

OFFICE OF THE CITY CONTROLLER



**HOUSTON POLICE DEPARTMENT
UNANNOUNCED PETTY CASH AUDIT
ACCOUNT NO. 0111**

Annise D. Parker, City Controller

Steve Schoonover, City Auditor



OFFICE OF THE CITY CONTROLLER
CITY OF HOUSTON
TEXAS

ANNISE D. PARKER

July 16, 2004

The Honorable Bill White, Mayor
City of Houston, Texas

SUBJECT: Houston Police Department
Unannounced Petty Cash Audit - Account No. 0111 (Report No. 04-16)

Dear Mayor White:

The City Controller's Office Audit Division has completed an unannounced petty cash audit of the \$2,000 fund at the Houston Police Department's SWAT Detail Section for the period of July 1, 2003 through May 10, 2004. The audit's objective was to assist management with the assessment of the adequacy of internal controls related to the overall petty cash process. Additionally, the audit evaluated the Department's compliance with Administrative Procedure (AP) 5-3.

The report, attached for your review, concludes that internal controls over the petty cash fund at the SWAT Detail Section are adequate to provide management with reasonable assurance that the fund is adequately safeguarded, disbursed and replenished in compliance with AP 5-3.

We appreciate the cooperation extended to our auditors by Department personnel during the course of the audit.

Respectfully submitted,

Annise D. Parker
City Controller

xc: City Council Members
Anthony Hall, Chief Administrative Officer
Michael Moore, Chief of Staff, Mayor's Office
Harold Hurtt, Chief of Police, Houston Police Department
M. A. Walker, Captain, Houston Police Department
Judy Gray Johnson, Director, Finance and Administration Department

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SCOPE AND PURPOSE

We have completed an unannounced audit of the \$2,000 Petty Cash Fund (Account No. 0111) at the Houston Police Department's SWAT Detail located at 1500 West Dallas Street, Houston, Texas for the period of July 1, 2003 through May 10, 2004. Our objective was to assist management with the assessment of the adequacy of internal controls related to the petty cash process. Additionally, the audit evaluated compliance with AP 5-3.

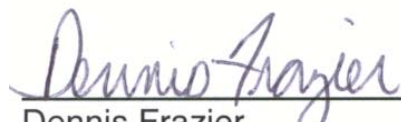
The scope of our work did not constitute an evaluation of the overall internal control structure of the Department. Our examination was designed to evaluate and test compliance with procedures and internal controls related to the petty cash fund. This audit was executed in accordance with Generally Accepted Government Auditing Standards.

Departmental management is responsible for establishing and maintaining a system of internal controls to adequately safeguard cash as an integral part of the Department's overall internal control structure. The objectives of a system are to provide management with reasonable, but not absolute, assurance that petty cash is used in accordance with administrative procedures and is safeguarded against loss.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may occur and not be detected timely. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the degree of compliance with procedures may deteriorate.

CONCLUSION

Based on the results of our audit, we concluded that internal controls over petty cash at the Houston Police Department's SWAT Detail Section are adequate to provide management with reasonable assurance that this fund is adequately safeguarded, disbursed and replenished in compliance with AP 5-3.



Dennis Frazier
Auditor-in-charge



Kenneth Teer
Audit Manager



Steve Schoonover
City Auditor