

**CITY OF FORT LAUDERDALE
INTERNAL AUDIT OFFICE
AUDIT REPORT**

**Interim Report of Review of
Revenue Collection -
Treasury Division**



**AUDIT NO. 03/04-XX-13
DATED June 17, 2004**

MEMORANDUM NO. 04-58

DATE: June 17, 2004

TO: Finance Director/Terry Sharp

SUBJECT: Interim Report of Review of Revenue Collection – Treasury Division

Enclosed is the “subject” Final Report of Audit.



Allyson C. Love
Internal Audit Director

Attachment - Final Report of Audit

c: City Commission
City Attorney/Harry Stewart
Acting City Manager/Alan Silva
Assistant City Manager/Bud Bentley
City Treasurer/Boe Cole
Revenue Collections Supervisor/Arnette Torrence

ACL/cs

INTERIM REPORT OF AUDIT NO. 03/04-XX-13

DATE: May 11, 2004

TO: Finance Director/Terry Sharp

VIA: Internal Audit Director/Allyson C. Love

FROM: Staff Auditor/Renee C. Foley/828-5851

SUBJECT: *Interim Report on Review of Revenue Collections – Treasury Division*

BACKGROUND

The City of Fort Lauderdale (City) Finance Department, Treasury Division - Utility Billing Operations, collects, accounts for and monitors all revenues received by the City. To this end, the types of cash receipts processed by the Utility Billing Cashiers include the following: utility billing payments, miscellaneous receipts, police/fire alarm and inspection fees, parking citations, and special assessments, etc.

SCOPE

On March 25, 2004, the City's Treasurer informed Internal Audit of a missing deposit of \$1,373 based on cash receipts processed on January 9, 2004. The objective of our review was to investigate the circumstances surrounding the missing deposit of \$1,373 and to determine the adequacy of the internal control environment and management procedures used over the cash collection process/system. Judgmental sampling techniques were used to review cash receipt transactions for January 9, 2004 and other documents necessary to validate the sequence of events and discussions were held with the operational staff involved in the financial process. As part of this process, a control matrix was used to identify control objectives and the internal control strengths and weaknesses (**Schedule 1**). The review test work included interviews, tests of transactions, observations of process and procedures used. This review was performed during the months of March and April 2004 according to generally accepted government auditing standards.

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OVERALL EVALUATION

We were unable to account for the \$1,373 deposit, which could not be validated to the City's bank statement (**Schedule 2**) and we were unable to fix responsibility for the loss. Treasury's cash collection system disclosed the internal controls and recordkeeping systems were severely deficient. No reliance could be placed on the systems to safeguard the City's assets, specifically chain of custody/transfer of ownership could not be traced to fix responsibility and access was not restricted. Furthermore, daily cash receipts were not validated to bank reports daily resulting in Treasury not being aware a deposit collected on January 9, 2004 was missing until approximately March 23, 2004, when the bank reconciliation/unrecorded list was reviewed. Immediate monitoring of operation's accounting and administrative controls needs to occur to validate goals and objectives are met and assets are properly safeguarded.

ISSUES

Our review revealed various issues as follows.

- Written procedures were not up-to-date, reflective of current processes and procedures, and did not identify the responsibilities of all staff functions involved in the cash collections process (e.g., Cashier/Balancer). (*Asset Accountability*)
- Hard copies of written policies and procedures were not distributed to the staff in order for them to be aware of expectations and guidelines concerning their responsibilities as they relate to the day-to-day operational requirements. Furthermore, the procedures were not maintained in a centralized location for ready access when needed. (*Asset Accountability*)
- Cashiers have the ability to run daily cash receipts control reports (Payment, Cash Code and Ring), which allow them to identify their cash receipts total prior to the actual count of their register drawer. This allows for shortages/overages to be corrected in order to balance. (*Separation of Duties/Asset Accountability*)

