

November 30, 2017

Vancouver Public Library cash handling audit

Background

Internal Audit conducted surprise cash handling and management oversight audits at the Oakridge and Joe Forte Libraries during the month of November 2017.

Scope

The scope of the audit included a review of controls over the safeguarding of cash and the extent of compliance to City and VPL policies. Business processes and internal controls were reviewed in the following areas:

- Cash handling practices, including a surprise cash count
- Management review and approval process
- Security of cash handling areas
- Deposit and reconciliation process
- Compliance with PCI requirements
- Scheduling process

Conclusion

With the exception at one location where there was a number transposition error between the daily record sheet and the bank deposit slip, no other issue was noted.

That minor error did not affect the bank deposit and was corrected by staff immediately when it was identified by Internal Audit.

The results of the reviews have been discussed with management.