



## Management Report

### LCCC Petty Cash and Change Fund Counts 2020

#### Inspector General Department



**LeeClerk.ORG**  
LINDA DOGGETT : CLERK OF COURT

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



## LCCC Petty Cash and Change Fund Counts 2020



Date: July 28, 2020

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 2020

The Inspector General Department counts Lee County Clerk of 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. In addition, at managements' request the Inspector General Department counts Court Department Justice Center Customer Service counters and Finance Department's Recording Office cash registers. The cash counts are conducted on a surprise basis (if applicable). Interim reports are issued to department heads as the funds are counted. Overages and shortages are properly resolved. The number of funds and their dollar amount fluctuates.

During Fiscal Year 2020, due to the coronavirus disease 2019 (COVID-19) global pandemic there were only seven funds that were counted. The total dollar amount in all of the funds was \$6,385.96. There were zero shortages and one minor overage. The normal cash counts will be resumed in Fiscal Year 2021 as the situation improves.

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, Audit Reports. A link to this report has been sent to appropriate parties.

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, CIA, CIG, CIGI, CGI  
Chief Internal Audit Officer/Inspector General Inspector General  
Department  
TJP/GK

Cc: Terry Mallow, Chief Financial Control Officer