

**Summit County Fiscal Office  
Cash Cut-off Transition Audit  
Audit Report**

**PREPARED FOR:**

**John Donofrio  
Shelly Davis  
Kristen Scalise  
Audit Committee**

**Approved by Audit Committee  
June 21, 2011**

**Summit County  
Internal Audit Department  
175 South Main Street  
Akron, Ohio 44308**

*Bernard F. Zaucha, Director  
Lisa L. Skapura, Assistant Director  
Mira Pozna, Deputy Director*

**Summit County Fiscal Office  
Cash Cut-off Transition Audit  
Audit Report  
Detailed Comments**

**GENERAL BACKGROUND**

At the request of John Donofrio, the Summit County Fiscal Officer, IAD performed a cash cut-off transition audit of the Treasurer and Investment Divisions of the Fiscal Office for the transition of office holder from John Donofrio to Interim Fiscal Officer Shelly Davis as of May 1, 2011.

At the request of Shelly Davis, the Interim Summit County Fiscal Officer, IAD performed a cash cut-off transition audit of the Treasurer and Investment Divisions of the Fiscal Office for the transition of office holder from Shelly Davis to Fiscal Officer Kristen Scalise as of May 16, 2011.

**AUDIT OBJECTIVES AND METHODOLOGY**

The primary focus of this review was to provide the Summit County Fiscal Officer with reasonable assurance, based on the testing performed, on the adequacy of the system of management control currently in effect for the audit areas. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance. Management is responsible for establishing and maintaining effective controls that, in general, include the plan of organization, as well as methods, and procedures to ensure that goals are met.

We conducted this audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

**OBJECTIVE**

To confirm that Fiscal Office (FO) cash balances reconcile to bank balances at the transition of each Fiscal Officer.

**Scope**

Cash was counted and reconciled for April 30, 2011 and May 13, 2011. The following were the major audit steps performed:

**Summit County Fiscal Office  
Cash Cut-off Transition Audit  
Audit Report  
Detailed Comments**

**WORK PERFORMED**

A cash count was performed at the Treasurer Division Cashier's Office on 5/2/11 at 7:30 a.m. to verify cash on hand for the transition of office holder from the retired Fiscal Officer, John Donofrio, to Interim Fiscal Officer, Shelly Davis. The following steps were performed:

- Six cash drawers were counted and agreed to reconciliations prepared by each respective Cashier. No issues were noted.
- One Head Cashier's drawer and one vault drawer was counted and agreed to the Detailed Statement of Balance in Summit County Treasury 4/30/2011. No issues were noted.
- A bank deposit for 4/29/2011 cash collections that was held in the safe awaiting deposit in the morning of 5/2/11 was counted and agreed to the bank deposit slip and the Detailed Statement of Balance in Summit County Treasury 4/29/2011. No issues were noted.
- A reconciliation of all cash and investment account balances to each respective bank statement and the Treasurer's Form 6 was performed for 4/30/2011. No issues were noted.

A cash count was performed at the Treasurer Division Cashier Office on 5/16/11 at 7:15 a.m. to verify cash on hand for the transition of office holder from the Interim Fiscal Officer, Shelly Davis, to Fiscal Officer, Kristin Scalise. The following steps were performed:

- Six cash drawers were counted and agreed to reconciliations prepared by each respective Cashier. No issues were noted.
- One Head Cashier's drawer and one vault drawer was counted and agreed to the Detailed Statement of Balance in Summit County Treasury 5/13/2011. No issues were noted.
- A bank deposit for 5/13/2011 cash collections that was held in the safe awaiting deposit in the morning of 5/16/11 was counted and agreed to the bank deposit slip and the Detailed Statement of Balance in Summit County Treasury 5/13/2011. No issues were noted.
- A reconciliation of all cash and investment account balances to each respective bank statement and the Treasurer's Form 6 was performed for 5/13/2011. No issues were noted.

**Conclusion**

Cash counts and bank balances as reported by the Fiscal Office Treasurer and Investment Divisions for the operating and investment accounts reconciled to balances as noted on bank statements. No issues were noted.