

CITY OF ALLENTOWN

CASH COUNT Revenue & Audit 10/06/2020

Date of Report: October 26, 2020

Revenue & Audit involves the administration of various taxes and user charges levied by the City, in accordance with appropriate enabling legislation. It also involves enforcement activities directed at collecting delinquent taxes, user charges and miscellaneous invoices, as well as audits conducted to ensure all business-related taxes payable to the City are calculated properly and paid timely.

Significant activities include billing, file maintenance, receipt reconciliation and taxpayer assistance.

Revenue & Audit maintains 1 cash drawer.

OBJECTIVE

The audit objectives were:

1. To perform a surprise cash count of all cash funds maintained by Revenue & Audit.
2. To ensure the funds and supporting documentation of the cash drawer balance for the day(s) of our visit 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 cash receipt and cash handling 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 staff interviews, reviews of documents, and reports and examinations of individual financial transactions.

Our process began by counting the individual cash fund while being observed by Revenue & Audit personnel. The physical count was compared to the prescribed system (cash drawer) total. Any discrepancy between the prescribed total and the physical count was validated with the Revenue & Audit personnel.

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

FINDINGS, RECOMMENDATIONS AND RESPONSES

CASH COUNT: OVERAGES/SHORTAGES

Based on the review performed, controls appear adequate and no exceptions were noted.