



*City of*

**ALBUQUERQUE**

Office of Internal Audit

**STRATEGIC REVIEW  
18-404**

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

**AUGUST 22, 2018**

## **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, 2018, 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 7, 2018, the Senior Information Systems Auditor performed the following procedures:

1. Verified petty cash amounts from June 29, 2018 were deposited into SID's main checking account, and
2. Verified the Fidelity Bond for SID's contracted Finance Manager was current and active.

## **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.

## **NON-AUDIT SERVICE COMMUNICATION**

Generally Accepted Government Auditing Standards – 2011 Revision (GAGAS 2011) defines non-audit services as “professional services other than audits or attestation engagements.” Strategic Reviews initiated by OIA are non-audit services projects that are designed to add value by providing rapid responses to urgent City issues or ensure compliance in high risk areas. GAGAS 2011 does not expressly address or establish standards for non-audit services.

Cash counts are Strategic Review projects and the work performed does not constitute an audit conducted in accordance with GAGAS. Annually, OIA conducts counts of petty cash funds and deposit verifications for APD SID.

*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:

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Senior Information Systems Auditor

REVIEWED

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Lawrence L. Davis, Audit Manager  
Office of Internal Audit

APPROVED:

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Jim Thompson, City Auditor  
Office of Internal Audit

APPROVED FOR PUBLICATION:

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Chairperson, Accountability in  
Government Oversight Committee