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Cash Controls at the  
Main Transit Garage

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March 4, 2020

FINAL REPORT

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## **OBJECTIVES**

To assess the effectiveness of cash handling procedures at the main transit garage.

## **BACKGROUND**

Staff in the main transit garage handle cash receipts from the fare boxes of buses, parking meters and the downtown transit terminal.

## **SCOPE**

Cash controls at the main transit garage from January 1, 2018 to January 15, 2020.

## **EXECUTIVE SUMMARY**

Recommendations to improve controls over cash at the main transit garage are provided on page 3.

## **AUDIT STANDARDS**

We conducted our audit in accordance with Generally Accepted Government Auditing Standards which require that we adequately plan audits; properly supervise staff; obtain sufficient, appropriate evidence to provide a reasonable basis for audit findings and conclusions; and document audits. For further information regarding this report, please contact Ron Foster at the City of Greater Sudbury at 705-674-4455 extension 4402 or via email at [ron.foster@greatersudbury.ca](mailto:ron.foster@greatersudbury.ca)

**OBSERVATIONS AND MANAGEMENT RESPONSES**

<b>No.</b>	<b>FINDING</b>	<b>IMPACT</b>	<b>RECOMMENDATION</b>	<b>MANAGEMENT RESPONSES</b>
1	After counting the cash receipts from parking meters, the cashier prepares the cash summary and bank deposit slip. These documents are reviewed for accuracy and signed by the administration clerk. The deposit, bank deposit slip and summary for cash collections from parking are left in the cashier's office.	Lack of segregation of duties between cash collection, recording and banking functions for parking receipts creates a risk of theft.	<p>To reduce the risk of theft:</p> <ol style="list-style-type: none"> <li>1. To the extent possible, restrict the use of the cash room to cash handling and banking functions;</li> <li>2. Prevent staff from taking bags, boxes and containers into the cash room; and</li> <li>3. Require the cash summary and bank deposit slip to be sent to a third person immediately after the amounts are independently verified.</li> </ol>	The recommendations have been implemented. To prevent alterations to the bank deposit slip for Parking after verification, it is immediately sent to a third person outside the cash room.