains a petty cash transaction log which details the activity of the petty cash fund.

### **Management's Response:**

The amount from Lake Gregory Regional Park has been returned to the administrative petty cash fund and was so noted on the Petty Cash Log and Audit for that month. All petty cash funds are now audited on a monthly basis and any and all discrepancies are addressed with the authorized fund custodian and Park Lead.

### **Auditor's Response:**

The Department's actions correct the deficiencies identified in the finding.

### **Finding 3: Management of the cash difference funds needs improvement.**

The ICCM Chapter 5-3 "Cash Handling Error Shortages" states to replenish the cash difference fund when accumulated shortages reach 75% of the authorized amount or \$100, whichever is lower. Departments must replenish their cash difference fund at least once per fiscal year, as long as the replenishment amount is greater than or equal to \$25. Chapter 2-4 "Periodic Reconciliations" states that the existence and value of assets should be periodically verified and reconciled with prior records. Chapter 4-4 "Fund Custodian" states at all times, the fund custodian must be able to account for the specific physical location of all assets that make up the fund.

#### **Cucamonga-Guasti**

The cash difference fund was not replenished when accumulated shortages reached 75% of the authorized amount.

#### **Glen Helen**

The cash difference fund was not replenished at year-end and shortages were over \$25.

#### **Prado**

The following conditions were identified:

- The cash difference fund was not replenished when accumulated shortages reached \$100.
- The cash difference fund was not replenished at year-end and accumulated shortages were over \$25.

#### **Mojave River Forks**

The Department could not locate the \$50 cash difference fund at the time of fieldwork.

#### **Yucaipa**

The following conditions were identified:

- The cash difference fund was not replenished when accumulated shortages reached \$100.
- The cash difference fund was not replenished at year-end and accumulated shortages were over \$25.

The Department was unfamiliar with cash difference fund guidelines in the ICCM. Staff was unaware of the location of the cash difference fund at Mojave River Forks. When the cash difference fund is not replenished in accordance with the ICCM, it may become depleted, causing the park to use cash from sales to compensate for any cash shortages. When the location of assets cannot be accounted for, the risk of theft or loss increases.

### **Recommendation:**

We recommended that the cash difference funds are replenished when the accumulated shortages reach \$100 or 75% of the authorized amount, whichever is lower. We also recommended that the Department submit a Request to Decrease or Close a Cash Fund form to ATC to close the cash difference fund at the Mojave River Forks location as there are no longer cashiers working at that location.

### **Current Status: Implemented**

The cash difference funds for Cucamonga-Guasti, Glen Helen, Prado, Mojave River Forks and Yucaipa were replenished when accumulated shortages reached \$100 or 75% of the authorized cash fund amount. A Request to Decrease or Close a Cash Fund form was not required as the Department sent an email notifying ATC that the Mojave River Forks cash difference fund will remain open but will be held at Mojave Narrows.

### **Prior Finding 4: Management of the change funds needs improvement.**

The ICCM states the following in the referenced chapters:

- Chapter 2-3 “Segregation of Duties” states that no one person should be assigned concurrent duties that would allow him/her complete control over a transaction or asset.
- Chapter 3-3 and 3-4 “Safeguarding Cash” state that the safe combinations should be changed when an employee who has knowledge of the combination terminates County employment, is transferred to another County Department, or is assigned other duties. Even if there are no staffing changes, combinations must be changed annually. It also states that the safe combination should be restricted to as few employees as possible. During business hours, keep cash in a cash drawer or cash box not accessible to unauthorized persons. Additionally, employees must not allow another employee to use their cash drawer at any time.
- Chapter 4-4 “Fund Custodian” states the Department must notify ATC – Internal Audits Section of all changes in the physical location where the fund assets reside.
- Chapter 5-3 “Cash Handling Error Shortages” states that if a shortage is found in the change fund, a reimbursement should be made from the cash difference fund. Additionally, the Department should log the amount of the reimbursement, the date of occurrence and the name of the cashier who incurred the shortage.

