

CITY OF NEWTON

FINANCIAL AUDIT ADVISORY COMMITTEE

ACCOUNTING and AUDIT SUB-COMMITTEE AGENDA

THURSDAY, APRIL 23, 2015

Room 211
3:30 PM

Review of the Information Technology Department's responses to the Auditor's Management Letter comments related to Information Technology Security and Controls with representatives of the Information Technology Department and the Executive Office.

Respectfully submitted,

Gail Deegan, Chairman

City Of Newton, Massachusetts
Departmental Cash Receipt Collection Policy
(dated January 1, 2015)

All cash, checks, and money orders arrive to ISD by personal/customer delivery or U.S. postal mail and are grouped, upon delivery, as follows:

All mail of cash, checks and money order are delivered to the counter and distributed accordingly

All ISD personnel are trained to take in all cash, checks, and money orders over the counter

Building permits

Bounced Checks – Reconciliation clerk will be found if, available

Bounced Check Fee – Reconciliation clerk will be found if, available

ZBA Variances – ZBA clerk will be found, if available

ZBA Appeals – ZBA clerk will be found, if available

At the ISD counter with the front bank of windows

Cash, checks and money orders are logged into Community Plus to include:

Today's print date

Batch date

Entry date

Receipt #

Type of permit

Permit Number

Initials of who entered the transaction

Company name on check, cash or money order receipt

Type of payments, cash or check (includes money order)

Check receipt number or Check (includes money order) number
(above Generated by Community Plus Software)

Dollar amount breakdown of cash, check (includes money order)

Total dollar amount of cash receipt, check (includes money order)

Each transaction type is listed (Permit, re-recording, void, etc)

Total cash transactions per receipt detailed report

Total check (including money order) transactions per receipt detailed
report

All the above entitles, and others not listed, can be used to track and trace cash
collection

Cash, checks and money orders are put into a "cash box" until days end

At days end the "cash box" is secure till next business morning

Mechanical Permits

Electrical Permits

Plumbing Permits

Gas Permits

Certificate of Inspection

Private Duty Detail

At the desk window near the elevator when open

Cash, checks and money orders are logged into Community Plus to include:

- Today's print date
- Batch date
- Entry date
- Receipt # (Generated by Community Plus Software)
- Type of permit
- Permit Number
- Initials of who entered the transaction
- Company name on check, cash or money order receipt
- Type of payments, cash or check (includes money order)
- Check receipt number or Check (includes money order) number
(above Generated by Community Plus Software)
- Dollar amount breakdown of cash, check (includes money order)
- Total dollar amount of cash receipt, check (includes money order)
- Each transaction type is listed (Permit, re-recording, void, etc)
- Total cash transactions per receipt detailed report
- Total check (including money order) transactions per receipt detailed report

All the above entitles, and others not listed, can be used to track and trace cash collection

Cash, checks and money orders are put into a "cash box" until days end
At days end the "cash box" is secure till next business morning

ISD Fines

Zoning Enforcement Tickets

Directly to the Zoning Enforcement Agent or any of the above who give it to the Agent
At the ISD counter with the front bank of windows
Cash or checks (including money orders) are placed in the "cash box" or handed directly to the reconciliation clerk who places them directly in the "cash box"

Photocopies

At the ISD counter with the front bank of windows

Cash, checks and money orders are logged into Community Plus to include:

- Today's print date
- Batch date
- Entry date
- Receipt #
- Type of permit
- Permit Number
- Initials of who entered the transaction
- Company name on check, cash or money order receipt
- Type of payments, cash or check (includes money order)
- Check receipt number or Check (includes money order) number
(above Generated by Community Plus Software)
- Dollar amount breakdown of cash, check (includes money order)
- Total dollar amount of cash receipt, check (includes money order)
- Each transaction type is listed (Permit, re-recording, void, etc)

Total cash transactions per receipt detailed report

Total check (including money order) transactions per receipt detailed report

All the above entitles, and others not listed, can be used to track and trace cash collection

