

Ken Burke, CPA

CLERK OF THE CIRCUIT COURT AND COMPTROLLER
PINELLAS COUNTY, FLORIDA


Clerk of the County Court
Recorder of Deeds
Clerk and Accountant of the Board of County Commissioners
Custodian of County Funds
County Auditor

Division of Inspector General

510 Bay Avenue
Clearwater, FL 33756
Telephone: (727) 464-8371
Fax: (727) 464-8386
Fraud Hotline: (727) 45FRAUD (453-7283)
Clerk's website: www.mypinellasclerk.org

Report No. 2014-09

TO: David Bateman, Director
Court and Operational Services Division

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

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller
Claretha Harris, Chief Deputy Director, Finance Division
Steve Twardowski, Manager, Printing and Mail Services
Lou Rivera, Records Specialist Supervisor, Printing and Mail Services

SUBJECT: Unannounced Audit of Printing and Mail Services Petty Cash Funds

DATE: April 1, 2014

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of the Printing and Mail Services Petty Cash funds located at 315 Court Street, Mail Room. We audited these funds on March 28, 2014.

The primary purpose of unannounced audits is to reconcile the funds to ensure 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 funds, including an inventory of stamps, are adequate. The audit did not note any non-compliance issues in regards to existing documented policies and procedures for Petty Cash funds. We appreciate your staff's cooperation during this audit.

