



DATE: April 10, 2023
TO: Kenney McDowell, Director Engineering and Inspections
FROM: Internal Audit Division

SUBJECT: Engineering/Real Estate Petty Cash Review
(No Response Required)

The Internal Audit Division conducted a cash count and review of the cash-handling operations of the Engineering/Real Estate Petty Cash for the period of July 1, 2019 through June 30, 2022. Due to the limited amount of expenses from the one (1) account maintained, a 100% review, totaling \$597.00, was tested. The Engineering/Real Estate Department performs real estate functions for the city.

In order to accomplish this, Internal Audit conducted a cash count at the Engineering/Real Estate Department and reviewed a copy of written policies and procedures. We requested and reviewed the petty cash logs, check orders, and other various supporting documentation for the period under review. The check order and supporting documentation were traced to the final recording in the General Ledger. Internal Audit performed a thorough evaluation of the internal control structure to ensure strong accountability and stewardship over the funds.

As a result of our review, we found the Petty Cash Fund to be in compliance with policy, no discrepancies were noted. Internal Audit would like to thank Anne Howerton, Administrative Support Specialist, for her assistance during the course of this review.

If you have any questions or comments, please contact us at (336) 373-2203.

Sandy Hollingshead
Internal Auditor

Len Lucas
Internal Audit Director

Cc: Chris Wilson, Deputy City Manager
Larry Davis, Assistant City Manager
Cheryl Whalen, Supervisor Property Management
Anne Howerton, Administrative Support Specialist