



## 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](http://www.mypinellasclerk.org)

**Report No. 2015-05**

**TO:** Paul Sacco, Director  
Real Estate Management

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

**DIST:** Kathleen Good, Administrator, Young-Rainey STAR Center  
Jeffrey Sibbach, Facility Manager, Young-Rainey STAR Center  
Ken Burke, CPA, Clerk of the Circuit Court and Comptroller  
Clairetha Harris, Chief Deputy Director, Finance Division

**SUBJECT:** Unannounced Audit of the Young-Rainey STAR Center Petty Cash Funds

**DATE:** March 2, 2015

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of the Young-Rainey STAR Center Petty Cash Funds located at 7887 Bryan Dairy Road, Building 500, Largo. We audited these funds on February 25, 2015.

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 Funds 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.

