



Robert E. Antonacci II, CPA
Comptroller

COUNTY OF ONONDAGA

Office of the
County Comptroller

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

James V. Maturo
Deputy Comptroller

Thomas G. Squires
Deputy Comptroller

August 25, 2008

Ms. Patricia M. Mosley, Director
Division of Purchase
John H Mulroy Civic Center, 13th Floor
Syracuse, New York 13202

Dear Ms. Mosley:

An audit of the Division of Purchasing petty cash fund was performed on August 20, 2008. 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 that 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) During the count of the petty cash account, it was noted there was \$200.66 in cash. Additionally, there was 1 petty cash requisition for \$53.00. One receipt for \$25.00 and documentation for mileage totaling \$21.34 were provided. These amounts together total the authorized amount of \$300. However, no petty cash requisitions were filled out for the final two transactions. This leaves no way to verify the use of the account was approved prior to the disbursing of funds. This practice does not comply with petty cash procedures.

In order to comply with petty cash procedures, a Petty Cash Requisition form should be filled out whenever funds from the petty cash account are disbursed. The form should be approved by an authorized employee and the person receiving the funds should sign in the received by section.

- 2) Petty cash guidelines require funds to be replenished when approximately 75% of the funds have been depleted or at least every 3 months. Thus far in 2008 0 claims for reimbursement have be completed. The account has not been used to make a purchase since March.

Petty cash guidelines also require accounts to be reconciled at least on a monthly basis. The custodian stated she is not performing reconciliations because of the low use of the account.

Since low use of the account is preventing the department from complying with petty cash guidelines, it is recommended the department eliminate the account and join the master petty cash fund administered by the Comptroller's Office.

In summary, internal controls over the change funds need to be strengthened. While your department's expenditures appear to be legitimate county expenditures, your department's procedures do not comply to generally accepted accounting standards.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Antonacci II CPA". The signature is stylized and includes the letters "CPA" at the end.

Robert E. Antonacci II, CPA

Cc: Hon. Joanne M. Mahoney, County Executive