



Ken Burke, CPA

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TO: Ken Burke, CPA
Clerk of the Circuit Court and Comptroller

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

FROM: Ken D. Green., Inspector General Manager 
Division of Inspector General

DIST: Claretha Harris, Chief Deputy Director, Finance Division

SUBJECT: Unannounced Audit of the Inspector General Division's Petty Cash Funds

DATE: May 13, 2014

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of its own departmental Petty Cash Funds. We audited these funds on May 13, 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 departmental control.

This unannounced audit reconciled to the authorized amount and all funds were accounted for. The department's internal controls and safeguarding of the Petty Cash Funds are adequate. The audit did not note any non-compliance issues in regards to existing documented policies and procedures for petty cash funds.



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