

**CITY OF ALLENTOWN**  
**PETTY CASH COUNT**  
**Health Bureau – Alliance Hall**  
**October 01, 2020**  
**Date of Report: October 06,2020**

The Allentown Health Bureau's mission is to prevent disease and injury and to protect and promote the public's health.

The staff of the Administration Program of the Health Bureau directs the development and implementation of public health services in the City. This entails assuring that all Bureau services are delivered in accordance with current public health practice standards and statutes. In addition, the Administration Program oversees the personnel and fiscal management of the Health Bureau.

**OBJECTIVE**

The audit objectives were:

1. To perform a surprise cash count of the petty cash funds maintained by the Health Bureau – Alliance Hall.
2. To ensure the funds and supporting petty cash documentation were present and properly reported.
3. To determine the existing policies and procedures including AIMs were being followed and whether internal controls were adequate to ensure that all cash is collected, accurately recorded, safeguarded and deposited.
4. To evaluate the reasonableness of the amount of the funds.
5. To identify any potential petty cash internal control weaknesses including but not limited to the physical security of the funds.

**PROCEDURES**

This audit was conducted in accordance with generally accepted governmental auditing standards and utilized an approach that included cash counts, staff interviews, reviews of documents, and reports and examinations of individual financial transactions.

Our process began by counting the cash funds while being observed by the Health Bureau personnel. The physical counts were compared to the prescribed system total (cash drawers). Any discrepancies between the prescribed totals and the physical count were validated with the Health Bureau personnel.

Thru discussion and observation we completed the Internal Control Questionnaire and identified any potential internal control weaknesses.

## **FINDINGS, RECOMMENDATIONS AND RESPONSES**

### **CASH COUNT: OVERAGES/SHORTAGES**

#### **1. Shortages in Physical Count**

The cash funds were physically counted by the Controller's office and verified by Health Bureau personnel. The totals physically counted were compared to the prescribed totals. The results are as follows:

<b>FUND</b>	<b>OVER/(SHORT)</b>
Health Petty Cash	(\$25.00)

#### **Recommendation**

All overages and shortages should be investigated; any procedural weaknesses identified should be used for retraining. Petty cash should be counted and agreed to the funds' total every time the funds are replenished.

#### **Administration's Response**

The \$25 shortage was accounted for later that day and the Controller's Office was informed the following day. Twenty-five dollars is set aside for the TB Clinic change. To prevent temporary miscounts in the future, the TB change will be kept in with the petty cash in a marked envelope retrievable by the Office Manager.

### **INTERNAL CONTROL WEAKNESS**

#### **2. Lack of Cash Box**

Although petty cash is maintained in a locked drawer, the money itself is not in a secure cash box. We noted the cash was in a tray box in a locked drawer. The risk exists that money falls out of the tray box.

#### **Recommendation**

Administration should purchase a cash box with key.

#### **Administration's Response**

A cash box has been purchased for use.