



**DATE:** May 17, 2024

**TO:** Matt Brown, Director of Coliseum and Administrative Services

**FROM:** Internal Audit Division

**SUBJECT:** Coliseum, Greensboro Aquatic Center  
Petty Cash Fund Review  
(No Response Required)

The Internal Audit Division conducted a cash count and review of the cash-handling/procedures on the Greensboro Aquatic Center located at 1921 W Gate City Blvd for the period of July 1, 2022 through June 30, 2023. The amount of \$114,965.44 was tested. The business operates providing social fellowship for the City of Greensboro in the fundamentals of swimming for the general public. The center was created to serve local citizens through its daily to monthly hosting of fitness classes, club and school swim team practices. This facility also conducts private swim lessons and has a “Learn to Swim” lifestyle program. There is an admission in exchange with the comfort of state of the art pool enjoyment, major aquatic sports, diving, water polo, competitive and synchronized swimming access as other offered services.

The scope of this review was limited to determining if funds are being properly accounted for, whether adequate internal controls are in place to safeguard cash, and accounting policies and procedures are being adhered to. In order to accomplish this, Internal Audit conducted a scheduled visit cash count at the center identified above, regarding box office policies regarding cash-handling on petty cash.

In brief conversation with David Hoover, Manager and lead custodian, it was brought to the auditor’s attention requesting records of receipting and making deposits were provided by the coliseum administration office which were obtained the next business day. A selected sample of Revenue Deposit Forms (Cost Center GL Reports), receipts, and other various supporting documentation were available and reviewed for the months of May and June. Internal Audit did analyze the requested documents at the Greensboro Coliseum in order to officially complete the Compliance review for period July 1, 2019 – June 30, 2022.

It has been determined staff adheres to cash fund criteria in accordance to accuracy from cash count and proper tracking.

After a careful examination was performed, the auditor noticed all records are within compliance regulations. There were no findings or recommendations during this review. The recent change made in reducing the drawer amount for the petty cash and increasing the second bank drawer were listed and located in the Front Office Procedures established by Aquatic Center management.

The security of the cash funds are well secured and balanced.

Internal Audit would like to thank the staff at the Greensboro Aquatic Center for their cooperation during the course of this review. No further action is required. If you have any questions or comments, please call us at 373-2203.



Arnie Brown  
Internal Auditor



Len Lucas  
Internal Audit Director

Cc: Chris Wilson, Interim City Manager  
Larry Davis, Assistant City Manager  
Scott Johnson, Coliseum Deputy Director  
Curtis Parmer, Coliseum Business Office Manager  
David Hoover, Greensboro Aquatic Center Manager  
Michael Rupp, Coliseum Principal Analyst