



*Cobb County...Expect the Best!*

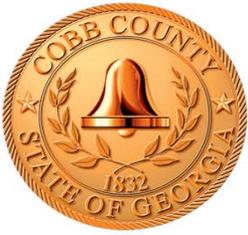
***INTERNAL AUDIT DIVISION***

***Report Number 2012-008***

***FINAL-Second Follow-Up Report: Letter Report -  
Update of Petty Cash Policy Statement***

***September 21, 2012***

***Latona Thomas, CPA, Manager  
Steven Harper, Staff Auditor I  
Barry Huff, Staff Auditor I***



## COBB COUNTY INTERNAL AUDIT

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*Division Manager*

September 21, 2012

TO: MEMORANDUM TO COBB COUNTY MANAGER

FROM: Latona Thomas, CPA, Manager

SUBJECT: **FINAL Second Follow-up Report:** Letter Report – Update of Petty Cash Policy Statement

We have completed our second follow-up review of the original subject report dated April 25, 2011. Our review was limited to reviewing, as of August 15, 2012, actions taken to update and publish the Petty Cash Policy Statement (the Policy) and related forms to the CobbWeb and to update the Accounts Payable Manual. This report should be read in conjunction with the original report and the first follow-up report dated December 29, 2011. The auditor's role in follow-up reviews is to compile corrective actions taken by the auditee, assess whether those actions are adequate to correct the reported deficiencies, and relay those results to County management.

In the original report, we stated the Policy and Accounts Payable manual needed to be updated to reflect previously agreed upon recommendations from our Review of Controls over Petty Cash, dated August 21, 2008. In our first follow-up report, we determined that the Policy statement was finalized and is in the process of being published to the intranet; however, the Accounts Payable Manual had not been revised to include our original recommendations and any changes based on the revised policy statement.

In May 2012, we were notified that the Policy had not been published and was in the process of being revised to incorporate new paper-less procedures. As of August 15, 2012, the Policy has been revised but has not been published to the intranet and the Accounts Payable manual has not been updated to reflect appropriate changes.

We will conduct an additional follow-up within six months to determine if the Policy statement and related forms have been published to the CobbWeb and changes are made to the Accounts Payable manual. Should you wish to discuss any aspect of this report, please contact me at extension 2559 or Barry Huff, Auditor-in-charge, at extension 2558.

### ***Distribution:***

James Pehrson, CPA, Finance Director/Comptroller  
Tari Phillips, Accounting Manager, Accounts Payable  
Internal Audit Division File