

*Management Report*

LCCC Petty Cash and Change Fund  
Counts 2019



**Report Number:** 2019.01  
**Date:** September 24, 2019



## LCCC Petty Cash and Change Fund Counts 2019

Date: September 24, 2019

To: The Honorable Linda Doggett, Lee County Clerk of the Circuit Court & Comptroller

From: Tim Parks, Chief Internal Audit Officer/Inspector General

Re: Petty Cash and Change Fund Counts 2019

The Inspector General Department counts the Lee County Clerk of Circuit Court & Comptroller's petty cash and change funds on a continuous basis. The goal is to count each of the funds at least once per fiscal year. The counts are conducted on a surprise basis (if applicable). Interim reports are issued to department chiefs as the funds are counted. Overages and shortages are properly resolved.

The number of funds and their dollar amount fluctuates. During Fiscal Year 2019, there were 67 funds, 66 for the Clerk and one for Court Administration. The total dollar amount in all of the funds was \$27,500.00.

During the fiscal year, all funds that were open for the entire year were counted. There were three overages and three shortages. The largest shortage was \$1.50.

Lihong Xia, CPA, Senior Internal Auditor, manages the cash count program. She is assisted by members of the Inspector General Department.

This report will be posted to the Clerk of Courts website, [www.leeclerk.org](http://www.leeclerk.org), under Inspector General, Administrative Reports.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Tim Parks".

Tim Parks, Chief Internal Audit Officer/Inspector General  
Inspector General Department

TJP/GK

Cc: Terry Mallow, Chief Financial Control Officer