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- Pre-numbered bank bags are not tracked and monitored to account for deposits. As a result, Supervisors are not alerted to the possibility of a missing deposit/bank bag number so that research can begin immediately. *(Asset Accountability/Fixed Responsibility)*
- Initials on various documents were used to identify persons completing various cash handling functions opposed to signatures (e.g., Logs: Brinks - 1st floor/drive-thru safes, and Cash Verification Sheet (CVS)). The initials were not always legible to specifically identify who completed the various logs/sheets. We also noted instances where the same documents were not signed to evidence the name of the individual(s) who performed the cash handling function. Furthermore, we noted on safe logs where dual signatures were required, that in some cases, the same person signed their initials as the 1st and 2nd person. *(Asset Accountability/Fixed Responsibility/Safeguarding of Assets)*
- As a matter of procedure, full-time drive-thru Cashier was not required to count their own cash collections; instead a Supervisor on a daily basis accessed/counted cash collected, prepared the CVS and deposit. However, because monies were counted by and accessible to someone other than the Cashier who actually collected the monies, responsibility for loss could not be fixed/identified. *(Asset Accountability/Fixed Responsibility/Safeguarding of Assets/Separation of Duties)*
- Cashiers who collect and record cash receipts also prepare their own deposit tickets and place monies in sealed bags which does not allow for an internal verification that cash collections reconcile to the expected cash receipts total per the cash receipting automated system. Furthermore, no independent verification occurs to validate cash collections (deposits) are actually placed in a secured location until picked up by Brinks for transport to the bank. *(Separation of Duties)*
- Cash handling of bank bags (deposits) is not limited to a central location and specific cash handling functions: Customer Service Representative IIs, a Clerk III, and Supervisors have the ability to receive deposits and storage of the funds could be located in up to six locker locations. *(Asset Accountability/Fixed Responsibility/Safeguarding of Assets)*

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- Monies transferred to and from one person to another were not properly documented with the name of the individuals evidencing receipt of fund(s). For example, signatures were not recorded for Park Rangers who delivered bank bags to Treasury from remote sites, as well as staff who placed bank bags in lockers and also gave bags to Brinks carriers upon arrival. (*Asset Accountability/Fixed Responsibility/Audit Trail/Safeguarding of Assets*)
- Evidence of who performs the daily reconciliation/balancing of daily cash receipt activity is not identifiable. As a result, accountability for the completeness and accuracy of the daily receipts is not known. (*Asset Accountability/Fixed Responsibility*)
- Adjustments can be made to correct posting errors to customer utility billing accounts without evidence of approval by a Supervisor. Furthermore, we noted adjustments made were coded as bad checks when in fact they were the result of a duplicate entry. (*Accountability/Proper Recording*)
- No inventory of keys was maintained in order to track and monitor accessibility to the various cash storage units (register drawers, change box, lids to cash drawers, lockers and file cabinets, etc.). In addition, no lists are maintained by a Supervisor to identify who knows the safe combination and who actually has keys to the various cash storage units. We also noted numerous outdated keys were stored in the safe with current keys. Furthermore, keys do not have “do not duplicate” imprinted; thus, reproduction of keys to secure locations is a possibility. (*Asset Accountability/Fixed Responsibility/Safeguarding of Assets*)
- Access to register drawers, lockers, and safes are not restricted since master/spare and cashier station keys¹ are maintained in the combination safe. However, persons² other than Supervisory staff have the ability to open the combination safe, which allowed unrestricted access to lockers, cashier station register drawers, file cabinet with change box, etc. (locations where cash is routinely stored). (*Asset Accountability/Fixed Responsibility/Safeguarding of Assets*)

¹ Register drawer, lid to cash drawer, change box and file cabinet.

² Operations Staff (non-supervisory) including Customer Service Representative IIs and Clerk III.

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- As a matter of policy, cashier station keys are not assigned to an individual since Cashiers are rotated into various cashiering stations (Utility Operations has 3 “Cashier” areas); thus, the keys are kept in the safe. Station cashiers’ cash collections/receipts are stored in their locked cash drawers/change boxes, which are maintained in the combination safe overnight, together with their cashier station keys. Furthermore, other positions such as Customer Representative IIs, Clerk III and Supervisors have access to the safe. As a result, if monies are missing, responsibility for loss can not be fixed to a certain individual. (*Asset Accountability/Fixed Responsibility/ Safeguarding of Assets*)
- Personal Fund (Sunshine) totaling \$329 was stored in the City safe in an open envelope and persons who had the ability to open the safe had unrestricted access to the monies. (*Asset Accountability*)
- No written requirement existed to have a Supervisor validate the daily cash receipts to bank reports to ensure they were actually deposited into the City’s bank account. As a result, any discrepancies (missing deposits) could not be timely detected and investigated. (*Separation of Duties/Asset Accountability*)
- Bank statements are not reconciled timely/monthly due to City accountants accomplishing work as part of the external audit. As a result, outstanding/unrecorded items, including Insufficient Fund (NSF) checks, are not identified on a monthly basis and outstanding items may not be researched for up to five months. (*Separation of Duties/Asset Accountability*)
- Cashiers at the drive-thru facility used an unlocked drawer opposed to the locked cash register drawer available to store cash collected. This provides unrestricted accessibility to the cash when other person(s) are in the facility. (*Safeguarding of Assets*)
- Supervision of cash management activity was not strictly exercised and continually monitored to ensure control elements were in place and functioned as intended. (*Accountability*)

