



OFFICE OF THE COUNTY AUDITOR

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To: Mary Keating, Director of Community Services

From: Bob Grogan, CPA, CFE *RBG*
County Auditor

Subject: DuPage Social Service Association Account Reconciliation, September 2019
#19-92

Date: November 7, 2019

The Office of the County Auditor completed an internal audit of the DuPage Social Service Association (DSSA) bank account. Internal audit procedures were performed to review the internal controls and independently recreate the reconciliation performed by the Finance Department for the bank statement as of September 30, 2019.

Results

Internal audit procedures determined that the reconciliation was performed by a Finance Department staff member who does not have disbursement or deposit responsibilities with respect to this account. The reconciliation was acknowledged by the initials and date of the staff members performing the reconciliation, reviewing the reconciliation, and approving the reconciliation. The book balance of the account is \$92,192.76.

A significant internal control weakness was identified as two checks in the amounts of \$1,000 and \$970 were signed by an unauthorized individual.

Objective

The County Auditor will perform a series of audit procedures designed to evaluate the internal controls over certain bank accounts outside the control of the County Treasurer. A review was performed to determine if the reconciliation of the DSSA account was timely and accurately performed.

Background / Audit Scope

The DuPage Social Service Association maintains a non-interest bearing checking account at the DuPage County Employee's Credit Union to make payments for social programs in situations when grant funds are not available. A petty cash fund of \$200 is also maintained in order to serve the immediate needs of clients. These payments do not require County Board approval and are not audited by the County Auditor prior to disbursement. Deposits into the account are made from DuPage County employees payroll deductions administered by the United Way combined campaign and other donations.

This limited scope internal audit was designed to test if the bank reconciliation was performed on a timely basis and reviewed by an individual independent of deposit and disbursement activities. Procedures included verifying that disbursements were reasonable and deposits were made on a timely basis.

The procedures performed by the County Auditor were not designed, nor are intended, to provide a thorough assessment of the internal control risks associated with the processing of transactions in the DSSA account.

Audit Findings and Recommendations

A petty cash disbursement of \$20 was issued in July 2019. It was noted that this amount was reimbursed to the account on October 25, 2019, replenishing the petty cash to its nominal amount of \$200. Subsequent replenishments to the petty cash fund should be done in a timelier manner.

Checks in the amount of \$500 and above drawn on the account require two authorized signatures. Audit procedures identified two checks in the amounts of \$1,000 and \$970 which were signed by an unauthorized individual. It is recommended that the staff preparing the checks be aware of the individuals authorized to sign checks from the account. Additionally, the DSSA should contact the Credit Union if the unauthorized individual is to be added as signatory on the account.

If you have any questions, please contact me.

cc: County Board

Sheryl Markay, Chief Policy and Program Officer

Joan Olson, Chief Communications Officer

Paul Rafac, Chief Financial and Administrative Officer

Carmi Cyrus, Finance Department