

CITY OF WAPAKONETA
VERBAL MANAGEMENT COMMENTS
2017 AUDIT

Final

1. Payroll Detail Testing - I-9 Forms

.During our detailed payroll testing, we noted instances where the Employment Eligibility Verification Form (I-9 Form) was not completed. Per U.S. Citizenship and Immigration Services OMB# 1615-0047 employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee.

Recommendation

We recommend that the City files the Employment Eligibility Verification Form (I-9 Form) for each new employee to be in compliance with the above-mentioned requirement.

2. Outstanding Checks

During our review of cash, we noted that there were several outstanding checks a year old or older. We also noted that no follow-up procedures were completed on outstanding checks.

Recommendation

We recommend that the City review the list of outstanding checks on a regular basis and that all checks a year old or older be voided. We also recommend that the City perform follow-up procedures on all outstanding checks over a few months old. Research should be performed periodically to eliminate large numbers of old items being carried from month to month. The money should be deposited by the City into an Unclaimed Monies Fund, and a list of the checks paid into the fund should be maintained for future reference.

3. Petty Cash

During our petty cash count for the Finance Department, we noted that there was a \$50 difference between the amount of cash kept in the Finance Department and the amount recorded on the City's books.

Recommendation

We recommend that the City updates the petty cash and change drawers amount of each location to properly reflect petty cash.

4. Notes Receivable Testing

During our Notes Receivable Testing, we noted that the majority Good Food Inc.'s revenue entries were recorded as Other Note Receivable instead of being specific to the revenue source.

Recommendation

We recommend that all postings be recorded by the specific revenue source for the Notes Receivable.