



Angelina "Angel" Colonnese

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

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MEMORANDUM

To: Elliott Falcione, Director of the Bradenton Area Convention and Visitors Bureau

From: Angelina "Angel" Colonnese, Clerk of the Circuit Court and Comptroller

Date: October 26, 2016

Subject: Unannounced Audit of Cash Funds

The Internal Audit Department has completed an unannounced audit of cash funds of the Bradenton Area Convention and Visitors Bureau (BACVB). This audit was performed in accordance with generally accepted government auditing standards (GAGAS), issued by the Comptroller General of the United States, and the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

Background

Manatee County departments maintain petty cash funds to reimburse employees for minor expenditures. Departments may also maintain change funds for the purpose of making change where money is collected for Manatee County business purposes. All departments are required to follow Manatee County's Petty Cash Policy as well as the Petty Cash and Change Fund Procedure.

The BACVB utilizes two petty cash funds at the Bradenton Area Convention Center (BACC) totaling \$600.00; and two change funds, one at the BACC and one at the Crosley Estate, totaling \$6,350.00. The funds are used to cover minor departmental expenditures and to provide change related to BACVB's tourist development and event operations.

Objective

The audit objectives included verifying:

- The BACVB's cash funds existed and reconciled to the approved balances in IFAS.
- The BACVB was in compliance with Manatee County's Petty Cash Policy and Petty Cash and Change Fund Procedure.
- The BACVB's controls over cash funds were adequate.

Scope

All cash on hand at the BACVB on the unannounced date of June 20, 2016.

"Pride in Service with a Vision to the Future"

Clerk of the Circuit Court – Clerk of Board of County Commissioners – County Comptroller – Auditor and Recorder

Methodology

Petty cash and change funds were verified and reconciled to the approved balances recorded in IFAS. Cash receipts were agreed to supporting documentation to confirm that they were properly accounted for, receipted, and deposited. Test work also included interviewing BACVB staff regarding petty cash, change fund, and cash receipt controls; obtaining relevant BACVB policies and procedures; and verifying compliance with the County's Petty Cash Policy and Petty Cash and Change Fund Procedure.

Results

The BACVB's petty cash and change funds at the BACC and Crosley Estate on June 20, 2016, agreed to the amounts recorded in IFAS.

An event with ticket sales was held at the BACC the weekend immediately before the unannounced audit. Although cash receipts from this event had already been taken for deposit on the morning of the audit, Internal Audit did agree the deposit amounts to the Box Office Reconciliation and Beverage Service Cash Reconciliation forms, which were completed by the event cashiers and provided by the BACVB, without exception.

While verifying funds at the BACC, it was noted that an additional bank bag containing \$590.80 was also held in the safe. According to BACVB staff, the cash was revenue obtained from a vending machine located in the employee lounge that had not yet been deposited. While the BACVB did deposit the cash on June 22, 2016, it does not appear that vending machine funds were being deposited on a timely basis. The last time a vending machine deposit had been made was on December 1, 2014, in the amount of \$212.00.

A summary of cash on hand as of June 20, 2016 is included in [Exhibit A](#).

***Recommendation:** We recommend all funds received by the BACVB, especially cash, be recorded and deposited on a timely basis to reduce the risk of any loss.*

AMC/LJS/JEB

cc: Board of County Commissioners
Ed Hunzeker, County Administrator
Dan Schlandt, Deputy County Administrator
Karen Windon, Deputy County Administrator
Mitchell Palmer, County Attorney
Dan Wolfson, Finance Director, Clerk of the Circuit Court

Exhibit A

**SCHEDULE OF CASH ON HAND – CONVENTION AND VISITORS BUREAU
As of 6/20/2016**

Bradenton Area Convention Center

Petty Cash – Convention Center	\$ 500.00
Petty Cash – Tourist Development	100.00
Change Funds	5,350.00
Vending Revenue	<u>590.80</u>
Total – Bradenton Area Convention Center	\$ 6,540.80

Powel Crosley Estate

Change Funds	<u>\$ 1,000.00</u>
Total – Powel Crosley Estate	\$ 1,000.00

Total Cash on Hand: \$ 7,540.80