

**TPD - Fiscal Bureau Audit 99-02**

**Risk Analysis Work Sheet**

**March 20, 2000**

<b>Risk</b>	<b>Control</b>	<b>Control In Place</b>	<b>Assessment</b>
All monies collected were not deposited; deposited timely resulting in loss of interest to City or LETF.	All deposits are brought in on a daily basis, Monday through Friday. However, monies collected by the Property Room are maintained overnight.	Yes / No	Medium
Contracts or agreements not monitored properly resulting in violation or possible loss of revenue.	Fiscal personnel are assigned the responsibility of monitoring contract and upon receipt of signed agreement to bill entities for payment.	Yes / No	Medium
Petty cash accounts were not counted on a frequent basis, resulting in loss of funds through invalid support prior to reimbursement.	Audits were performed on a periodic basis by Fiscal personnel.	Yes / No	Medium
Loss of grant funding due to improper application of funds received or other non-compliance with grant requirements.	All grant fund providers perform frequent audits to ensure proper application of monies.	Yes	Low
Employees over or under paid due to improper input of payroll.	All payroll input is reviewed by a central payroll function. Also, all special calculations are reviewed by central payroll.	Yes	Low
Invalid or fraudulent vendor paid or paid improperly.	All purchasing activity is reviewed by a central accounts payable function.	Yes	Low
Inaccurate information provided for budget preparation or for other reporting need.	Budget Office provides target information to which TPD uses historical data to balance with and then request additional funding.	Yes	Low