



May 25, 2017

MEMORANDUM

TO: Edward Bellay
Director, Treasury Services

FROM: Sherri Magnus *Sherri Magnus*
Vice President & Chief Audit Officer

SUBJECT: Cash Count
Audit Control Number 2017-900

At the request of Treasury Services, Internal Audit performed surprise cash counts on April 18, 2017, of the cashier drawers and vaults at Main, Mays Clinic, and Mid Campus Building 1. The objective of this review was to confirm the accuracy of the cash on hand.

Upon arrival, we observed that cash was in secure locations. Cashier drawers and vaults at the Main, Mays Clinic, and Mid Campus Building 1 were counted and reconciled to \$39,000, \$22,000 and \$4,000, respectively. We noted no discrepancies in the cash counted. We recommend that management continues to ensure that periodic cash counts occur and that all amounts are regularly reconciled to accounting records.

We appreciate the courtesy and cooperation extended to us during this review.

cc: Brad Gibson
Felipe Lozano
Paulette Hilbun
Michele Thomson