Implementation of accounting and administrative controls will provide reasonable assurance that the City’s assets, including funds, are safeguarded

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against waste, loss, unauthorized use and misappropriation and help to ensure the reliability of financial reporting.

RECOMMENDATIONS AND MANAGEMENT COMMENTS

The *City Treasurer* should require the *Revenue Collection Supervisor (RCS)* to:

Recommendation 1. *Update written procedures to specifically define responsibilities and duties expected to be performed by staff for all cash collection functions (e.g., cash handling, balancing/wrap up/assemblage of source documentation, and daily reconciliation of cash receipts to bank reports), as well as revenue collection, accounting and safeguard procedure expectations from remote sites Citywide and other recommendations contained in this report.*

Management Comment. *Management concurred with the recommendation and stated:* “The procedures have been updated and are available for your review. Procedures and Expectations of Clerk III and Customer Service Rep I/Cashier have also been prepared.” **This item is closed.**

Recommendation 2. *Distribute hard copies of new/updated procedures and discuss expectations and the importance of internal controls with Treasury staff and Department personnel from remote sites. Additionally, maintain copy of procedures in a centralized location for operations staff to access if necessary.*

Management Comment. *Management concurred with the recommendation and stated:* “Expectations and responsibilities have been discussed with the staff and a copy of the procedures was distributed.” **This item is closed.**

Recommendation 3. *Initiate action to restrict access to (printing/viewing) summary reports (Payment, Cash Code and Ring) to supervisory staff (RCS, Senior Customer Service Representative and Clerk III) only. Furthermore, instruct cashiers to count their register drawers independently, without utilization of control reports.*

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Management Comment. *Management concurred with the recommendation and stated:* “Action has been taken to restrict access to summary reports by cashier. Programming was done by an independent contractor and must be corrected by that individual. We have contacted our Account Analyst to request that the change is made. In the meantime, we have set procedure that the Clerk III or CSR II will run the reports.” **Estimated completion date August 15, 2004.**

Recommendation 4. *Distribute/track (via log) two bank bags to cashiers upon their arrival for morning and afternoon deposits. Upon arrival of Brinks carrier in the afternoon, all bank bag numbers distributed should be verified to those in the safe and recorded in the Brinks Log Book to ensure no deposits are missing. Furthermore, require the Senior Accounting Clerk to track bank bag numbers distributed to remote sites to include at minimum Department/Division, series of bank bag numbers provided, contact person receiving bags, and date distributed.*

Management Comment. *Management concurred with the recommendation and stated:* “Bank bag log is completed and procedure is in place and is available for your inspection.” **This item is closed.**

Recommendation 5. *Require staff to legibly sign name in full on all cash collection documentation (e.g., CVS, Brinks/safe logs) used in day-to-day operations to evidence chain of custody from the Cashier who collected revenue through to when Brinks carrier picks up bank bags, including Park Rangers delivering bank bags from remote sites to Treasury.*

Management Comment. *Management concurred with the recommendation and stated:* “The Brinks Log is written legibly by City personnel and Brinks personnel. It may be reviewed at any time.” **This item is closed.**

Recommendation 6. *Require CVS form be revised to clearly reflect what signor is authorizing and who is an authorized signor.*

Management Comment. *Management concurred with the recommendation and stated:* “The Cash Verification Sheet has been revised to clearly reflect what signor is authorizing.” **This item is closed.**

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Recommendation 7. *Require Customer Service Representative IIs to prepare deposit tickets in order to have an internal verification/independent reconciliation of funds collected by cashiers.*

