

Cash Control Weaknesses

- Controls over petty cash disbursements were weak.

There was no policy in place to restrict fund use, or to limit the amount of individual disbursements or total disbursements in any one year.

Receipts turned in for reimbursements were not marked with a cancellation so that they could not be misused at a later date.

A review of 53 petty cash account reimbursements revealed the following: Receipts were not always attached for the administration department. 5 of the disbursements reviewed did not have receipts for backup. All five occurrences were for the administration department which had a total of 8 disbursements reviewed in the sample.

- Improvement was needed in the controls over the administration of the Movie Ticket Employee Benefit Program.

A total \$11,298.00 was expended in 1998 with a corresponding reimbursement and settlement. These expenditures and reimbursements were not adequately segregated for control purposes. The physical funds and accounting entries were combined with other petty cash and miscellaneous operating expenses of the Safety Department.

Recommendations:

We recommend that:

Written policies and procedures be established for the general petty cash fund.

The Movie Ticket Employee Benefit Program be segregated and accounted for independent of Safety Department operating funds.