



**FLORIDA
INTERNATIONAL
UNIVERSITY**

OFFICE OF INTERNAL AUDIT

DATE: October 19, 2010

TO: Cecilia Hamilton, Associate Vice President & Controller

FROM: Allen Vann, Audit Director

SUBJECT: Cash Count at Biscayne Bay Campus, Report No. 10/11-04

We performed a surprise cash count of the change and petty cash funds at the Biscayne Bay Campus (BBC) Student Financials Office on September 9, 2010. The University's records indicated that the BBC Student Financials Office maintained a \$12,000 change fund.

We determined that the change fund at the BBC Student Financials Office was properly safeguarded.

The following is a breakdown of our verification of the change fund:

Change and Petty Cash Fund Balances per University Records	\$ 12,000.00
Amount Counted	12,000.76
Overage	\$ 0.76

Except as noted below, based on our inquiries and observation, internal controls over the funds maintained by the BBC Student Financials Office were adequate.

Our cash count disclosed that the BBC Student Financials Office is maintaining a petty cash fund that was not identified in the "Petty Cash-Change Fund Custodian Acknowledgment" form. According to the form all \$12,000 is to be used as a change fund. In order for BBC to utilize a petty cash fund, the amount should be properly established.

Recommendation:

The Student Financials Office should:

1. Distinguish the cash on hand between petty cash and change fund.

Management Response/Action Plan:

The Office of the Controller has distinguished the petty cash from the change fund for the BBC Student Financials Office by updating the form to specifically identify the portion to be used as petty cash.

C: Kenneth Jessell, Chief Financial Officer and Senior Vice President of Administration
Javier Marques, Chief of Staff, Office of the President
Charlene Blevens, Assistant Vice President & Deputy Controller
Izhar Haq, Associate Controller, Student Financials Office
Nathaniel Bell, Associate Controller, Controller's Office