STATE OF OKLAHOMA
OFFICE OF THE STATE AUDITOR & INSPECTOR

F I N A N C I A L A U D I T

CONSTRUCTION INDUSTRIES BOARD

FINANCIAL STATEMENT AND INDEPENDENT AUDITOR'S REPORTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2005

JEFF A. MCMAHAN, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR

Construction Industries Board
Financial Statement and Independent Auditor's Reports
For the Fiscal Year Ended June 30, 2005

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STATE OF OKLAHOMA
OFFICE OF THE STATE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

March 22, 2006

TO THE HONORABLE BRAD HENRY
GOVERNOR OF THE STATE OF OKLAHOMA

Transmitted herewith are our audit reports on the financial statements of the Construction Industries Board for the fiscal year ended June 30, 2005. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards,* issued by the Comptroller General of the United States.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during the course of our engagement.

The Office of the State Auditor and Inspector is committed to serve the public interest by providing independent oversight and by issuing reports that serve as a management tool to the State. Our goal is to ensure a government that is accountable to the people of the State of Oklahoma.

Sincerely,

JEFF A. McMAHAN
State Auditor and Inspector

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STATE OF OKLAHOMA
OFFICE OF THE STATE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

INDEPENDENT AUDITOR'S REPORT

TO THE CONSTRUCTION INDUSTRIES BOARD

We have audited the Statement of Receipts, Expenditures and Changes in Cash of the Construction Industries Board (the Board), a part of the primary government of the State of Oklahoma, as of and for the year ended June 30, 2005. This financial statement is the responsibility of the Board's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared using accounting practices prescribed by Title 59 O.S. § 1000.4c of Oklahoma state law, which practices differ from accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Board as of June 30, 2005, or changes in its financial position for the year then ended.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, expenditures and changes in cash of the Board for the year ended June 30, 2005, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report, dated February 9, 2006, on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

JEFF A. McMAHAN
State Auditor and Inspector

February 9, 2006

Construction Industries Board
Statement of Receipts, Expenditures and Changes in Cash– Cash Basis
For the Year Ended June 30, 2005

Receipts	
City Inspectors License Renewal and Other Fees	$ 12,950.69
Plumbing License Renewal and Other Fees	577,704.56
Electrical License Renewal and Other Fees	847,017.03
Mechanical License Renewal and Other Fees	1,176,869.09
10% Transfer to State General Revenue Fund	(261,454.13)
Total Receipts	$2,353,087.24
Expenditures	
Personnel Services	$1,810,735.69
Professional and Legal Services	36,045.26
Travel-Reimbursements	236,348.51
Postage, Telecommunications and Other Administrative	62,315.53
Rent Expense	70,878.84
Maintenance and Repair Expense	553.36
General Operating Expenses	71,761.96
Office Furniture and Equipment	77,884.48
Library Equipment and Resources	2,692.98
Incentive Awards	114.00
Employee Reimbursements (Non-Travel)	393.75
Total Expenditures	$2,369,724.36
Receipts under expenditures	($ 16,637.12)
Cash-Beginning of Year	$3,250,000.00
Cash-End of Year	$3,233,362.88

The Notes to the Financial Statements are an integral part of this statement.

Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2005

1. Summary of Significant Accounting Policies

A. Reporting Entity

The Construction Industries Board was created in 2001 for the licensing and oversight of the construction industries trades, the laws for which includes the Plumbing License Law of 1955, the Oklahoma Inspectors Act, the Electrical Licensing Act, and the Mechanical Licensing Act. Title 59 O.S., § 1000.2 separated the Board from the State Department of Health on July 1, 2004. The Board is a part of the primary government of the State of Oklahoma.

As required by Title 59 O.S., § 1000.4c, the accompanying financial statement presents the receipts, expenditures, and changes in cash balances for all treasury funds of the Board.

B. Basis of Accounting

The financial statement is prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred. The cash basis is not a comprehensive measure of economic condition or changes therein.

C. Cash

At June 30, 2005, all cash was under the control of the State Treasurer of Oklahoma and was collateralized in accordance with 62 O.S. 2001, 72.1., titled, "Security for Public Deposits Act." As of this date, the bank balances on deposit are fully insured or collateralized with securities held by the State's agent in the State's name.

