



Ricky D. Hatch, CPA
Clerk/Auditor

14 January 2020
Weber County Audit Committee
2380 Washington Blvd.
Ogden, UT 84401

Dear Committee Members:

I recently completed a specialty review of the Weber County Attorney's cash receipting and depositing process. I observed the internal controls of the daily closeout procedures and security of County assets.

Background:

During 2019 through 17 December, there were 484 cash receipt transactions totaling \$272,956.77 posted to the Weber County Attorney's Office through Criminal, Civil and Public Defender organizations. Of the 484 transactions, 469 (97%) were deposited through Attorney's Office personnel. The majority of the transactions were for police reports – 169 transactions totaling \$6,100. The majority of the revenue was for Public Defender service fees totaling \$157,023.91 on 92 transactions. The tender breakdown of deposits through Attorney Office personnel follows:

<u>Tender</u>	<u>No. of Trans</u>	<u>Amount</u>
• Cash	154	\$ 18,750.00
• Check	75	192,311.94
• Credit Card	218	15,705.00
• ECheck	6	175.00
• Wire Transfer	4	5,795.57
• Reversals	12	(2,411.50)
Totals	<u>469</u>	<u>\$230,326.01</u>

Executive Summary:

I reviewed all October 2019 revenue receipt and deposit supporting documentation. In addition, I reviewed all reversals and a judgmental sample of other transactions through the year. I observed the Attorney's Office's collection and depositing processes. I interviewed key personnel involved with cash receipting and depositing.

Limited office staff, as was the case in the Attorney's Office, restricts optimum internal controls. Compensating controls should be required where best practices cannot be enforced. A single employee opened the daily mail. Cash through the mail was very rare; however, checks were regularly received. Checks were not endorsed for deposit at mail opening. A received check log was not maintained. Checks received were not verified deposited.

Recommendations:

The Weber County Attorney's Office should implement a log to track checks from receipt to deposit. Checks should be endorsed immediately upon receipt. These logs should be reviewed

monthly by management and signed by personnel receiving the checks, verifying their deposit, and by the manager/supervisor reviewing the log. The logs should be retained for outside review compliant with the Utah State Document Retention Schedule.

I appreciate the time spent by the Weber County Attorney's Office management and staff for their help and support during my review. They were friendly, courteous, and cooperative, answering my questions, gathering necessary documents and records, and allowing me access to their information.

Sincerely,

Roger K Larsen
Weber County Internal Auditor