

A REPORT
TO THE CITIZENS OF SALT LAKE COUNTY

BEN McADAMS, MAYOR



An Audit of the Key Controls of
Vista Softball Complex

September 18, 2014

GREGORY P. HAWKINS

SALT LAKE COUNTY AUDITOR

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September 18, 2014

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 Vista Softball Complex

Dear Mayor McAdams:

We recently completed an analysis of the financial records of Vista Softball Complex 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. A report of our findings and recommendations is attached.

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 Vista Softball Complex and the cooperation from Monica Lamprecht, Office Coordinator, and other assigned staff members for answering our questions, gathering the necessary documents and records, and allowing us access to Vista Softball Complex during our audit. The staff was friendly, courteous, and very helpful. We trust that the implementation of the recommendations will provide for more efficient operations and better safeguarded County assets. Please feel free to contact me with any questions.

Sincerely,

Gregory P. Hawkins
Salt Lake County Auditor

By James Fire MBA/Acc
Deputy Auditor

cc: Martin Jensen, Division Director
Cheryl Crook, Fiscal Manager
David Young, Facility Manager
Richard Poulsen, Program Coordinator

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Objectives

Pursuant to § 17-19a-204, we analyzed the financial records and internal controls of Vista Softball Complex. 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

Vista Softball Complex is managed by the staff at the Kearns Recreation Center, who provide scheduling for teams, umpires, and concession stand sales. During our audit we focused primarily on the concession sales. We found that over/short logs were not kept and deposits were posted more than 3-days after receipt. A report of the last audit of the Vista Softball Complex was released to the public in December 2013.

Findings and Recommendations

Finding # 1 - Cashiers did not maintain a daily over/short log.

Risk Level: Low

Countywide Policy #1062 "Management of Public Funds," Section 3.8.2 states:

"Change funds should be counted, restored to the established imprest balance, and any daily shortages or overages recognized and recorded on MPF Form 3A, Cash Balance Sheet, and on MPF Form 11, Cash Over/Short Log."

Cashiers did not record their daily overages or shortages on an over/short log.

When overages and shortages are not recorded on an over/short log, balancing trends may go unnoticed by management, and needed remediation may be missed.

Recommendation

We recommend that all daily overages or shortages be entered onto a monthly MPF Form 11, "Cash Over/Short Log."

Finding # 2 - Deposits were not always made in a timely manner.

Risk Level: Low

Countywide Policy #1062, "Management of Public Funds," Section 4.1.2 states:

"As required by § 51-4-2, Utah Code Annotated, all public funds shall be deposited daily whenever practicable, but no later than three days after receipt."

Concessions collections were included with the Kearns Recreation Center's daily deposits. We found that 9 out of 14 deposits examined were deposited more than three days after receipt of collections.

When funds are not deposited on a timely basis, they are more susceptible to loss or theft. In addition, interest is lost that would otherwise be accrued.

Recommendation

We recommend that funds be deposited on the same day, whenever practicable, but no later than three days after receipt.

Additional Information

Background

The Taylorsville-Vista Baseball Complex is located on 18 acres at 2200 West 5000 South, it is a joint project of the City of Taylorsville and Salt Lake County Parks and Recreation. Along with the 4-plex Baseball/Softball fields, amenities include a large grass area with 2981 feet asphalt walking/jogging path, a sand volleyball court and a pavilion that seats 115. Salt Lake County Parks and Recreation maintains the complex and schedules the fields with youth and adult leagues.

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
- Accounts Receivable
- Accounts Payable
- Third Party Contracts

Our examination period covered up to twelve months ending August 20, 2014. 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. Retesting of prior audit findings was also performed, where applicable.

Management response to findings in this report, when received, will be attached as Appendix A.



**Parks & Recreation Division Response to
An Audit of the Key Controls of
VISTA SOFTBALL COMPLEX (concessions)
Dated September 16, 2014**

No.	FINDING	RECOMMENDATION	RESPONSE / ACTION TAKEN
1.	Cashiers did not maintain a daily over/short log.	We recommend that all daily overages and shortages be entered onto a monthly MPF Form 11, "Cash Over/Short Log."	We will begin using the recommended form immediately and train staff to ensure they understand its use.
2.	Deposits were not always made in a timely manner.	We recommend that funds be deposited on the same day, whenever practicable, but no later than three days after receipt.	Vista concessions funds are deposited in the floor safe at the Kearns Recreation Center on a daily basis at the end of the working day. Most of the deposits in question were held over in that safe due to either a weekend lag or due to a vacation by the Kearns Recreation Center office manager who compiles the deposits. We will make every effort to ensure that funds are deposited according to policy and will ensure that funds are secured in the event that there is a delay in their deposit.

NAME AND TITLE OF PERSON RESPONDING: David L. Young, Facility Manager

DATE PREPARED: 09/17/2014