2. Transfers to State General Revenue Fund

Title 62 O.S. § 211 requires all "self-sustaining boards created by statute to regulate and prescribe standards, practices, and procedures in any profession, occupation or vocation" to pay into the General Revenue Fund of the State ten percent (10%) of the gross fees charged, collected and received. The Board maintains a clearing account in which all receipts are deposited. When the required 10% deposit of monies is made to the state's general revenue fund, it is made directly from the Board's clearing account. As a result, the portion of the receipts transferred to the state's general revenue fund are shown as negative receipts on the Statement of Receipts, Expenditures, and Changes in Cash.

3. Risk Management

The Risk Management Division of the State's Department of Central Services is responsible for the acquisition and administration of all insurance purchased by the State and for administration of self-insurance plans and programs adopted for use by the State.

The Risk Management Division is authorized to settle claims of the State and oversee the dispensation and/or settlement of claims against a political subdivision. In no event shall self-insurance coverage provided to the State, an agency or other covered entity exceed the limitations on the maximum dollar amount of liability specified by the Oklahoma Governmental Tort Claims Act. The Risk Management Division oversees the collection of liability claims owed to the State incurred as the result of a loss through the wrongful or negligent act of a private person or other entity. The Risk Management Division is also charged with the responsibility to immediately notify the Attorney General of any claims against the State presented to the Risk Management Division.

4. Pension Plan

Plan Description. The Board contributes to the Oklahoma Public Employees Retirement Plan, a multiple employer, cost-sharing public employee retirement plan, which is a defined benefit pension plan administered by the Oklahoma Public Employees Retirement System (OPERS). Benefit provisions are established and can be amended by the Oklahoma Legislature. The Plan provides retirement, disability, and death benefits. Title 74 of the Oklahoma Statutes, Sections 901 through 943, as amended, provide more complete information about the Plan. OPERS issues a publicly available financial report that includes financial statements and required supplementary information for the Plan. That report may be obtained by writing to OPERS, P.O. Box 53007, Oklahoma City, Oklahoma 73152 or by calling 1-800-733-9008.

Funding Policy. The contribution rates for each member category of the Plan are established by and can be amended by the Oklahoma Legislature and are based on an actuarial calculation which is performed to determine the adequacy of contribution rates. State employees contribute 3.0% on the first $25,000 of salary and 3.5% on salary above $25,000. State agency employers contribute 10% of total salary.
The Board's contributions to the Plan for the years ended June 30, 2005, 2004, and 2003 were $130,373.04, $99,530.07, and $85,327.42 respectively. These contributions were equal to the contributions required.

5. Other Post Employment Benefits

In addition to the pension benefits described in Note 3, employees of the Board are provided post-retirement health care benefits through their membership in the Oklahoma Public Employees Retirement System (OPERS). OPERS pays the Medicare supplement premium or $105 per month, whichever is less, for all retirees who elect coverage at time of retirement through the Oklahoma State and Education Employee Group Insurance.

OPERS funds post employment health care benefits as part of the overall retirement requirement. OPEB expenditure and participant information is available for the state as a whole; however, information specific to the Board is not available, nor can it be reasonably estimated.

STATE OF OKLAHOMA
OFFICE OF THE STATE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS

TO THE CONSTRUCTION INDUSTRIES BOARD

We have audited the Statement of Receipts, Expenditures and Changes in Cash of the Construction Industries Board (the Board), a part of the primary government of the State of Oklahoma, for the year ended June 30, 2005, which comprises the Board's cash activities, and have issued our report thereon dated February 9, 2006. Our report on the financial statement was adverse because the statement is not a presentation in conformity with accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operations that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Board's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statement. Reportable conditions are described in the accompanying schedule of findings and responses as items 05-170-001, 05-170-002, 05-170-003, 05-170-004, 05-170-005, and 05-170-006.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management of the Board and should not be used for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.l et seq.), and shall be open to any person for inspection and copying.

JEFF A. McMAHAN
State Auditor and Inspector

February 9, 2006

CONSTRUCTION INDUSTRIES BOARD
SCHEDULE OF FINDINGS AND RESPONSES
FY 2005

Finding No**:** 05-170-001
Criteria: An effective internal control system includes policies and procedures that establish and sustain adequate segregation of duties to reduce the opportunity for any person to both perpetrate and conceal errors and improprieties in the normal course of their duties.

Condition: One person is responsible for entering the payroll data, reviewing the mechanics and calculations, and approving the payroll register.

