

A REPORT
TO THE CITIZENS OF SALT LAKE COUNTY
BEN McADAMS, MAYOR



An Audit of the Key Controls of
SL County Art Collection Department

March 07, 2013

GREGORY P. HAWKINS

SALT LAKE COUNTY AUDITOR

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February 21, 2013

Ben McAdams, Mayor
Salt Lake County
2001 S State St #N2100
Salt Lake City, UT 84114-4575

Re: An Audit of the Key Controls of SL County Art Collection
Department

Dear Mayor McAdams:

We recently completed an analysis of the financial records of SL County Art Collection Department in compliance with Utah Code Ann. § 17-19a-204. Our purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls that we have identified as key to good financial management. We also sought to identify areas of material risk to determine whether we should commit more of our limited resources in further auditing or investigation.

Our work was designed to provide reasonable but not absolute assurance that records were accurate and complete and that the system of internal controls was adequate. There may be inaccurate or incomplete financial records that were not selected for review. Further, there may also be instances of noncompliance in areas not examined.

We appreciate the time spent by the staff at SL County Art Collection Department and the cooperation from Valerie Price, Public Arts Program Coordinator, Phil Jordan, Center for the Arts Division Director, and other assigned staff members for answering our questions, gathering the necessary documents and records, and allowing us access to SL County Art Collection Department during our audit. The staff was friendly, courteous, and very helpful. Please feel free to contact me with any questions.

Sincerely,

Gregory P. Hawkins
Salt Lake County Auditor

By Todd Livingston
Deputy Auditor

cc: Phil Jordan, Center for the Arts Division Director
Valerie Price, Public Arts Program Coordinator



Objectives

Pursuant to § 17-19a-204, we analyzed the financial records and internal controls of SL County Art Collection Department. Our purpose was to verify the accuracy and completeness of selected financial records and to assess compliance with certain internal controls that are key to good financial management. We also sought to identify areas of material risk.

Conclusion

The Salt Lake County Art Collection Department has put into place key internal controls for managing public funds, safeguarding public assets, and payroll reporting. We found no violations of Countywide policies.

Background

The Salt Lake County Art Collection Department is a part of the Salt Lake County Center for the Arts and is located at 2001 S. State St., in Salt Lake City. The Art Collection Department showcases over seven hundred art pieces by Utah artists throughout Salt Lake County.

Scope

Our work included a formal examination of financial records related to the following key internal controls, to the degree applicable:

- Change fund
- Petty Cash and Imprest Accounts
- Cash Receipting
- Cash Depositing
- Credit / Debit Card
- Capital and Controlled Assets and Software Inventory
- Financial Computer Controls
- Purchasing Card Use
- Payroll Practices

Our examination period covered up to twelve months ending February 05, 2013. In addition to reviewing financial records, we reviewed and examined current practices through observation. Sampling of daily cash deposits, where applicable, was performed to assess compliance with Countywide policy and standard business and internal control practices.