



City of

ALBUQUERQUE

Office of Internal Audit

**STRATEGIC REVIEW
17-402**

**ALBUQUERQUE POLICE
DEPARTMENT – SPECIAL
INVESTIGATIONS DIVISION
CASH COUNT**

OCTOBER 25, 2017

INTRODUCTION

On an annual basis, the Office of Internal Audit (OIA) conducts counts of petty cash funds and deposit verifications for the Special Investigations Division (SID) of the Albuquerque Police Department (APD).

OBJECTIVES

The primary objectives of the strategic review were to determine if all petty cash funds entrusted to custodians are accounted for at fiscal year-end and are subsequently deposited in the SID's main checking account.

PROCEDURES

On June 29, 2017, the Senior Information Systems Auditor, performed counts of petty cash funds held by each of the five custodians, and traced amounts to SID's internal reconciliations.

On August 9, 2017, the Senior Information Systems Auditor performed the following procedures:

1. Verified petty cash amounts from June 29, 2017 were deposited into SID's main checking account, and
2. Verified the Fidelity Bond for SID's contracted Finance Manager was current and active.

In the past, OIA verified and reconciled various SID financial activities during the fiscal year-end cash count. However, OIA did not review many of these activities during the fiscal year 2017 review because audit No. 16-103 was initiated to provide greater assurance that SID's financial controls are effectively operating. Audit No. 16-103 specifically reviewed SID's internal controls for ensuring the financial integrity of the division's expense activity, and was issued on March 17, 2017.

SUMMARY

No exceptions were noted for the procedures above. All petty cash funds were accounted for at fiscal year-end, and subsequently deposited in the SID's main checking account. In addition, the Fidelity Bond for SID's contracted Finance Manager is current and active.

Note: The New Mexico Legislature amended the New Mexico Forfeiture Act (the Act) during the 2015 Regular Session. As of July 1, 2015, the Act was amended by House Bill 560 and discontinued the practice of forfeiture asset sharing between local law enforcement agencies and the Federal government.

SUBMITTED:

Senior Information Systems Auditor

REVIEWED & APPROVED:

Lawrence L. Davis, Acting City Auditor
Office of Internal Audit

APPROVED FOR PUBLICATION:

Chairperson, Accountability in
Government Oversight Committee