Effect: Inadequate segregation of duties may allow errors or improprieties to occur.

Recommendation: We recommend the agency develop and implement controls to provide for proper segregation of duties to ensure someone, other than the preparer, reviews and approves the monthly payroll.

Management's Corrective Action Plan
Contact Person: Charles Harryman
Anticipated Completion Date: May, 2006
Corrective Action Planned: Final approval for payrolls now requires two signatures – the second signature as final approval from the Agency Administrator (or the Deputy Administrator in his absence). At the time of the final approval, all paperwork related to the payroll is presented for proper inspection. This plan is in accordance with OPM and OSF procedures. OPM and OSF procedures relevant to payroll will be revised to meet specifics of this agency and be included in the general financial procedures being created at this time.

Finding No**:** 05-170-002
Criteria: Effective internal controls include the safeguarding and stewardship of cash assets. According to 62 O.S 2001 § 7.1c, Agency Clearing Accounts – Deposits – Transfers – Exemptions,

> "All such monies collected pursuant to this section shall be deposited as follows in the agency clearing account or agency special account established therefore:
>
> 1. Receipts of One Hundred Dollars ($100.00) or more shall be deposited on the same banking day as received.
> 2. Receipts of less than One Hundred Dollars ($100.00) may be held until accumulated receipts equal One Hundred Dollars ($100.00) or for five (5) business days, whichever occurs first, and shall then be deposited no later than the next business day."

Condition: During our assessment of internal controls and based on the testwork performed, we noted that the board had not been depositing their daily receipts on the same day they were received. Everyday at 4:00 p.m., (the board's designated end-of-business-day); the board would reconcile the daily receipts received to their reports. Next, the board would lock the receipts in their vault overnight and make the deposit on the next day.

Effect: This condition resulted in receipts of One Hundred Dollars ($100.00) or more not being deposited on the same banking day as received as required by 62 O.S. 2001 § 7.1c.

Recommendation: We recommend the board revise their receiving of funds and deposit process.

Management's Corrective Action Plan
Contact Person: Sam Abraham
Anticipated Completion Date: Complete
Corrective Action Planned: As of December 21, 2005 we adopted a new policy to close our business at 3:30 pm and reconcile the daily receipts to Cash Reports and deposit all the money at the designated bank before 4:30 pm. Our new policy complies with the provisions of Title 62 O.S 2001 § 7.1c.

CONSTRUCTION INDUSTRIES BOARD
SCHEDULE OF FINDINGS AND RESPONSES
FY 2005

***Finding No*:** 05-170-003
Criteria: An entity should have a process (internal controls) in place that are effected by the board, management, and other personnel that are designed to provide reasonable assurance regarding the achievement of financial reporting, efficiency of operations, and compliance with laws and regulations.

Condition: During our assessment of internal controls, we noted that the board has not developed and/or implemented official policies and procedures for the daily operations of the office.

Effect: Inconsistencies may occur in the board's daily operations if policies and procedures are not developed and/or implemented.

Recommendation: We strongly recommend the board develop and implement policies and procedures for their daily operations.

Management's Corrective Action Plan

Contact Person: Patricia Schweitzer, Charles Harryman
Anticipated Completion Date: May 2006
Corrective Action Planned: The lack of written policies concerning financial internal controls was identified as a weakness by CIB staff prior to the recently completed financial audit. Control measures were in place but were largely written procedures that were carried over from our former agency, the Department of Health. The CIB has received and implemented many suggested corrections offered by the audit team. All of these suggested corrections as well as policies and procedures of the Office of State Finance and the Office of the State Treasurer will be revised to policies specific to this agency and posted on our shared U drive in our computer network.

***Finding No*:** 05-170-004
Criteria: According to 59 O.S. 2004 § 1000.4c – Powers of the Board,

> "After July 1, 2004, the Board shall account for all receipts and expenditures of the monies of the Board, including annually preparing and publishing a statement of receipts and expenditures of the Board for each fiscal year. The Board's annual statement of receipts and expenditures shall be audited by the State Auditor and Inspector or an independent accounting firm, and the audit report shall be certified to the Governor of the state to be true and correct, under oath, by the chair and vice-chair of the Board."

In addition, a component objective of governmental generally accepted accounting principles is to provide accurate and reliable information.

