



## Ken Burke, CPA


CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
PINELLAS COUNTY, FLORIDA

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

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### REPORT NO. 2015-22

**TO:** Claretha Harris, Chief Deputy Director  
Finance 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  
Mark Woodard, County Administrator  
Joe Lauro, Assistant County Administrator  
Fred Dean, Director, Finance Division

**SUBJECT:** Audit of Existing Bank Accounts for the Board of County Commissioners  
and the Clerk of the Circuit Court and Comptroller

**DATE:** July 16, 2015

We have completed an unannounced limited audit of the existing bank accounts for the Board of County Commissioners (BCC) and Clerk of the Circuit Court and Comptroller (Clerk/CCC). The Clerk's Division of Inspector General, Audit Services (IG), is responsible for performing audits of existing bank accounts on a periodic basis (continuous audit). Our previous review resulted in Audit Report No. 2012-04 issued February 9, 2012.

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

Pinellas County is required by law to deposit all collections in a state approved qualified public depository. A qualified public depository is a bank or savings association that has been designated by Florida's Chief Financial Officer to accept deposits from governmental units in the state of Florida.



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Our limited audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and the *Standards for Offices of Inspector General*, and accordingly, included such tests of records and other auditing procedures, as we considered necessary in the circumstances. The audit period was for October 1, 2013 through September 30, 2014. However, transactions and processes reviewed were not limited by the audit period.

We determined that all bank accounts for the BCC and Clerk are authorized and held in qualified public depositories. However, the audit did note two issues regarding County general ledger reports and identity theft as stated below.

We appreciate the cooperation shown by the staff of the Finance Division during the course of this audit.

### **1. County General Ledger Report Errors.**

We found discrepancies when we compared the bank confirmation responses to the general ledger reports. The discrepancies found related to incorrect account titles, missing time periods, and blank reports.

- A. Two BCC Cash and Investment Reports had Wachovia instead of Wells Fargo in the account title. Wells Fargo purchased Wachovia in 2008; the titles and report templates should have been updated to Wells Fargo timely. Two other reports correctly showed Wells Fargo in the account title.
- B. The BCC monthly reports for September 2013 were not available. The monthly reports need to be published timely and consistently to the General Ledger Inquiry Function so they are available to users.
- C. The Clerk's cash and investment reports, CCC Cash & Invest Rpt (Daily) and CCC Cash & Invest Rpt-M (Monthly), showed no data for selected months. The selected reports produced only heading information; the accounts and amounts were blank. There is a risk that an Oracle user running these reports may rely on the blank report and assume the Clerk has no cash or investment funds. We also noted as of January 21, 2015 that the Daily and Monthly December 2014 reports were not yet available.

Not all necessary general ledger updates are being performed, which affects information integrity. Information integrity is defined as the representational faithfulness of the information to the underlying subject of that information and fitness of the information for its intended use. Information integrity includes the accuracy, relevance, precision, timeliness, and completeness of the information.

**We recommend** management add procedures for reviewing general ledger maintenance activities, such as account updates and report publishing, to improve information integrity.

**Management Response:**

We already have established procedures for preparing and reviewing General Ledger maintenance activities; however, the September 2014 report failed to get "published" to the Reports function. The Wachovia Bank name has been replaced with Wells Fargo. The fiscal year end reports for September get updated by the closing entries posted, which means that there are several preliminary September reports before all the closing entries are finally posted to allow for a final September (ADJ) report. Monthly Reports are published several days into the second month after the month being reported, which is probably the reason the January reports were not available in the Monthly Reports folder at the time of your review. Additionally, until the Monthly Reports are published, the prior month is generated daily and maintained in the Daily Reports folder.