

**A Report to the
Chambers
County
Commissioners
Court**

County Judge:

Jimmy Sylvia

Commissioners:

Jimmy Gore

Mark Tice

Tommy Hammond

Billy Combs



Sheriff's Office

Imprest Fund

Lyndsey Davis, CFE

Haley Moreno, SHRM- CP

December 29, 2021

Chambers County
Auditor
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IA.2021.06

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CHAMBERS COUNTY AUDITOR

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Executive Summary

The Auditor's Office conducted an internal audit of the Chambers County Sheriff's Office Imprest Fund (petty cash) in accordance with Local Government Code 115. The audit covered the period November 2018 through December 2021. During this time period, there have been three individual requests to replenish the fund balance, for a total of \$18,200.00.

The scope of the internal audit encompassed the financial records and administrative procedures related to the Sheriff's Office Imprest Fund.

The overall objective of the audit was:

- To determine if all distributions were accounted for at the time of the cash count, if the distributions were properly handled and ensure safekeeping of the assets.

This fund was established in 2012 and a Petty Cash Procedure was created to govern how these funds should be handled. In 2018, the Sheriff's Office created an internal policy related to the control and disbursements of the fund.

The Sheriff's Office is responsible for the safekeeping of the funds as well as managing and documenting the use of funds.

Observations and Findings

1. Receipts:

At the time of the cash count, all of the funds had been disbursed. A county issued manual receipt book is used to record each transaction involving the fund. The receipts are issued in numerical order and contain the signatures of both the issuer and the recipient of the funds.

- No discrepancies were noted in the review of the receipts.

All disbursements are managed by Sheriff's Office employees who have proper authority.

2. Transaction Journal:

All exchanges of funds regarding the imprest fund are managed by the Chief Deputy. As a result of the prior audit, the Sheriff's Office has implemented a transaction journal. This journal is maintained by the Lieutenant and gives detailed information for each disbursement.

- No discrepancies were noted in the review of the imprest fund transaction journal and supporting documentation.

3. Safeguarding of Assets:

Safeguarding of assets consists of the physical security of the funds and proper management of fund disbursements and reimbursements through the use of manual receipts.

- The Sheriff's Office has proper controls in place to ensure the physical security of the imprest funds until draws are made on the fund. The original funds are kept in a safe that is located in a secure location within the Sheriff's Office. Access to this area is restricted and requires dual controls. Once draws are made on the fund, they are kept in a separate location accessed by only one Sheriff's Office employee.

Conclusion

The creation of the Sheriff's Office Petty Cash Control and Disbursement Policy requires proper documentation for auditing purposes. The controls over record keeping and reporting have mitigated potential risk. Each request for payment to replenish the fund balance contained proper documentation, as stated in the Petty Cash Procedure. All recommendations from previous audits were implemented. All imprest funds were accounted for during the audit period.