Condition: During our assessment of internal controls and based on the testwork performed, we noted that the board performs reconciliations to OST monthly, but they do not perform monthly reconciliations to OSF/CORE. We tried to reconcile the information retrieved from the CORE system to the board's information and noted the following discrepancies:

1. Two deposits were duplicated totaling $160,378.07,
2. Five chargebacks recorded by the agency were missing from the CORE information totaling $850.00,
3. One correcting entry was missing from the CORE information totaling $58.33.

Effect: Discrepancies have occurred in the board's financial information recorded in the CORE system. If information provided by the board can not be reconciled with OST and OSF/CORE the information may not be accurate and reliable.

Recommendation: We recommend the board reconcile monthly to OST and OSF/CORE system in order to provide reliable and accurate information.

Management's Corrective Action Plan

Contact Person: Sam Abraham

Anticipated Completion Date: March 15, 2006

Corrective Action Planned: After finding differences in FY 2005 Core Deposit Report with Agency Deposit Reports, CIB Finance Division prepared and submitted a detailed Reconciliation Report to our auditor noting all the above three discrepancies in the Reconciliation Report. We discussed this matter with OSF who made two reverse correction entries into CORE System to eliminate the two duplicated deposits totaling $160,378.07. See these correction entries CR00668749 and CR00668776 posted on 01/31/06.

Jeanie Pratt at OSF is working on the Chargeback issues and we anticipate her response and solution by March 15, 2006.

Since July 2004, we have been reconciling Monthly to OST and OSF/CORE system except the Core Deposit Report which was not mentioned anywhere in OSF procedure manual. In response to an audit recommendation, effective July 2005 CIB Finance Division took necessary actions to reconcile monthly to Core Deposit Report.

Finding No**:** 05-170-005

Criteria: According to the Office of State Finance Procedures Manual 330.C.4.c State Travel Reimbursement Procedures – Transportation – Routing of Travel,

> "All travel performed for the state shall be by a usually direct travel route appropriate to the mode of transportation used. When an employee for his/her own convenience travels by an indirect route or otherwise interrupts travel by direct route, the extra expense shall be borne by the employee. Reimbursement of authorized expenses shall be based only on such charges as would have been incurred had the usually direct travel route been used. However, travel by other than a usually direct travel route may be allowed when necessitated by circumstances beyond the employee's control such as weather, involuntary flight changes, etc. An explanation for such exception shall be noted on the travel voucher."

In addition, the Office of State Finance Procedures Manual 330.C.4.d In-State Travel states,

> "…Excess odometer mileage over the map miles as recorded from the starting and ending points of travel can be claimed as vicinity mileage if such travel was official business travel and based on the most direct route. Vicinity mileage appearing to be excessive based on the nature of official business will be questioned if not justified…."

CONSTRUCTION INDUSTRIES BOARD
SCHEDULE OF FINDINGS AND RESPONSES
FY 2005

Condition: During the testwork performed on the Board's expenditures, we randomly selected claim number 439 which was for the reimbursement of travel expenses incurred by an investigator during the month of February 2005. During our testing of this claim we noted the amount of vicinity miles seemed to be excessive when compared to the Investigator's Monthly Activity Log. We question the following vicinity mileage claimed by the investigator:

