

**Engineering Department- Parking System
Parking System Change Machine Funds Audit
Feb 19, 2010**

INTRODUCTION

Upon request, City Audit completed an audit of the Engineering Department, Parking System (Parking) machine change funds on Wednesday, February 17, 2010, to ensure the physical presence of established (authorized) fund amounts.

BACKGROUND

The Engineering Department, Parking System staff utilizes cash in various locations to make change for parking-related activities, mainly for customers to purchase time on a parking meter and to provide change when selling parking permits. Parking System staff administers all activities including collecting, sorting, repairing (equipment) and preparing the bank deposit or armored car collection for all cash collected and cash needed to re-stock the various change machines in use.

AUDIT WORK COMPLETED

1. Observed a physical count of machine change funds (various locations) on Wednesday, Feb 17, 2010.
2. Verified amount of change funds to the City's General Ledger.
3. Reviewed in the City's General Ledger a sample of parking system collection deposits for the months of Dec 2009 and Jan 2010.

OBSERVATIONS

1. The physical cash count accounted for all money utilized in the various Parking System change machines including an additional \$237.75 over the established change fund amount. The overage will be deposited as Parking system revenue.
2. Periodically foreign coins, tokens, slugs and other items are inserted in the parking meters as attempts to obtain time (in the meter). While no time is given when these are inserted, staff collects and separates these coins (as part of the normal collections), to identify Canadian coins versus all others. Due to the large number of Canadian coins collected, staff have in the past locally sold (at a discounted rate, due to the fact that the money is in coins rather than bills) those coins for US currency. Proceeds are subsequently included as Parking system revenue. Parking system staff should once again look for options (vendors or perhaps the auction service used by the Finance/Purchasing Division) to purchase the Canadian coins on hand. The Finance/Purchasing Division is available to assist in the process to declare the Canadian coins as surplus when the Parking System is ready to proceed.
3. All procedures are currently being followed.

CONCLUSION

A count of Parking System change funds determined the presence of authorized amounts, the result of staff following established procedures. Audit would like to thank the Parking System staff for their assistance and cooperation.

Respectfully Submitted,

Robin I. Gomez

Robin I. Gomez,
City Auditor