

County of San Bernardino

Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section

Department of Airports: Cash Controls Audit



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Auditor-Controller/Treasurer/Tax Collector

Mission Statement

The San Bernardino County Auditor-Controller's Office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.

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Department of Airports: Cash Controls Audit

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November 14, 2017

James E. Jenkins, Director
Department of Airports
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San Bernardino, CA 92415

SUBJECT: CASH CONTROLS AUDIT

In compliance with Article V, Section 6, of the San Bernardino County Charter and County Policy 05-20 entitled Internal Operational Auditing, we have completed an audit of the Department of Airports' cash controls for the period of January 1, 2017 through June 30, 2017. The objective of the audit was to determine if cash handling controls effectively safeguard cash assets. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors.

The Department lacks proper segregation of duties over cash controls due to limited staffing. However, due to implemented compensating controls, we determined that overall procedures in place were generally effective to maintain adequate controls over the Department's cash assets despite the limited staffing resources.

We sent a draft report to the Department on October 18, 2017.

We would like to express our appreciation to the personnel at the Department of Airports' who assisted and cooperated with us during this engagement.

Respectfully submitted,

Oscar Valdez

Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By:



Denise Mejico
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AIRPORTS CASH CONTROLS AUDIT

The County of San Bernardino Department of Airports (Airports) provides for the management, maintenance and operation of six county-owned airports. The Department assures that County airports are maintained and operated in compliance with state and federal regulations.

The County's six airports include:

1. Apple Valley Airport, a County Service Area (CSA 60) with a significant sport aviation base;
2. Baker Airport, located adjacent to the Town of Baker and supports interstate 15 between Barstow and Las Vegas;
3. Bartsow-Daggett Airport, which features significant military activity;
4. Chino Airport, a Federal Aviation Administration (FAA) designated general aviation reliever to John Wayne Airport and one of the largest general aviation airports in the country;
5. Needles Airport, a critical transportation link along the Colorado River;
6. Twentynine Palms Airport, a center for soaring activity serving the surrounding community;

The County's airports receive cash from facility rents, transient fees, and the sale of gate access cards to operate and maintain the airport system. Facility rents are collected from tenants for the use of Airport land, Airport buildings, and hanger space with formal leases agreements. Transient fees are fixed daily rates for short-term use of Airport tie down spaces in excess of three hours. Gate card fees are a one-time non-refundable charge to individuals to gain access to the airport facilities for a one year period. The Department does not maintain any imprest cash funds on hand, such as petty cash, cash difference or change funds. Therefore, all payments received must be in exact amounts.



Scope and Objectives

Our audit examined the controls over cash for the period January 1, 2017 to June 30, 2017.

The objective of our audit was to determine if cash handling controls effectively safeguard cash assets.

Methodology

In achieving the audit objectives, the following audit procedures were performed, including but not limited to:

- Reviewing the Department's policies and procedures.
- Interviewing the Department personnel that are directly involved in the cash handling process.
- Examining original source documents and system generated reports.



Finding and Recommendation

There are no findings for this audit.