Date	Activity Log Record	Travel Points	Map Mileage	Vicinity Mileage	Total Mileage Claimed per day
2/1/2005	T&E's	Sand Springs to Oklahoma City and Oklahoma City to Sand Springs	102 102	30	234
2/2/2005	One person – Final Inspection	Sand Springs to Drumright and Drumright to Sand Springs	37 37	40	114
2/3/2005	One person – Check license	Sand Springs to Bixby and Bixby to Sand Springs	25 25	50	100
2/4/2005	One item – Met inspector	Sand Springs to Bartlesville and Bartlesville to Sand Springs	53 53	45	151
2/7/2005	One person – Check license	Sand Springs to Chouteau and Chouteau to Sand Springs	46 46	40	132
2/8/2005	Meeting	Sand Springs to Oklahoma City and Oklahoma City to Sand Springs	102 102	30	234
2/9/2005	One item – Met with inspector	Sand Springs to Vinita and Vinita to Sand Springs	71 71	40	182
2/10/2005	One person – Check license	Sand Springs to Ponca City and Ponca City to Sand Springs	85 85	35	205
2/11/2005	One person – Check license	Sand Springs to Broken Arrow and Broken Arrow to Sand Springs	24 24	50	98
2/14/2005	One person – Check license	Sand Springs to Ramona and Ramona to Sand Springs	36 36	45	117
2/15/2005	One person – Met with inspector	Sand Springs to Miami and Miami to Sand Springs	96 96	45	237
2/16/2005	One person – Check license	Sand Springs to Yale and Yale to Sand Springs	35 35	45	115
2/17/2005	One person – Check license	Sand Springs to Bixby and Bixby to Sand Springs	25 25	50	100
2/18/2005	One person – Check license	Sand Springs to Oologah and Oologah to Sand Springs	38 38	40	116
2/22/2005	One person - Inspection	Sand Springs to Locust Grove and Locust Grove to Sand Springs	56 56	45	157
2/23/2005	One person – Check license	Sand Springs to Bartlesville and Bartlesville to Sand Springs	53 53	45	151
2/24/2005	One person - Citation	Sand Springs to Claremore and Claremore to Sand Springs	35 35	45	115
2/25/2005	One person – Inspect	Sand Springs to West Siloam and West Siloam to Sand Springs	91 91	35	217
2/28/2005	One person – same name as on 2/25/2005 - Inspect	Sand Springs to Pryor and Pryor to Sand Springs	51 51	35	137
	Totals:		**2,122**	**790**	**2,912**

The investigator claimed reimbursement for 2,912 total miles at a rate of $0.405 which equaled $1,179.36 plus tolls of $13.50 which made the total amount of the claim equal $1,192.86.

In addition, during our testwork of the claim we noticed a pattern in the amount of vicinity mileage recorded; all were in increments of five and were greater than or equal to 30 miles.

Effect: The investigator may have been reimbursed for excessive vicinity mileage not related to official business travel or direct route to the location.

Recommendation: We recommend the board review all monthly activity logs for inspectors and compare them to the amount of travel claimed to determine reasonableness. We also recommend the board request a more detailed justification of the travel performed by the inspectors.

Management's Corrective Action Plan

Contact Person: Boyd West

Anticipated Completion Date: March 1, 2006

Corrective Action Planned: A meeting with all field personnel is scheduled for February 28, 2006. During that meeting a new, more detailed daily activity log will be introduced. This log will require daily mileage readings from the individual's vehicle to further document the accuracy of claimed vicinity miles. Division Supervisors will audit each field staff member's monthly travel documentation to insure accuracy and propriety according to tasks being performed. Travel documents will be additionally spot audited by the HR Manager and the Administrator on a random basis.

Finding No**:** 05-170-006
Criteria: A component objective of effective internal controls is to provide accurate and reliable information.

Condition: During our discussion with management and the assessment of internal controls over the process of receiving fees, issuing receipts, and maintaining accurate records of daily transactions, we noted that the board had deleted numerous transactions for different reasons during the fiscal year.

The board has recently adopted a procedure to document each deletion which includes the maintenance of all supporting documentation including the approval of the transaction by the Finance Administrator and the Deputy Administrator. However, there is not an audit trail documenting when and where the transaction was deleted, because it is completely purged from the system.

Effect: Deleting information from their system makes the information provided by the board inaccurate and unreliable; it is not a complete representation of the transactions that occurred.

Recommendation: We recommend the board not delete transactions, but instead make adjustments to the records with in the system, which can be traced to the supporting documentation. Supporting documentation should contain information identifying the transaction, the reason the transaction was adjusted, and who approved the adjustment.

Management's Corrective Action Plan

Contact Person: Patricia Schweitzer

Anticipated Completion Date: Completed

Corrective Action Planned: As of November 17, 2005, CIB staff developed a Correction Request Form in Access Database which includes essential details of the requested correction transaction. From that time all the receipting staff have been given access to this database to create and submit a Correction Request to CIB Finance Division if they need to make any corrections in GL Suite Cash System to reconcile the Daily and Monthly Cash Reports.

The Finance Administrator will review the requested correction first and then approve the Correction Request Form before forwarding these to Deputy Administrator for final actions. Deputy Administrator is the only authorized employee to make any corrections in our Cash System. This authorization is granted only to make the adjustment. Authorization is immediately removed once the adjustment is made. All the Correction Request Forms and other documentation will be filed by Request Form Identification Number and date.

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