



DATE: October 3, 2024
TO: Larry Davis, Assistant City Manager
FROM: Internal Audit Division
SUBJECT: Lewis Recreation Center Change Fund Review
(No Response Required)

The Internal Audit Division has completed our review of Lewis Recreation Center Change Fund as administered by the Parks & Recreation Department. Attached you will find our review report; the departmental response and our replies to their responses. We feel that our concerns have been sufficiently addressed as we move forward. If you have any questions or need additional information, please let us know. Thanks.

Len Lucas
Internal Audit Director

cc: Nasha McCray, Assistant City Manager
Phil Fleischmann, Director of Parks & Recreation
Kobe Riley, Deputy Director of Parks & Recreation
Tonya Williams, Business Services Division Manager
Charles Jackson, Community Recreation Services Division Manager
Shannon Teamer, Recreation Superintendent
Melvin Melton, Facilities Coordinator
Ayana Kouakou, Lewis Recreation Center Supervisor
Deanna Shoe, Principal Analyst



DATE: September 16, 2024

TO: Phil Fleischmann, Director of Parks and Recreation

FROM: Internal Audit Division

SUBJECT: Lewis Recreation Center
Change Fund Review
(Written Response Required by September 30, 2024)

The Internal Audit Division conducted a scheduled cash count and review of the cash-handling/operations at the Lewis Recreation Center located at 3110 Forest Lawn Drive, for the period of July 1, 2022 through June 30, 2023. The amount of \$9,409.34 was tested. The referenced location adheres to the guidelines in regards to a Change Fund. Similar to the other recreation centers, this facility provides many activities for the general public in the Greensboro and surrounding areas to enjoy themselves throughout the year. The Features and Amenities that are offered will definitely keep visitors happy and busy. There are a variety of events to occupy their time in an atmosphere at a good location. The Lewis Recreation Center accommodates everyone that visits this location. Upon arrival the auditor immediately observed our future generation of youth in preparation to begin the new school year. This center location hosted the event which appeared to run smoothly. This is an example that shows the recreation centers in Greensboro are ready to meet challenges and display professionalism. As previously mentioned, anyone curious in wanting to know what is offered can access the City of Greensboro's website for their reviewing pleasure.

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 cash count at the referenced facility identified above, regarding established policies in cash handling of funds.

During this visit the auditor was able to examine sampled records of various supporting documentation defined as Deposit slips and Cash Out Receipts forms and for the referenced audit period July 1, 2022 – June 30, 2023. The mentioned documents were analyzed at the listed business location. It has been determined that Ayana Kouakou, Lewis Recreation Center Supervisor and staff fully understands the responsibility for obtaining original receipts in the event change fund incidents occur.

The auditor requested records of receipting and making deposits for the period specified. A selected sample of Revenue Deposit Forms (Cost Center GL Reports), receipts and other various supporting documentation were analyzed. After further examination of the documents, the auditor noticed all records reviewed for the months of May and June are within compliance regulations. Internal Audit tested these transactions against accounting policies and procedures.

After continued examination was performed, the auditor noticed all records are within compliance regulations. Internal Audit noticed that a number of parks and recreation centers utilize the GL Distribution document which we believe to be a good tool when reviewing activities performed in Rec Trac.

As a result of our review, the management of Parks and Recreation provided a response by email addressing one of the finding areas of concern and offer recommendation.

Finding:

- The cash journal reports were missing from the Rec Trac GSO Cost Center Reports. After continued examination, there was other information that supported cash transactions.

Response:

- We have reviewed the draft pertaining to the Lewis Recreation Center Change Fund Review. Based on the findings, there were missing cash journal reports for the period of May 1, 2022 through June 30, 2023. I have attached those reports for reference and ask that the findings be revised to reflect that these records have been provided. Please let us know if you have any questions.

Internal Audit analyzed and acknowledged receipt of the information addressing the missing cash receipts journals. It is confirmed and has been placed in the report with the other supporting records.