Management Comment. *Management concurred with the recommendation and stated:* “The procedure states that the Clerk III or CSRII in her absence will write up the deposit slip for each deposit.” **This item is closed.**

Recommendation 8. *Discontinue storing deposits/bank bags in lockers and purchase a drop safe to be installed/bolted to floor of 1st floor safe room to centralize and secure deposits and establish a drop safe log.*

Management Comment. *Management concurred with the recommendation and stated:* “Safeguard has been contacted regarding the availability of Drop Safes. In addition, other options are being pursued with the objective of complying with this recommendation in the very near future.” **Estimated completion date August 15, 2004.**

Recommendation 9. *Require Balancer perform reconciliation/wrap up of all cashiers’ daily cash receipts to evidence signature via a form which should also contain at minimum, date reconciled, date reconciliation was performed, cashiers with their respective station totals, grand total for all cashiers, and any variances/notes. Additionally, each revenue source should be labeled/grouped in a systematic order.*

Management Comment. *Management concurred with the recommendation and stated:* “There is a form that has been created for Balancer’s use on an excel spreadsheet. The form is available for your inspection at any time.” **This item is closed.**

Recommendation 10. *Establish a procedure to make proper accounting entries to correct posting errors to customer utility accounts which shall only be done when proper/adequate support documentation and Supervisor authorization is obtained.*

Management Comment. *Management concurred with the recommendation and stated:* “The Clerk III/Balancer is required to obtain management approval for any accounting entries used to correct posting

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errors. In addition, the balancer must have adequate documentation for the correction.” **This item is closed.**

Recommendation 11. *Require Supervisors who access drop safe and give bank bags/deposits to Brinks carriers to verify all bank bags distributed to cashiers that day are those retrieved from the safe and recorded in the Brinks Log Book. This should be evidenced by legible signature (full name) to the right of Brinks carrier’s signature in order to verify quantity of bank bags picked up. Furthermore, require Brinks carrier to write legibly their full name and signature and to identify the quantity of bank bags picked up in the Brinks Log Book.*

Management Comment. *Management concurred with the recommendation and stated:* “Supervisors are now responsible for verifying that the armored car vendor legibly signs for all individually listed bank bags and the aggregate total number of bags.” **This item is closed.**

Recommendation 12. *Inventory all and remove master/spare keys in combination safe located on the 1st floor in City Hall and lock/secure in safe located on the 6th floor Finance Department with access restricted to the RCS and Senior Customer Service Representative.*

Management Comment. *Management concurred with the recommendation and stated:* “All master and spare keys are secured in the safe on the 6th floor, which has restricted access.” **This item is closed.**

Recommendation 13. *Require all keys currently used to access any cashiering units/doors have “Do Not Duplicate” imprinted on them.*

Management Comment. *Management concurred with the recommendation and stated:* “All cashiers are currently using keys with “Do Not Duplicate” imprinted on them.” **This item is closed.**

Recommendation 14. *Assign Cashiers (Customer Service Representative I’s) to one set each of station keys to take home, which should be kept on their person at all times. Full-time and relief drive-thru cashier should continue to secure their keys in drive-thru safe with exception of the lid key, which should be kept on their person at all times.*

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Management Comment. *Management concurred in principle with the recommendation and stated:* “Additional discussion on this recommendation would be appropriate. The proposed procedure would require retrieval of keys from the 6th floor on a daily basis, since each station would have their own keys and the drive-thru keys at the same time. This would be a staff time intensive procedure and another method might be available that would achieve the desired results in a more cost effective manner.” **Estimated completion date August 15, 2004.**

Recommendation 15. *Revise safe log to require dual signatures from each individual signor that are easily legible, reason for entering safe clearly depicted. A column should be added to denote quantity of items (cash drawers/change boxes) being locked in safe, and entitled “Combination Safe Log.”*

Management Comment. *Management concurred with the recommendation and stated:* “The safe log has been revised pursuant to your recommendations.” **This item is closed.**

Recommendation 16. *Require time safe was opened/closed always be recorded. Furthermore, periodic reviews of Combination and Safe Logs should be performed to verify all information requested is recorded as required.*

Management Comment. *Management concurred with the recommendation and stated:* “Opened and closed times are now being reflected in the log.” **This item is closed.**

