MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION

Montgomery County Department of Parks
Enterprise Division
Petty Cash Audit

June 22, 2015

Distribution:

Executive Committee
Elizabeth Hewlett
Casey Anderson
Patricia Barney

Audit Committee
Norman Dreyfuss
Rhea Reed
John Shoaff

Maryland-National Capital Park and Planning Commission
Mike Riley
John Nissel
Christy Turnbull
Joseph Zimmerman

Office of Internal Audit
Renee Kenney
Samuel J. Raines, Sr.

Maryland-National Capital Park and Planning Commission
Office of Internal Audit
6611 Kenilworth Ave., Suite 403
Riverdale, MD 20737
Montgomery County Department of Parks
Enterprise Division
Petty Cash Audit

Table of Contents

I. EXECUTIVE SUMMARY
   A. Overall Perspective.................................................. 1
   B. Scope, Objective and Methodology of the Audit........... 2
   C. Major Audit Concerns.................................................. 3
   D. Overall Conclusions.................................................. 4

II. DETAILED COMMENTARY AND RECOMMENDATIONS
   None
I. EXECUTIVE SUMMARY

A. Overall Perspective

The Enterprise Division manages or oversees the operation of 20 distinct facilities that are entirely or primarily funded through user fees and other non-tax revenue sources. These facilities include the ice rinks, tennis centers, event centers and a number of park facilities such as the trains, boat rentals, campgrounds, splash parks, mini golf courses and a carousel.

An Acting Senior Administrative Specialist is the custodian of the Enterprise Division’s petty cash fund (checking account and cash.) The Acting Senior Administrative Specialist reports to the Chief of the Enterprise Division, who is the petty cash approver.
B. Audit Scope, Objectives, and Methodology

The purpose of the audit was to evaluate the system of internal controls for petty cash for the Montgomery County Department of Parks, Enterprise Division. 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.

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 – April 31, 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 Enterprise Division. On an overall basis, we consider the controls to be satisfactory, see definition below.

We wish to express our appreciation to the Montgomery County Department of Parks, Enterprise Division 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 22, 2015

Conclusion Definitions

<table>
<thead>
<tr>
<th>Type</th>
<th>Definition</th>
</tr>
</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 Deficiency</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>
</tr>
<tr>
<td>Material 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>
</tr>
</tbody>
</table>
II. DETAILED COMMENTARY AND RECOMMENDATIONS

None