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Report No. 2014-07

TO: Maureen Freaney, Bureau Director
Animal Services

FROM: Hector Collazo, Jr., Inspector General/Chief Audit Executive
Division of Inspector General 

DIST: Bruce Moeller, Executive Director, Safety and Emergency Services
Ken Burke, CPA, Clerk of the Circuit Court and Comptroller
Claretha Harris, Chief Deputy Director, Finance Division

SUBJECT: Unannounced Audit of Animal Services Petty Cash and Change Funds

DATE: February 21, 2014

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of Animal Services' Petty Cash Funds and Change Funds located at 12450 Ulmerton Road in Largo. We audited these funds on February 12, 2014.

The primary purpose of unannounced audits is to reconcile the funds and ascertain that the appropriate internal controls, safeguards, and policies and procedures are being followed, safeguarding the county funds under your departmental control.

This unannounced audit reconciled to the authorized amounts and all funds were accounted for. The department's internal controls and safeguarding of Petty Cash and Change funds are adequate. The audit did not note any non-compliance issues in regards to existing documented policies and procedures for Petty Cash and Change funds. We appreciate your staff's cooperation during this audit.



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