



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: *client money bag - Laura*

Conclusion: *we verified cash on hand and observed controls with no issue.*

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	1	20
10.00	2	20
5.00	1	5
2.00		-
1.00	5	5
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency *50* -

Less: Authorized Balance Per Books *50*

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) *0*

Cash Over or Short *0*

Other Cash Items:

Current Checks (1) *105* -

Less: Checks received per Receipts(2) or System Report *105*

Checks Over or Short *0*

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Melissa Berkema
(Custodian)

Signed:

Melissa Berkema
(Custodian)

Dated:

7/27/23



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: DC #4

Conclusion: We verified cash on hand and observed controls with no issue.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00	1	50
20.00		-
10.00		-
5.00		-
2.00		-
1.00		-
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency 50 -

Less: Authorized Balance Per Books 50

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1)

Cash Over or Short 0

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Melissa Derksenma
(Custodian)

Signed:

Melissa Derksenma
(Custodian)

Dated:

7/27/23



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: *Melissa Monel bag - District Court*

Conclusion: *we verified cash on hand and observed controls with no issue.*

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	1	20
10.00	2	20
5.00	1	5
2.00		-
1.00	5	5
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency 40 -

Less: Authorized Balance Per Books

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) _____

Cash Over or Short -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report _____

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report _____

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Melissa Burkema
(Custodian)

Signed:

Melissa Burkema
(Custodian)

Dated:

7/27/23



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: *Lisd cash bag - district court*

Conclusion: *we verified cash on hand and observed controls with no issues.*

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00		-
10.00	<i>2</i>	<i>20</i>
5.00	<i>5</i>	<i>25</i>
2.00		-
1.00	<i>5</i>	<i>5</i>
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency *50* -

Less: Authorized Balance Per Books *50*

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) *0*

Cash Over or Short -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Melissa Berkema
(Custodian)

Signed:

Melissa Berkema
(Custodian)

Dated:

7/27/23



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Treasurers Office #4

Conclusion: We verified cash on hand to authorized balance and observed controls without issue.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	6	120
10.00	5	50
5.00	12	60
2.00		-
1.00	13	13
0.50		-
0.25	9	2.25
0.10	44	4.4
0.05	4	0.2
0.01	15	0.15

Total Currency 250 -

Less: Authorized Balance Per Books 250

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) 0

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Alex Oettinger
(Custodian)

Signed:

Alex Oettinger
(Custodian)

Dated:

7/27/20



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Treasurer Office #3

Conclusion: We verified cash on hand to authorized balance and observed controls without issue

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	3	60
10.00	7	70
5.00	20	100
2.00		-
1.00	3	3
0.50		-
0.25	34	8.50
0.10	51	5.10
0.05	22 + 40	3.10
0.01	30	.30

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Total Currency 250 -

Less: Authorized Balance Per Books 250

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) 0

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Alex Oettinger
(Custodian)

Signed:

Alex Oettinger
(Custodian)

Dated:

7/27/20



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Treasurer Office #2

Conclusion: we verified cash on hand and observed controls without issue.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	5	100
10.00	6	60
5.00	11	55
2.00		-
1.00	26	26
0.50		-
0.25	14	3.50
0.10	33	3.30
0.05	35	1.75
0.01	45	.45

Total Currency 250 -

Less: Authorized Balance Per Books 250

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) 0

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Alex Oettinger
(Custodian)

Signed:

Alex Oettinger
(Custodian)

Dated:

7/27/07



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

1

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Treasures office #1

Conclusion: We verified cash on hand and observed controls without issue

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	4	80
10.00	5	50
5.00	17	85
2.00		-
1.00	18	18
0.50		-
0.25	36	9
0.10	33	3.3
0.05	41 + 40	4.05
0.01	70	0.7

Total Currency 250 -

Less: Authorized Balance Per Books 250

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) 0

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Alia Anderson
(Custodian)

Signed:

[Signature]
(Custodian)

Dated:

2/27/27



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Petty Cash - Civil Deputy Office

Conclusion: We verified cash on hand and observed controls without issues.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	1	20
10.00	5	50
5.00	13	65
2.00		-
1.00	13	13
0.50		-
0.25	8	2
0.10		-
0.05		-
0.01		-

	Total Currency	150	-
	Less: Authorized Balance Per Books	150	-
Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1)		0	-
	Cash Over or Short	0	-

Other Cash Items:

	Current Checks (1)	-
Less: Checks received per Receipts(2) or System Report		-
	Checks Over or Short	-

	Credit or Debit Transactions (1)	-
Less: Charges received per Receipts(2) or System Report		-
	Credit/Debit Transactions Over or Short	-

I acknowledge return of funds intact. Name:

Kim Ott
(Custodian)

Signed:

Kim Ott
(Custodian)

