



Management Report

LCPA Petty Cash and Change Fund Counts 2020

Inspector General Department



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LINDA DOGGETT : CLERK OF COURT

Tim Parks, Chief Internal Audit Officer/Inspector General



LCPA 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 Port Authority'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 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, the LCPA petty cash and change funds were not counted. 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, 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: Ben Siegel, Acting Executive Director
Gary Duncan, Deputy Executive Director/Aviation
Mark Fisher, Deputy Executive Director/Development
Terry Mallow, Chief Financial Control Officer