Cash, checks and money orders are put into a "cash box" until days end

At days end the "cash box" is secure till next business morning

Once the funds are collected and secured the following occurs

Each business morning, the reconciliation clerk collects all cash and checks (including money orders) from all the "cash boxes"

A "Receipt Detail Report" list is run from Community Plus which includes all the entities to track and trace

All cash receipts and checks (including money orders) are compared against the above list for accuracy

All discrepancies are corrected through each and every step

All cash receipts are tallied on an adding machine by "schedule" form type

All checks (including money orders) are tallied on an adding machine by "schedule" form type

Cash receipts are logged onto a form titled "Schedule of Payment To City Treasurer For Cash"

All checks (including money orders) are logged onto a form titled "Schedule of Payment To City Treasurer"

The white original is for ISD and the forms are then copied, pink for treasury and yellow for comptroller

All checks are tallied on an adding machine to total dollar amount

Community Plus Receipt Detail Report, Schedule, and adding machine tape are check to be sure they match (if not, errors are found and corrected)

Total dollar and cent amounts adding machine tape is placed on top of the checks for deposit

A bank deposit slip is written by hand in the total amount of the checks (including money orders); The cash (bill or coin) and checks total must match the Schedule of Payment and Receipt Detailed Report totals.

The checks, adding machine check total slip, bank deposit slip and schedules are brought down to the treasury department

The treasury department date stamps all the schedule copies

Treasury takes the checks, adding machine check total slip, bank deposit slip and pink schedule forms

Yellow schedules are delivered to the comptroller

White ISD schedules have the Cash receipts attached to the Cash schedule

Adding machine tape is attached to the Receipt Detailed Report

The Receipt Detailed Report, and occasionally the Schedule of Payment, will have hand written notes outlining discrepancies and changes.

The completed Receipt Detailed Report and Schedule of Payment are put it a binder by date

City Of Newton, Massachusetts
Departmental Cash Receipt Collection Policy
(dated January 1, 2015)

All cash, checks, and money orders arrive to ISD by personal/customer delivery or U.S. postal mail and are grouped, upon delivery, as follows:

All ISD personnel are trained to take in cash, checks, and money orders

Cash, checks and money orders are logged into a computer via Community Plus to include the following:

Today's print date; Batch date; Entry date, Receipt #; Type of permit; Permit Number: Initials of who entered the transaction; Company name on check, cash or money order receipt; Type of payments, cash or check (includes money order); Check receipt number or Check (includes money order) number, (above Generated by Community Plus Software); Dollar amount breakdown of cash, check (includes money order); Total dollar amount of cash receipt, check (includes money order); Each transaction type is listed (Permit, re-recording, void, etc); Total cash transactions per receipt detailed report; Total check (including money order) transactions per receipt detailed report; All the above entitles, and others not listed, can be used to track and trace cash collection

The "cash box" for cash, checks and money orders are put into a locked file cabinet for security until next business morning.

Once funds are collected and entered into Community Plus, and secured the following occurs:

Each business morning, the reconciliation clerk collects all cash and checks (including money orders) from the "cash box"

A "Receipt Detail Report" list is run from Community Plus which includes all the entities to track and trace. All cash receipts and checks (including money orders) are compared against this list for accuracy.

All discrepancies are corrected in the computer and paper sheets

Cash receipts are logged onto a form titled "Schedule of Payment To City Treasurer For Cash"
All checks (including money orders) are logged onto a form titled "Schedule of Payment To City Treasurer"

The checks, cash, adding machine tape with deposit total, bank deposit slip, and Schedules are delivered to the Treasury Department for stamp and deposit, along with a copy of the schedules for the Comptrollers Department

Once stamped, the schedules have the cash receipt slips attached to it and the Receipt Detailed Report have the adding machine tape of checks attached to it

The Receipt Detailed Report, and occasionally the Schedule of Payment, will have hand written notes outlining discrepancies and corrections.

The completed Receipt Detailed Report and Schedule of Payment are put it a binder by date *as a record of the reconciliation*