### **Calico Ghost Town**

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- The Department did not maintain records of safe combination changes.
- The change fund was not kept in a locked drawer.

### **Cucamonga-Guasti**

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- At the park entrance kiosk, one register could not be locked.
- Change funds were not limited to one cashier.

### **Glen Helen**

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- The Department did not maintain records of safe combination changes.
- All full-time staff had access to the safe combination.
- Change funds were not limited to one cashier.

### **Mojave Narrows**

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- The Department did not maintain records of safe combination changes.
- Change funds were not limited to one cashier.

### **Mojave River Forks**

The change fund was not found at Mojave River Forks. The fund was moved to Mojave Narrows Park but ATC – Internal Audits Section was not notified.

### **Prado**

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- The Department did not maintain records of safe combination changes.
- All full-time staff had access to the safe combination.
- Change funds were not limited to one cashier. Cashiers were observed sharing one change fund.
- A shortage of \$61.75 was identified in the change fund which was not reported and was not reimbursed using the cash difference fund.

### Yucaipa

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- Although change funds are removed from registers and locked away during breaks, the key is left on the wall next to the drawer which is accessible to anyone in the kiosk.

The Department was unaware of the ICCM procedures regarding change funds. The risk of misappropriation of assets increases when there are inadequate segregation of duties, multiple employees that have access to the safe combination, safe combinations that are not changed in a timely manner and cash drawers that are not limited to one employee. When ATC – Internal Audits Section is not notified of changes in cash fund locations, this can lead to inaccurate accounting of assets. When shortages are not reported timely, investigations of those shortages may be more difficult as employees may have left employment with the County and documents may not be available. When shortages are not reimbursed by the cash difference fund timely, the change fund could become depleted, and not be available to make change for customers.

### **Recommendation:**

We recommended segregating duties for receiving cash, preparing deposits and reconciling cash funds. We also recommended that access to the safe is limited to the authorized fund custodians and the safe combinations are changed annually or when an employee who has knowledge of the combination is terminated. The Department should retain documentation of the safe combination changes. The Department should also inform the ATC – Internal Audits Section of any location changes for cash funds. We recommended that a Request for Relief from Liability memo is submitted to ATC for the \$61.75 shortage that was identified at Prado Park. Lastly, we recommended that cash drawers are restricted to one employee at all times.

### **Current Status: Implemented**

Adequate segregation of duties are in place for receipting, preparing deposits and performing reconciliations. Access to the safe where change funds are held is limited to the authorized fund custodians and authorized personnel only. The Department has changed the safe combination in accordance with the ICCM and maintains adequate documentation. ATC was informed of the location change of the Mojave River Forks to Mojave Narrows in a timely manner. The \$61.75 shortage noted in the audit report issued June 27, 2019 was replenished for \$60 as \$1.75 of the shortage was found during a Department audit. Lastly, cash drawers were restricted to one employee at all times.

### **Finding 5: Cash handling controls over safeguarding cash receipts need improvement.**

The ICCM Chapter 2-3 "Segregation of Duties" states that no one person should be assigned concurrent duties that would allow him/her complete control over a transaction or asset. Effective segregation of duties reduces the risk that one person could perpetrate and conceal errors and irregularities in the normal course of his/her duties. Chapter 3-4 "Safeguarding Cash" states that during business hours, keep cash in a cash drawer or cash box not accessible to unauthorized persons. Chapter 2-3 "Recording" states that sufficient and relevant data should be recorded to provide an audit trail to document evidence that a transaction took place. Chapter 6-7 "Mail Receipts" states that two or more employees should be present when mail receipts are opened.

#### **Administration**

The following conditions were identified:

- Employees were assigned duties that included receipting, preparing deposits and performing reconciliations.
- At the time of fieldwork, deposits were left unattended on an employee's desk.

#### **Calico Ghost Town**

At the time of fieldwork, the deposit was left outside the safe at the kiosk.

#### **Mojave Narrows**

Shower fees of \$440 were not counted immediately after shower machines were emptied.

#### **Mojave River Forks**

Only one employee is present when emptying the locked cash drop box at the end of the day.