Recommendation 17. *Discontinue storing non-City funds in the City’s combination safe.*

Management Comment. *Management concurred with the recommendation and stated:* “The non-City funds are no longer stored in the City’s safe.” **This item is closed.**

Recommendation 18. *Require cashiers working the drive-thru facility to only use cash register drawer with lock to secure cash collected.*

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Management Comment. *Management concurred with the recommendation and stated:* “Public Services has been notified of the requirements. After they are finished working on the new Fire Station or have a ‘rain day’, they will revise the cabinetry in the Drive Thru. Treasury has already agreed to pay for the enhancements and the details are being worked out.” **Estimated completion date August 15, 2004.**

Recommendation 19. *Require Senior Customer Service Representative to validate daily cash receipts/deposits for Treasury to Previous Day Detail (Bank) Reports daily. Any deposits that have not been actually deposited to the City’s bank account after two (2) days should be further investigated, brought to Treasurer’s attention and the bank contacted. RCS shall periodically monitor for implementation.*

Management Comment. *Management concurred with the recommendation and stated:* “Reconciliation of the bank deposits to our bank logs is being performed daily. Due to staffing limitations, an Accountant is currently performing this duty. Missing deposits will be investigated and brought to the Treasurer’s attention when appropriate.” **This item is closed.**

The *City Treasurer* should:

Recommendation 20. *Require procedure in Recommendation 19 be implemented by personnel at remote sites collecting City revenues validate the daily cash receipts/deposits in the Daily Cash Report for their Department to Previous Day Detail (Bank) Reports.*

Management Comment. *Management concurred with the recommendation and stated:* “We will forward a recommendation to the City Manager requesting that a memorandum be issued to all departments requiring that bank deposits be made timely; bank deposits validated to the daily bank statement and collection reports for recording by Treasury be forwarded within 5 business days of the bank deposit.” **Estimated completion date August 15, 2004.**

The *Finance Director* should:

Recommendation 21. *Require reconciliation of bank statements to occur monthly, including NSF’s.*

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Management Comment. *The following was stated:* “With our current staffing, it would not be possible to perform the required duties of the audit from October to December pursuant to our contract and Commission mandate, customary day-to-day activities and prepare timely NSF and bank reconciliations. However, we will continue to monitor the daily bank statement to ensure that bank deposits prepared and submitted by Treasury are recorded. This procedure augments the daily review of all bank clearings performed by Central Accounting.” **This item is closed.**

Recommendation 22. *Require City Treasurer to establish a procedure to perform periodic monitoring of the cash management activity to determine whether controls are implemented and operating as intended.*

Management Comment. *Management concurred with the recommendation and stated:* “We will continue to meet with Treasury staff to discuss and reinforce procedures and internal controls to ensure compliance. In addition, a designated Treasury Accountant will conduct periodic, unannounced reviews of procedures and logs.” **This item is closed.**

EVALUATION OF MANAGEMENT COMMENTS

Management comments provided and actions taken and/or planned are considered responsive to the recommendations.

Control Risk Matrix for Treasury Division Cash Receipts

Item #	Control Objective				Control	Control in Place? (Y=Yes N=No)	Risk Impact (H=high/ M=med/ L=low)	Strength(S)/ Weakness (W)?
	Obj 1	Obj 2	Obj 3	Obj 4				
	Cash Receipts are accurate, adequately safeguarded and promptly deposited.	Duties of handling, recording and reconciliation are separated.	Transactions are properly classified and recorded to proper accounts daily.	Adequate records of cash activity are generated and maintained.				
1	X	X			Checks are stamped with a restrictive endorsement.	Y	H	S
2			X	X	Cash received is recorded in City of Fort Lauderdale Financial Accounting Management Information System via Cash Receipting Automated System.	Y	H	S
3	X			X	Cash receipts are issued and offered to all persons making payment so all receipts are accounted for.	Y	H	S
4	X	X	X	X	Internal verification is performed of proper account classification of cash receipts.	Y	H	S
5	X				Procedures exist to require a Cash Count machine be used to verify amount of currency and printed batch report obtained to evidence \$ counted.	Y	H	S
6	X				Use of prenumbered sealed/tamperproof deposit bank bags are used for \$.	Y	H	S
7	X				Keys/combinations to safes are kept on individual person/restricted.	Y	H	S
8	X				Proper identification is made prior to transfer of ownership (to Brinks carrier).	Y	H	S
9				X	Activity Reports of daily transactions are available to review/check daily receipt activity.	Y	H	S
10	X	X			Internal verification of cash receipts and other transactions on Unrecorded List to those recorded in FAMIS is performed.	Y	H	S
11	X				Safe and cash areas are locked at all times when unattended.	Y	H	S

