



COUNTY OF ONONDAGA

*Office of the  
County Comptroller*

Martin D. Masterpole  
*Comptroller*

William M. Ryan  
*Chief of Staff*

*John H. Mulroy Civic Center, 14th Floor  
421 Montgomery Street  
Syracuse, New York 13202-2998  
(315) 435-2130 • Fax (315) 435-2250  
[www.ongov.net](http://www.ongov.net)*

Philip M. Britt  
*Deputy Comptroller/Accounting*

Peter J. Headd  
*Deputy Comptroller/Audit*

August 24, 2020

Mr. Steven Morgan, Chief Fiscal Officer  
Onondaga County Finance Department  
John H. Mulroy Civic Center  
421 Montgomery Street, 14<sup>th</sup> Floor  
Syracuse, New York 13202

Dear Mr. Morgan,

During the overall course of auditing Trust & Agency Accounts/Subsidiary Accounts we noticed Trust and Agency Account #030000-Guaranty & Bid Deposits-Subsidiary Account #030000005-Parks and Recreation had a debit balance which is contrary to a credit balance in a Trust and Agency Account representing funds owed to someone indicating a liability. The Ledger Inquiry Transactions Details Screen in PeopleSoft shows a debit transaction amount of \$500 dated April 30, 2015 for this subsidiary account creating a debit balance. Since then, this has been the only activity.

We performed a limited review of this subsidiary account balance and found the funds in question clearly had no affiliation with the Parks & Recreation Department.

During our inquiry we noted the following history:

On April 3, 2015 a cash report was prepared for a check in the amount of \$500 received from the vendor. It was submitted as a refundable deposit with a work permit application for work located within the existing highway boundary of a County road. The amount was posted on April 6, 2015 with an original date of April 3, 2015, into Account # 030000-Guaranty & Bid Deposits, Subsidiary account # 030000002-Guaranty & Bid Deposits-Highway as a credit in PeopleSoft.

On April 21, 2015 the Commissioner of Transportation sent a Memorandum to the Chief Fiscal Officer requesting a Treasurer's Warrant be issued in the amount of \$500 to the

vendor as a return of deposit relating to Permit No. 180-01-15 issued March 25, 2014 for the East Mud Lake Road Project. The Memorandum notes the deposit was posted in General Ledger Subsidiary Account #030000002-Guaranty & Bid Deposits-Highway, index number 000299-Trust & Agency Fund.

On April 23, 2015 check #030690 for \$500 was paid to the vendor however the check stub incorrectly noted Subsidiary Account #030000005-Parks and Recreation instead of Subsidiary Account #030000002-Guaranty & Bid Deposits-Highway. As a result, per a Finance Letter dated 4/30/15, the accounting of this payment was incorrectly posted this date to Subsidiary Account #030000005 in PeopleSoft creating a debit balance and leaving a credit in Subsidiary Account #030000002 for this vendor. Based on our inquiries this misposting was corrected August 17, 2020.

Recommendation

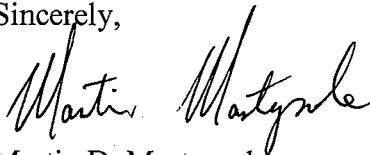
*We note this is a reoccurring finding. In our Audit Report Letter dated November 9, 2017 of Trust and Agency Subsidiary Account # 085000001 Cash for Safe Keeping we noted it had a debit balance that involved a misposting. At the time, the Department Response from the Deputy Director Financial Operations to the audit report was, "Financial Operations will review the account detail quarterly for subsidiary accounts and assign the reconciliation duties where applicable."*

*It appears there is still no one in Financial Operations responsible to review the Trust & Agency Account/Subsidiary Account balances.*

*We recommend Finance Department administration review and assign appropriate personnel to review the detail of the Trust & Agency Accounts and Subsidiary Accounts on a monthly or at least quarterly basis at a financial level to ascertain proper balances are recorded in PeopleSoft. This recommendation was also made in the November 9, 2017 Audit Report of Trust and Agency Subsidiary Account # 085000001 Cash for Safe Keeping.*

**Department Response:** See next page.

Sincerely,



Martin D. Masterpole  
Comptroller

Cc: J. Ryan McMahon II, County Executive

COUNTY OF ONONDAGA



**DEPARTMENT OF FINANCE**

*DIVISION OF MANAGEMENT & BUDGET  
John H. Mulroy Civic Center, 14th Floor  
421 Montgomery Street  
Syracuse, New York 13202-2989  
(315) 435-3346 Fax (315) 435-3439  
[www.ongov.net](http://www.ongov.net)*

J. RYAN MCMAHON II  
*County Executive*

STEVEN P. MORGAN  
*Chief Fiscal Officer*

TARA VENDITTI  
*Deputy Director of  
Management & Budget*

September 8, 2020

Mr. Martin Masterpole, Comptroller  
Onondaga County Comptroller's Office  
421 Montgomery Street, 14<sup>th</sup> Floor  
Syracuse, New York 13202

Dear Mr. Masterpole,

I have reviewed your audit letter dated August 24, 2020 regarding Trust & Agency Account #030000005 – Parks and Recreation and #030000002 Guaranty & Bid Deposits – Highway. In response to the recommendation I have charged the Deputy Director of Financial Operation to develop and implement a procedure for reviewing and reconciling all Trust and Agency accounts biannually.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Morgan", written over a circular embossed seal.

Steven P. Morgan  
Chief Fiscal Officer