Finding:

- It appears this facility is compliant when it comes to the G.S. 159-32 daily deposit requirements, however deposits from the selected sample exceeded the cash limitation amount when a daily deposit is being made. We were able to notice a few of the deposit records are too light, a little difficult to read.

Recommendation:

- Try to make sure every deposit slip receipt is more legible to analyze the payment total in order to validate the transaction as listed. The auditor came across a few stamped deposit entry receipts unclear to review. However, we observed there was supporting documentation on the funds submitted as received. If the stamped receipt appears too light upon receipt, staff may want to ask the bank or collections cashier associate to re-stamp the deposit slips for clearer records.
- Otherwise, the security of the change fund is well secured and balanced.

Internal Audit would like to thank the staff and management at the Lewis Recreation Center for their cooperation during the course of this review. We request a written response by September 30, 2024. If you have any questions or comments, please call us at 373-2203.



Arnie Brown
Internal Auditor



Len Lucas
Internal Audit Director

Cc: Larry Davis, Assistant City Manager
Ednasha "Nasha" McCray, Assistant City Manager
Kobe Riley, Deputy Director, Parks and Recreation
Tonya Williams, Business Services Division Manager
Charles Jackson, Division Manager, Community Recreation Services
Shannon Teamer, Superintendent Recreation Centers
Jacob Melvin Melton, Facilities Coordinator
Ayana Kouakou, Lewis Recreation Center Supervisor
Deanna Shoe, Parks and Recreation Principal Analyst

Parks and Recreation
City of Greensboro



DATE: September 30, 2024
TO: Internal Audit Division
FROM: Phil Fleischmann, Director of Parks and Recreation
DEPARTMENT: Parks and Recreation
SUBJECT: Response to Lewis Recreation Center Change Fund Review

Thank you for conducting the review of our change fund, cash handling, and deposit procedures at Lewis Recreation Center for the period of July 1, 2022 through June 30, 2023. Please find below the department's responses to the recommendations provided in the final review.

Internal Audit Recommendations:

- Try to make sure every deposit slip receipt is more legible to analyze the payment total in order to validate the transaction as listed. The auditor came across a few stamped deposit entry receipts unclear to review. However, we observed there was supporting documentation on the funds submitted as received. If the stamped appears too light upon receipt, staff may want to ask the bank or collections cashier associate to re-stamp the deposit slips for clearer records.
- Otherwise, the security of the change fund is well secured and balanced.

Parks & Recreation Response:

- We will review deposit slip receipts more thoroughly and ask for bank or collections representative to provide a clearer printed version or re-stamp so that transactions are more legible and easy to identify when validating corresponding documentation.
- We will continue to ensure that the change fund remains well secured and balanced.

We appreciate your thoroughness in ensuring we are compliant in our operations and providing the necessary resources for staff to follow set policies and procedures. We are taking steps to make sure internal processes are reviewed more frequently and that staff receives appropriate training as we experience turnover in positions pertaining to cash handling and depositing funds.

Cc: Larry Davis, Assistant City Manager
Ednasha "Nasha" McCray, Assistant City Manager
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Tonya Williams, Business Services Division Manager
Charles Jackson, Community Recreation Services Division Manager
Shannon Teamer, Recreation Centers Superintendent
Melvin Melton, Facilities Coordinator
Ayana Kouakou, Lewis Recreation Center Supervisor
Deanna Shoe, Principal Analyst



DATE: September 30, 2024
TO: Phil Fleischmann, Director of Parks and Recreation
FROM: Internal Audit Division
SUBJECT: Lewis Recreation Center Change Fund Review

The Internal Audit Division has reviewed your response to the Lewis Recreation Center Change Fund regarding the compliance review. We find the response sufficient and no further action is required. We would again like to thank the staff of the Lewis Recreation Center management and staff for their assistance and cooperation during this review. If there are any questions concerning the details of this review, please call us at (336) 373-2203.

Arnie Brown
Internal Auditor

Len Lucas
Internal Audit Director

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