MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION

Office of the General Counsel

Petty Cash Audit

Report Number: CW-009-2015

June 5, 2015

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Office of the General Counsel
Petty Cash Audit
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   No Findings
I. EXECUTIVE SUMMARY

A. Overall Perspective

The Office of Internal Audit (OIA) is responsible for examining and evaluating the adequacy and effectiveness of the systems of internal controls for the Maryland-National Capital Park and Planning Commission (M-NCPPC). Hence, the OIA’s work program includes the review of various M-NCPPC petty cash accounts. The Office of the General Counsel maintains a petty cash checking account fund and was judgmentally selected for review by the OIA.

The mission of the Office of the General Counsel is to provide cost effective legal advice and representation of the highest quality to The M-NCPPC. Primary emphasis of the work program is providing proactive counsel, preventive advice and early intervention to support decision-makers with a clear picture of all their lawful options.

A Chief Departmental Administrator is responsible for the day to day management of the office. An Administrative Specialist is the custodian of the petty cash checking account fund. The Administrative Specialist reports to the Chief Departmental Administrator, who is the petty cash approver.
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B. Audit Scope, Objectives, and Methodology

The purpose of the audit was to evaluate the system of internal controls for petty cash for the Office of General Counsel. The scope of our audit included, but was not limited to, the following audit procedures:

- conducting an unannounced cash count of the petty cash fund;
- reviewing “Received of Petty Cash” forms;
- reviewing check book transactions and bank statements;
- reconciling the petty cash fund checking account; and
- interviewing the petty cash custodian and approver.

This audit was conducted in accordance with Generally Accepted Government Auditing Standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The audit period covered the period from July 1, 2014 – May 9, 2015.
C. Major Audit Concerns

The results of our evaluation and testing procedures indicated no major audit concerns.
D. Overall Conclusions

The results of our evaluation and testing procedures indicate no major weakness in the design or operation of internal controls for the Office of the General Counsel. On an overall basis, we consider the controls to be satisfactory, see definition below.

We wish to express our appreciation to the Office of General Counsel management and staff for their cooperation and courtesies extended during the course of our review.

Renee M. Kenney, CPA, CIA, CISA
Chief Internal Auditor

June 5, 2015

Conclusion Definitions

<table>
<thead>
<tr>
<th>Conclusion</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>No major weaknesses were identified in the design or operation of internal control procedures.</td>
</tr>
<tr>
<td>Deficiency</td>
<td>A deficiency in the design or operation of an internal control procedure(s) that could adversely affect an operating unit's ability to safeguard assets, comply with laws and regulations, and ensure transactions are properly executed and recorded on a timely basis.</td>
</tr>
<tr>
<td>Significant</td>
<td>A deficiency in the design or operation of an internal control procedure(s) which adversely affects an operating unit's ability to safeguard assets, comply with laws and regulations, and ensure transactions are properly executed and reported. This deficiency is less severe than a material weakness, yet important enough to merit attention by management.</td>
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<tr>
<td>Weakness</td>
<td>A deficiency in the design or operation of an internal control procedure(s) which may result in a material misstatement of the Commission’s financial statements or material impact to the Commission.</td>
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II. DETAILED COMMENTARY AND RECOMMENDATIONS

None