



# HARFORD COUNTY, MARYLAND

## Office of the County Auditor

### AUDIT OF PETTY CASH –PARKS AND RECREATION'S AMUSEMENT PARK TICKETS

#### Report Highlights

#### Why We Did This Audit

This audit was conducted as part of the County Auditor's risk-based Annual Audit Plan approved by the County Council for FY2022.

#### What We Found

We noted that controls are adequate over the Department of Parks and Recreation's ticket sales petty cash fund.

**Report Number:** 2022-A-03

**Date Issued:** 07/16/2021

Council Members and County Executive Glassman:

In accordance with Section 213 of the Harford County Charter, we have performed an audit of the Department of Parks and Recreation's Amusement Park Tickets' petty cash funds. The results of that audit, our findings and recommendations for improvement are detailed in the attached report. We would like to thank the members of management for their cooperation during the audit.

The audit found cash on hand agreed to the expected amount and was appropriately secured. We have no recommendations for improvement at this time.

The audit team is available to respond to any questions you have regarding the attached report.

Sincerely,

*Chrystal Brooks, CPA*

Chrystal Brooks  
County Auditor

cc: Mr. Robert Sandlass, Treasurer  
Ms. Kathy Burley, Director of Parks and Recreation  
Ms. Tina Wagner, Petty Cash Custodian



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### REVIEW RESULTS

We have audited Parks and Recreation's Amusement Park Tickets' petty cash for the period of 07/01/2020 through 06/30/2021 and cash on hand as of 07/14/2021. Our opinion, based on the evidence obtained, is controls are adequate to ensure that petty cash is appropriately secured, used and reconciled. The audit approach focused on testing the key controls that address management's objectives for the process. Conclusions drawn are below.

Risk	Expected Control	Conclusion
Cash could be lost or stolen	Cash is secured in a locked safe or drawer with limited access.  At all times, cash on hand and receipts agree to the expected fund amount.	Satisfactory  Satisfactory
Purchases are not appropriate or approved	Expenditures are supported by receipts and approval documentation.  Reconciliations are performed at least monthly.	Satisfactory  Satisfactory
Procurement limits are exceeded	Purchases do not exceed \$50.	Satisfactory

Although none was required, Management has been provided an opportunity to respond to this report; accordingly, no response was provided.

### BACKGROUND, OBJECTIVES, SCOPE AND METHODOLOGY

Harford County is a member of Maryland Recreation and Parks Association (MRPA) and sells amusement park tickets at discounted prices. Ticket inventory is held by the Department of Parks and Recreation and revenue is collected and deposited into MRPA's bank account as sales volume dictates. The Department of Parks and Recreation has created a petty cash fund to make change for ticket sales sold through the MRPA program. The petty cash funds are kept in a locked secure location that is not easily accessible by the public.

The petty cash custodian sells the tickets and records ticket sales in both a ticket sales log and ticket inventory log. The ticket sales log and ticket inventory log allow for unscheduled reconciliations of ticket inventory to ticket sales to cash on-hand. The custodian performs a reconciliation of the petty cash account, which includes performing a physical ticket inventory.

The objective of this review was to ensure that petty cash processes for Amusement Park Tickets petty cash fund are in compliance with Petty Cash policies and ensure disbursement and replenishment transactions were approved and properly accounted for. The scope of this review was limited to reviewing the controls over the fund. The review did not include a complete evaluation of internal controls, but instead, relied on substantive testing to support conclusions. This lack of a complete review did not affect achievement of the audit objective.

The audit focused on activity during the period of 07/01/2020 through 06/30/2021. Our audit procedures included interviewing personnel, observation and testing. Specifically, we observed physical security, counted the cash and receipts on hand and reviewed the supporting documentation for each petty cash expenditure and replenishment. Given that the fund's only purpose is to make change for in-person amusement park tickets sold through the MRPA program and, due to the pandemic, in-person sales were not offered for the 2020 and 2021 amusement park seasons, there were no expenditures or replenishments during the audit period. In-person ticket sales are expected to be offered at the start of the next amusement park season in the spring of 2022.

Harford County management is responsible for establishing and maintaining effective internal controls. Internal control is a process designed to provide reasonable assurance that objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations including safeguarding of assets and compliance with applicable laws, rules and regulations are achieved. Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected.

The audit was performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

**Audit Team:**

Chrystal Brooks  
CPA, CIA, CGAP, CISA, CGFM, CRMA  
*County Auditor*

Brad DeLauder, CPA CIA  
*Senior Auditor*