



Date: 8/27/15

Scope: The County Auditor examined the Department of Emergency Management (including ALS and E911) for the period of 1/1/14-12/31/14.

Objectives: The objective of this audit was to review the internal controls over Cash Receipts and Accounts Receivable/Revenue, to ensure compliance with policies and procedures. This audit addressed the following related questions:

- Do proper controls over Cash Receipts exist?
- Do proper controls over Accounts Receivable/Revenue exist?
- Are policies and procedures followed?

Report:

Cash Receipts:

Very little physical cash is received in the Emergency Management Office, only the occasional errant check. Most payments are sent via EFT or checks are mailed directly to the Treasurer's office.

Recommendations

- 1) Have a formal written department policy on how to handle and process the occasional check that be received in the department. The policy should require the use of a generic receipt book and two employee's verifying the receipt and amount.

Accounts Receivable/Revenue:

The Emergency Management Department applies for and manages many grants for various projects and purchases within the County. The grants are reimbursement style grants, meaning a purchase must be made and paid for, then the Funding Agency will reimburse the County. We reviewed request for reimbursement form the fund agencies (primarily New York State). We did not find any issues with the reimbursement request. We did find there is no formal verification process between amounts requested for reimbursement and actual amount received. Formalizing the process will assist in making sure disallowances are not missed and the County's financial records are accurate.

Recommendations

- 1) A formalized verification between requested reimbursement amount and amount actually received should be established. This could be as simple as an excel spread sheet or sheet of paper in the grant file showing the date a reimbursement request was sent and the date and amount it was received.

ALS & E911

Our review of these departments found that all cash is received by the Treasurer's office and little cash exposure exist within the departments.

Management Response:

(No formal response received, a conversation with the project manager did indicate he would implement the recommendation.)

Patrick Schmitt
County Auditor
8/28/15