



Management Report

BOCC Petty Cash and Change Fund Counts 2021

Inspector General Department



LeeClerk.ORG
LINDA DOGGETT : CLERK OF COURT

Tim Parks, Chief Internal Audit Officer/Inspector General



BOCC Petty Cash and Change Fund Counts 2021



Date: October 7, 2021

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 2021

The Inspector General Department counts Lee County'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.

Due to the continuous impact of coronavirus disease 2019 (COVID-19) global pandemic, the petty cash and change funds were not counted during Fiscal Year 2021. It is anticipated the normal cash counts will be resumed in Fiscal Year 2022 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: Roger Desjarlais, County Manager
Dave Harner, Deputy County Manager