



HARFORD COUNTY, MARYLAND

Office of the County Auditor

AUDIT OF PETTY CASH - AMUSEMENT PARK TICKET SALES

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 FY2017.

What We Found

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

Report Number: 2017-A-21

Date Issued: 07/06/2017

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 fund. 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. Kathy Hall, Petty Cash Custodian



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REVIEW RESULTS

We have focused on activity during the period of 06/02/2016 through 06/23/2017 and cash on hand on 06/29/2017. The audit approach focused on testing the key controls that address management's objectives for the process.

Our opinion, based on the evidence obtained, is controls are adequate to ensure that petty cash is appropriately used, secured and reconciled. 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.	Satisfactory
	At all times, cash on hand and receipts agree to the expected fund amount.	Satisfactory
Purchases are not appropriate or approved	Expenditures are supported by receipts and approval documentation.	Satisfactory
	Reconciliations are performed at least monthly.	Satisfactory
Procurement limits are exceeded	Purchases do not exceed \$50.	Satisfactory

Management has been provided an opportunity to respond to this report; none was required because there were no conditions requiring remediation. Accordingly, no response was provided.

BACKGROUND INFORMATION

PROGRAM DESCRIPTION AND KEY STATISTICS

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.

REVIEW OBJECTIVE, SCOPE AND METHODOLOGY

The objective of this review was to ensure that processes for Amusement Park Tickets petty cash 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 department's petty cash 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 objectives.

The audit focused on activity during the period of 06/02/2016 through 06/23/2017. Our audit procedures included interviewing personnel, observation and testing. Specifically, we counted the cash on hand, observed physical security and reviewed the supporting documentation for each petty cash fund expenditure and replenishment. We relied on the ticket sale custodian's reports to determine the expected cash on hand. Audit of the ticket sales revenue was beyond the scope of this review. Consequently, our review only confirmed cash as of a specific point in time.

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:

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County Auditor

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