The Department is unaware of ICCM requirements regarding receipting of cash. The Department does not enforce ICCM requirements to keep cash in a cash drawer or cash box that is not accessible to unauthorized employees or the general public. Additionally, the employee responsible for documenting the count of shower fees was on leave and employees covering his duties were unaware of the documenting procedures. The risk of misappropriation of assets increases when there are inadequate segregation of duties, deposits are left unattended, sales are not documented in a timely manner and there is only one employee present while emptying the cash drop box.

### **Recommendation:**

We recommended management reorganize staff assignments to have effective segregation of duties and reduce the risk that any one person could conceal errors or irregularities. We also recommended cash is kept in a cash drawer or cash box not accessible to unauthorized persons. Additionally, we recommended the Department document the count of shower fees immediately when collected from the shower machines. Further, we recommended two employees are present for emptying the cash drop box at Mojave River Forks or that compensating controls are created to minimize the risk of misappropriation of assets. Lastly, we recommended the Department ensure all employees are aware of proper cash collection procedures.

### **Current Status: Implemented**

The Department reorganized staff assignments to ensure adequate and effective segregation of duties over receipting of cash, preparing deposits and performing reconciliations. Cash is kept in a safe not accessible to unauthorized personnel and shower fees are no longer charged at Mojave Narrows. Two employees are present when the cash drop box is emptied at Mojave River Forks in order to minimize the risk of misappropriation of assets. Lastly, a training was held by the Administrative Office for all Park Leads on July 8, 2019 to ensure all employees were aware of proper cash collection procedures.

### **Prior Finding 6: Controls over depositing need improvement.**

The ICCM Chapter 9-4 "Bank Deposit Guidelines" states that supervisors must verify deposits are intact and document evidence of review. It also states that deposits of cash must be made by the next business day when the amount of receipts reaches \$1,000 in cash and coin. Chapter 2-3 "Recording" states that all transactions and pertinent events should be accurately and properly recorded on documents and records. It also states that sufficient and relevant data should be recorded to provide an audit trail and to document evidence that a transaction took place.

#### **Administration**

All five deposits tested had no documented evidence of supervisor review.

#### **Calico Ghost Town**

The following conditions were identified:

- All sixteen deposits tested had no documented evidence of supervisor review.
- Two of the sixteen deposits tested were not made within one business day when cash and coin exceeded \$1,000.





### **Cucamonga-Guasti**

The following conditions were identified:

- Five of the eleven deposits tested had no documented evidence of supervisor review.
- One cash drawer reconciliation form was filled out incorrectly.
- One register tape could not be located, therefore the transaction could not be verified.

### **Glen Helen**

The following conditions were identified:

- Five of the ten deposits tested had no documented evidence of supervisor review.
- One cash drawer reconciliation form was filled out incorrectly.

### **Mojave Narrows**

The following conditions were identified:

- All nine deposits tested had no documented evidence of supervisor review.
- Four of the nine deposits tested were not made within one business day when cash and coin exceeded \$1,000.

### **Mojave River Forks**

The Department was unable to provide documentation of cash sales collected from drop box.

### **Prado**

The following conditions were identified:

- All twelve deposits tested had no documented evidence of supervisor review.
- Seven of the twelve deposits tested were not made within one business day when cash and coin exceeded \$1,000.

### **Yucaipa**

The following conditions were identified:

- All ten deposits tested had no documented evidence of supervisor review.
- Five of the ten deposits tested were not made within one business day when cash and coin exceeded \$1,000.

Staff have not received training on preparing and reviewing deposits. Additionally, management is unfamiliar with the guidelines and procedures stated in the ICCM regarding depositing monies by the next business day when the amount of receipts reaches \$1,000 in cash and coin. Further, the Department does not have standardized recordkeeping practices. When an independent review is not performed by a supervisor, transactions may not have been correctly recorded and assets accounted for. The chances of misappropriation of assets are increased when Departments accumulate large amounts of receipts. When recordkeeping practices are inconsistent, the chances of losing documents are increased and transactions may not be able to be verified.