Control Risk Matrix for Treasury Division Cash Receipts

Item #	Control Objective				Control	Control in Place? (Y=Yes N=No)	Risk Impact (H=high/ M=med/ L=low)	Strength(S)/ Weakness (W)?
	Obj 1	Obj 2	Obj 3	Obj 4				
	Cash Receipts are accurate, adequately safeguarded and promptly deposited.	Duties of handling, recording and reconciliation are separated.	Transactions are properly classified and recorded to proper accounts daily.	Adequate records of cash activity are generated and maintained.				
12	X	X		X	Written procedures established to govern day-to-day operations and kept current.	Y	H	W
13	X	X	X	X	Written procedures established for cashiers/balancers have been distributed/discussed with staff and are kept in a centralized location.	N	H	W
14		X			Separation of duties exists between cash handling and recordkeeping; person collecting cash receipts is independent of person preparing deposits.	N	H	W
15		X			Cash receipt documents clearly identifies person(s) responsible for preparing and reviewing.	Y	M	W
16	X	X			CVS totals are compared with daily cash receipts via computer summary reports and person performing comparison is identified.	Y	H	W
17		X		X	Access to control reports (Payments/Cash Code/Ring) is restricted to Supervisory personnel only.	N	H	W
18	X	X			Monies transferred from one person to another is properly evidenced w/legible signatures to identify chain of custody.	N	H	W
19	X				Cash/checks, etc. are properly secured in register drawers/lockers/safe and access restricted.	Y	H	W
20	X				Combinations/keys to secure areas (cashier system registers, cash drawers/lids, change boxes, file cabinets, lockers, safes) are secured with access restricted and changed when appropriate.	Y	H	W

Control Risk Matrix for Treasury Division Cash Receipts

Item #	Control Objective				Control	Control in Place? (Y=Yes N=No)	Risk Impact (H=high/ M=med/ L=low)	Strength(S)/ Weakness (W)?
	Obj 1	Obj 2	Obj 3	Obj 4				
	Cash Receipts are accurate, adequately safeguarded and promptly deposited.	Duties of handling, recording and reconciliation are separated.	Transactions are properly classified and recorded to proper accounts daily.	Adequate records of cash activity are generated and maintained.				
21	X	X			Prenumbered bags are tracked and monitored to account for deposits.	N	H W	
22	X				Two authorized staff are required to be present, with one observing the other, when combination safe is accessed and dual signatures identified.	Y	H W	
23	X				Only City funds are stored in City's safe(s).	N	M W	
24	X	X	X		Cash receipts are deposited to bank daily and recorded properly, as well as validated to online Daily Bank Reports to verify revenues actually hit the City's bank account.	Y	H W	
25	X	X			Accountant reconciles bank account regularly and person performing reconciliation is identified and variances are investigated.	Y	H W	
26	X	X	X	X	Supersory oversight is in place to monitor and evaluate whether internal controls are in place and operating effectively and efficiently.	N	H W	
Risk	R1-3	R1/3	R2	R2				
Legend								
Assessed			R1		Loss or misuse of City property & other assets.			
Control Risk			R2		Unreliable financial reporting.			
			R3		Mismanagement of funds.			
			CVS		Cash Verification Sheet			

City of Fort Lauderdale - Internal Audit Office
Verification of 1/9/04 Cash Receipts to Actual Deposits Made to Bank

