

Ken Burke, CPA


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Report No. 2015-41

TO: Larry Goldman, Bureau Director
Building Development Review Services (BDRS)

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
W. Wardell, Division Manager, Building Development Review Services

SUBJECT: Unannounced Audit of the Building Development Review Services
Petty Cash Fund

DATE: November 20, 2015

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of the Building Development Review Services (BDRS) Petty Cash Fund on November 13, 2015.

The objective of our audit was to reconcile the Petty Cash Fund and ascertain that the appropriate internal controls, safeguards, and policies and procedures are being followed, safeguarding the county funds under your departmental control.

The fund reconciled to the authorized amount and was accounted for. The department's internal controls and safeguarding of this fund are adequate, and the policies and procedures are being followed.

Our audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and the *Principles and Standards for Offices of Inspector General*, and accordingly, included such tests of records and other auditing procedures as we considered necessary in the circumstances.

We appreciate your staff's cooperation during this audit.



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