### **Recommendation:**

We recommended that deposits are reviewed by supervisors and that the review is documented. We also recommended that deposits are made by the next business day when receipts reach \$1,000 in cash and coin. Lastly, we recommended filing practices are standardized for all park locations to ensure audit trails are maintained.

### **Current Status: Partially Implemented**

Ten deposit dates within the audit period were randomly selected for testing. Each sample selected contained documented supervisory review; however, in 3 instances receipts totaling \$1,000 were not deposited by the next business day in accordance with ICCM procedures. Lastly, a training was held by the Administrative Office for Department staff on July 8, 2019 to ensure all employees were aware of proper cash collection procedures and standardized filing practices to ensure audit trails are maintained.

### **Management's Response:**

The Department continues to address this concern. All procedures have been standardized across the Regional Parks system. Issues still arise when our armored car service providers do not arrive as scheduled to pick up cash and coin deposits. Parks sometimes only have two employees working at one time and they cannot leave the park to make a cash deposit with the bank. The Department has been working closely with the Purchasing Department, armored car service providers, and park staff to try to rectify this issue. The Department has also continued to provide cash control handling training to park staff annually and as needed to make sure all ICCM procedures are being followed.

### **Auditor's Response:**

The Department's actions and planned actions will correct the deficiencies noted in the finding.

### **Prior Finding 7: Overages were not deposited to the Cash Overage Fund.**

The ICCM Chapter 6-8 "Remittance Overages" states to deposit all overages into the Cash Overage Fund. (SAP Cost Center: 2416521046)

#### **Cucamonga-Guasti**

Two overages were not deposited to the correct SAP cost center (2416521046 – Regional Parks Overages).

### Glen Helen

One overage was not deposited to the correct SAP cost center (2416521046 – Regional Parks Overages).

### Prado

Three overages were not deposited to the correct SAP cost center (2416521046 – Regional Parks Overages).

When overages are not properly reported, the Department's revenue is overstated.

### **Recommendation:**

We recommended that the Department record cash overages to the Cash Overage Fund (SAP cost center 2416521046) to properly account for all cash overages in order to comply with the ICCM.

### **Current Status: Implemented**

The Department properly recorded cash overages to the Cash Overage Fund (SAP cost center 2416521046) in accordance with the ICCM.

### **Finding 8: Management of the Department's petty cash bank account needs improvement.**

The ICCM Chapter 9-5 "Bank Reconciliation" states that Departments must reconcile their records to the bank statement by the 15th day of the following month. The employee with authority to sign checks or deposit cash may complete the reconciliation if it is reviewed and signed by an employee of a higher-ranking job code. Additionally, if the records and bank statement do not agree, investigate and resolve any differences.

### Administration

The Department updates an "ongoing reconciliation" which was an excel worksheet that included all cleared items and uncashed checks. However, this reconciliation was not performed monthly and included an unreconciled difference. Additionally, the worksheet was updated by an employee who performed deposits and was not reviewed by an employee of a higher-ranking job code.

The Department was unfamiliar with the ICCM procedures regarding reconciling bank accounts. The risk of misappropriation of cash and the risk of accounting errors increase when monthly reconciliations are not performed.

Prior Finding 8: Management of the Department's petty cash bank account needs improvement.

### **Recommendation:**

We recommended the Department perform monthly reconciliations of the bank account to be in compliance with the ICCM. We also recommended that the unreconciled difference in the “ongoing reconciliation” is investigated. If an overage is found, it should be deposited to the Cash Overage Fund. If a shortage is found, a Request for Relief from Liability memo should be submitted to ATC. Lastly, we recommended the reconciliation is reviewed and signed by an employee of a higher-ranking job code if it is being performed by an employee with the authority to sign checks or deposit cash.

### **Current Status: Implemented**

The Department performs monthly reconciliations of the petty cash bank account in compliance with the ICCM. In addition, the unreconciled difference in the “ongoing reconciliation” was investigated and determined to be bank service charges. The difference has been appropriately accounted for and the petty cash bank account reconciliation is now reviewed and signed by an employee of a higher-ranking job code.