Schedule 2

<i>Per Treasury (Daily Cash Report)</i>					<i>Per Internal Audit (Previous Day Detail (Bank) Reports)</i>					
# of Items	Cash Code	Tran Date	Tran Code	Tran Description	Doc Ref #	Account #	Transaction Amount	Validated to Bank Stmt? (Y=Yes/N=No)	Validation Date	Comment
1	5114	1/12/04	700	Deposit to Master	5000112		5,066.49	Yes	1/13/04	
2					5070112		30.00	Yes	1/14/04	Shows on bank statement as \$55; \$25 not recorded until next business day.
3					5070112		283.69	Yes	1/13/04	
4					5070112		155.00	Yes	1/13/04	
5					5070112		589.41	Yes	1/13/04	
6					11024		1,396.79	Yes	1/13/04	
7					11023		1,373.00	No		
8					2012121		1,729.04	Yes	1/13/04	Bank validation \$1,729 (difference \$0.04)
9					2012379		2,432.97	Yes	1/13/04	
10					2012378		1,680.00	Yes	1/12/04	
11					2012428		1,491.78	Yes	1/13/04	
12					2012423		2,670.00	Yes	1/12/04	
13					2012424		1,500.00	Yes	1/12/04	
14					2012426		790.72	Yes	1/13/04	
15					11025		66,866.36	Yes	1/13/04	
16					2012122		43,581.93	Yes	1/13/04	
17					2012380		46,960.06	Yes	1/13/04	
18					2012427		8,838.48	Yes	1/13/04	
19					2012123		3,748.60	Yes	1/13/04	
20					5120108		345.42	Yes	1/12/04	Included in deposit totaling \$4,415.39
21					5120108		2,415.96	Yes	1/12/04	Included in deposit totaling \$4,415.39
22					5120108		174.79	Yes	1/12/04	Included in deposit totaling \$4,415.39
23					5120108		296.00	Yes	1/12/04	Included in deposit totaling \$4,415.39
24					5120108		1,183.22	Yes	1/12/04	Included in deposit totaling \$4,415.39
25					3042115		711.05	Yes	1/12/04	
26					3042116		133,176.48	Yes	1/12/04	
27					3871854		239.50	Yes	1/5/04	
28					3871853		530.00	Yes	1/5/04	
29					3871851		306.50	Yes	1/5/04	
30					5090104		20.00	Yes	1/6/04	
31					3871856		1,260.34	Yes	1/5/04	
32					4132670		58.00	Yes	12/29/03	
33					3871849		283.00	Yes	1/2/04	
34					3871850		136.50	Yes	1/5/04	
35					5090103		239.50	Yes	1/6/04	
36					3871855		745.50	Yes	1/5/04	
37					3861639		8,781.53	Yes	1/7/04	
38					4132665		800.00	Yes	12/29/03	
39					4132802		500.00	Yes	12/30/03	
40					4132667		8,169.16	Yes	12/30/03	
41					4132666		3,301.53	Yes	12/30/03	

City of Fort Lauderdale - Internal Audit Office
Verification of 1/9/04 Cash Receipts to Actual Deposits Made to Bank

Schedule 2

# of Items	Cash Code	Tran Date	Tran Code	Tran Description	Doc Ref #	Account #	Transaction Amount	Validated to Bank Stmt? (Y=Yes/N=No)	Validation Date	Comment
42					4132801		7,652.88	Yes	12/30/03	
43					2012120	9792527	60.00	Yes	1/13/04	
44					ACH0112	3271670607	30.00	Yes	1/9/04	
45					ACH1230		20.00	Yes	12/30/03	
46					ACH0106		20.00	Yes	1/6/04	
47					bc1217	4422101	170.90	No		Erroneous posting credit
48					bc1217	440990006	139.22	No		Erroneous posting credit
49					bc1217	851050524	139.27	No		Erroneous posting credit
50					2027234		3,598.05	Yes	1/12/04	
51					2027235		240,072.19	Yes	1/12/04	
52					2027225		1,000.00	Yes	1/12/04	
53					2027233		100.00	Yes	1/12/04	
54					2027236		26,565.11	Yes	1/12/04	
55			700R	Reverse Mast. Deposit	BC0102		(83.01)	Yes	1/2/04	
56					BC0105		(50.00)	Yes	1/5/04	Included in return item chargeback totaling \$377
57					BC0105		(125.00)	Yes	1/5/04	Included in return item chargeback totaling \$377
58					BC0105		(167.00)	Yes	1/5/04	Included in return item chargeback totaling \$377
59					BC0105		(28.87)	Yes	1/5/04	
Total							\$ 633,972.04			
Legend										
	Deposit that was never actually deposited to bank									
	Total amount or credit entries erroneously posted - \$449.39									