

**REVIEW OF
GENERAL GOVERNMENT CASH RECEIPTS FOR
FISCAL YEAR 2007**

NOVEMBER 2007



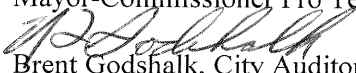
**CITY AUDITOR'S OFFICE
CITY OF GAINESVILLE, FLORIDA**

City of
Gainesville

Inter-Office Communication

November 29, 2007

TO: Audit, Finance and Legislative Committee
Mayor Pegeen Hanrahan, Chair
Mayor-Commissioner Pro Tem Rick Bryant, Member

FROM: 
Brent Godshalk, City Auditor

SUBJECT: Review of General Government Cash Receipts for Fiscal Year 2007

Recommendation

The Audit, Finance and Legislative Committee recommend that the City Commission accept the City Auditor's report.

Explanation

In accordance with our Annual Audit Plan, we have completed a Review of General Government Cash Receipts for Fiscal Year 2007. Our review was conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and focused on cash handling controls, policies and procedures for selected cash collection areas in General Government. Our procedures were designed to provide reasonable assurance to the City Commission and management that cash receipts reviewed were adequately safeguarded and accurately processed in a timely manner.

For fiscal year 2007, we reviewed selected revenues generated at the Downtown Plaza Ice Skating Rink, the 21st Annual Hoggetowne Medieval Faire and Ironwood Golf Course. Total revenues generated at these locations during fiscal year 2007 were approximately \$105,000, \$271,000 and \$1,200,000, respectively. Our procedures included conducting spot checks of cash collections, counting cash on hand, reconciling amounts counted to cash register tapes or other documentation recording actual transactions, and verifying that revenues were properly deposited and recorded. We also interviewed staff, observed operations, reviewed policies and procedures and sampled cash receipts to assess compliance with policies and procedures.

Summary of Results

While performing our review in the selected locations, we did not encounter any issues that were considered significant enough to result in a formal recommendation for improvement. As a result, no written response to this report was necessary. We did note that bank deposits for revenues from the ice skating rink were delayed several weeks pending reconciliation of cash reports. This issue was discussed with management of the Treasury Division and the Department of Parks, Recreation and Cultural Affairs, who indicated that delays occurred because this was the first time City staff were responsible for managing all aspects of operating the ice skating rink. The Treasury Division indicated that all proceeds remitted were adequately secured within their custody during the extended reconciliation process. This event is not expected to occur during fiscal year 2008 due to budget constraints.