



To: Lovely A. Warren, Mayor

From: Timothy R. Weir, Director of the Office of Public Integrity

Prepared by: Daniel Mastrella, Manager of Internal Audit

Date: July 23, 2015

Subject: Unannounced Cash Count at the Bureau of Parking – Commercial Street

On June 24, 2015, the Office of Public Integrity (OPI) performed a surprise cash count at the Bureau of Parking, located at 80 Commercial Street. We arrived unannounced and counted all of the money located at the facility at the time of our visit. The objectives of the count are to determine the accountability of cash balances on hand and compliance with the City's Cash Collection Policies. The results of this unannounced cash count indicates that Parking personnel are complying with the City's Cash Collection Policies.

We noted the following during this cash count:

1. We counted a total of \$11,248.78. This included:
  - a. Daily receipts totaling \$9,205.25.
  - b. Canadian coins totaling \$18.10. Parking personnel deposit Canadian coins weekly.
  - c. An additional \$2,025.43 used by Parking to replenish the parking garages pay devices.
2. OPI counted \$9,205.25 in daily receipts. Parking personnel collected all of this revenue on the day of the count. We verified that Parking personnel deposited this revenue on the following day indicating compliance with the City's deposit requirements. Additionally, we verified that Parking personnel identified all cash receipts with a corresponding Munis Miscellaneous Cash Receipt and Settlement Report. This is a requirement of the City's Cash Collection Policies and it verifies that the cash receipts equal cash deposits and also updates the City's General Ledger system.

July 23, 2015

Page Two

3. OPI counted \$2,025.43 in change that Parking personnel use to replenish the parking garages pay devices. This amount appears reasonable.

Generally, Parking personnel deposit all paper money collected from the pay devices and keep the change to replenish them. Because they deposit all paper money, the amount that they deposit is greater than the actual revenue. As a result, this practice would steadily reduce the amount in the replenishment fund. To offset this reduction in the replenishment fund, Parking personnel order dollar coins through Treasury. The results of this review indicates that Parking personnel are adequately monitoring the amount in the replenishment fund and keeping it at a reasonable amount.

Based on the results of this cash count, OPI does not anticipate any additional audit procedures.

DM

xc: Leonard E. Redon, Deputy Mayor  
Charles A. Benincasa, Director of Finance  
Laura C. Miller, Director of Parking  
Brian Curran, Corporation Counsel