



COUNTY OF ONONDAGA

Office of the
County Comptroller

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Robert E. Antonacci II, CPA
Comptroller

April 16, 2009

Ms. Linda M. Defichy, Administrator
Community Development Division
John H. Mulroy Civic Center, 11th Floor
Syracuse, New York 13202

Dear Ms. Defichy;

An audit of the Community Development's petty cash fund was performed on April 14, 2009. We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the recorded fund balance and the related expenditures are free of material misstatement. This recorded fund balance and the related expenditures are the responsibility of the department's management. Our responsibility is to express an opinion on these amounts based on our audit. An audit includes examining, on a test basis, evidence supporting the fund amount and expenditures. We believe our audit provides a reasonable basis for our opinion.

A review of the department's petty cash fund against the amounts recorded on the county's Financial Accounting Management Information System (FAMIS) was performed and no exceptions were noted. However, the following findings were noted during the audit and are presented below with recommendations for correction.

1. The Petty Cash Guidelines state that a department is to replenish the petty cash fund when the fund is approximately 75% depleted or every three months, whichever occurs sooner. This way the department will not be without funds while a claim is being processed, and the expenditures will be properly recorded on the county's books in a timely fashion. It was noted the first two claims filed by the department in 2008 for petty cash reimbursement were on 5/14 and 9/12. This is not within the petty cash guidelines.

It is recommended the department replenish the petty cash fund in accordance with the county's petty cash guidelines. Based on the annual usage of the account, \$539 in 2007 and \$341 in 2008, the reason for the limited number of claims for reimbursement is limited usage of the account.

Consideration should be given to lowering the amount of the account to \$200 or eliminating the petty cash account and joining the master petty cash fund administered by the Comptroller's Office.

In summary, all of the petty cash expenditures recorded in FAMIS as of March 31, 2009 balance. Your department's procedures comply to generally accepted accounting standards and your petty cash custodian is providing a secure environment for the fund.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Antonacci, II", with a small arrow-like flourish at the end.

Robert E. Antonacci, II, CPA

Cc: Hon. Joanne M. Mahoney, County Executive