

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING  
COMMISSION**

**Montgomery County Department of Parks  
Enterprise Division  
Petty Cash Audit  
Report Number: MC-013-2015**

**June 22, 2015**

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**Montgomery County Department of Parks  
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**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 [REDACTED] petty cash fund (checking account [REDACTED] and [REDACTED] 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

<b>Satisfactory</b>	No major weaknesses were identified in the design or operation of internal control procedures.
<b>Deficiency</b>	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.
<b>Significant Deficiency</b>	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.
<b>Material Weakness</b>	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.

**II. DETAILED COMMENTARY AND RECOMMENDATIONS**

**None**