Dated:

7-27-23



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: *Sheriff's Office - Investigative Funds*

Conclusion: *We verified cash on hand and observed controls without issue.*

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00	<i>35</i>	<i>3500 -</i>
50.00	<i>8</i>	<i>400 -</i>
20.00	<i>29130</i>	<i>1100 -</i>
10.00		-
5.00		-
2.00		-
1.00		-
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency *5000 -*

Less: Authorized Balance Per Books *5000*

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) *0*

Cash Over or Short *0 -*

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Kim O'Leary

(Custodian)

Signed:

Kim O'Leary

(Custodian)

Dated:

7-27-23



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: *County Auditor's Office Drawer #6*

Conclusion: *We verified cash on hand and observed controls without issue.*

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	4	80
10.00	2	20
5.00	6	30
2.00		-
1.00	15	15
0.50		-
0.25		4.25
0.10	6	.60
0.05	2	.10
0.01	5	.05

Total Currency \$150 -

Less: Authorized Balance Per Books \$150

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) _____

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report _____

Checks Over or Short _____

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report _____

Credit/Debit Transactions Over or Short _____

I acknowledge return of funds intact. Name:

Heather Lee
(Custodian)

Signed:

[Signature]
(Custodian)

Dated:

07/27/2023



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

25

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Auditor's office #5

Conclusion: We verified cash on hand and observed controls without issue.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	2	40
10.00	2	20
5.00	7	35
2.00		-
1.00	5	5
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency 100 -

Less: Authorized Balance Per Books 100

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1)

Cash Over or Short 0

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Heather Lee
(Custodian)

Signed:

[Signature]
(Custodian)

Dated:

07/27/2023



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Auditor's office drawer #4

Conclusion: we concluded that cash equated the total authorized balance

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00		-
20.00	4	80 -
10.00	3	30 -
5.00	3	15 -
2.00		-
1.00	21	21 -
0.50		-
0.25	16	4 -
0.10		-
0.05		-
0.01		-

Total Currency 150 -

Less: Authorized Balance Per Books 150

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) 0

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) 0 -

Less: Checks received per Receipts(2) or System Report 0

Checks Over or Short 0 -

Credit or Debit Transactions (1) 0 -

Less: Charges received per Receipts(2) or System Report 0

Credit/Debit Transactions Over or Short 0 -

I acknowledge return of funds intact. Name:

Heather Lee
(Custodian)

Signed:

[Signature]
(Custodian)

Dated:

07/27/2023



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

3

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: Auditor's Office Draper #3

Conclusion: We verified cash on hand and observed controls without issue.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		-
50.00	1	50 -
20.00	1	20 -
10.00	2	20 -
5.00	2	10 -
2.00		-
1.00		-
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency 100 -

Less: Authorized Balance Per Books 100

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1)

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Heather Lee (Custodian)

Signed:

[Signature] (Custodian)

Dated:

07/27/2023



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: *Drawer #2, auditor's office*

Conclusion: *we concluded that cash equaled the authorized balance*

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00		0 -
50.00		0 -
20.00	6	120 -
10.00		0 -
5.00	4	20 -
2.00	0	0 -
1.00	1	1 -
0.50	0	0 -
0.25	32	8 -
0.10	6	0.6 -
0.05	5	0.25 -
0.01	15	0.15 -

Total Currency 150 -

Less: Authorized Balance Per Books 150

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1) 0

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Heather Lee
(Custodian)

Signed:

[Signature]
(Custodian)

Dated:

07/27/2023



EXAMINATION OF RECEIPTING OR PETTY CASH FUNDS

Purpose: Verify cash on hand to authorized balance and observe controls.

Location: County Auditor's Office Drawer #1

Conclusion: We verified cash on hand without issue, and observed controls.

Notes:

(1) See attached detailed list of checks, credit/debit transactions and paid outs.

(2) Review dates of receipts and tie to last receipt used in last deposit.

Denominations of Currency	Quantity	Total
\$100.00	1	\$100 -
50.00		-
20.00		-
10.00		-
5.00		-
2.00		-
1.00		-
0.50		-
0.25		-
0.10		-
0.05		-
0.01		-

Total Currency \$ 100 -

Less: Authorized Balance Per Books 100

Less: Cash received per Receipts(2) or System Report OR Total of Paid Outs(1)

Cash Over or Short 0 -

Other Cash Items:

Current Checks (1) -

Less: Checks received per Receipts(2) or System Report

Checks Over or Short -

Credit or Debit Transactions (1) -

Less: Charges received per Receipts(2) or System Report

Credit/Debit Transactions Over or Short -

I acknowledge return of funds intact. Name:

Heather Lee
(Custodian)

Signed:

[Signature]
(Custodian)

Dated:

07/27/2023