

INTER-OFFICE MEMORANDUM

CITY OF HARRISBURG

September 18, 2015

TO: Bruce Weber, Finance Director
Bureau of Financial Management

FROM: Charlie DeBrunner, Controller
Office of the Controller

SUBJECT: Petty Cash Testing

The Office of the Controller would like to reinstitute spot checks of petty cash accounts on an annual basis. The following accounts are the last known records we have regarding petty cash in the city. The balances below do not currently match the city's records in Efinance (see attached). Please correct the petty cash balance in Efinance and allocate the correct balance below, identifying the custodian and amount by Department/Bureau/Office. Please confirm the information below at your earliest convenience so this office has a basis to begin the testing. Thank you.

PETTY CASH BREAKDOWN

<u>Bureau</u>	<u>Amount</u>	<u>Custodian</u>	<u>Account</u>
Mayor	\$ 100.00	Lisa Blackston	01-109000
Treasury	\$ 50.00	Celia Spicher	
City Solicitor	\$ 150.00	Colleen Kline	
Administration	\$ 100.00	Bryan McCutcheon	
Building and Housing	\$ 110.00	Mark Stone	
Police Chief	\$ 250.00	Caridad Badillo	
Fire	\$ 500.00	Colleen Owen	
Vehicle Maintenance	\$ 200.00	Nicole Williams	
Parks and Recreation	\$ <u>250.00</u>	Charisse Grayer	

TOTAL GENERAL FUND \$1,710.00

cc: Bryan McCutcheon, Accounting Manager

PENTAMATION ENTERPRISES, INC.
DATE: 09/18/2015
TIME: 14:56:30

CITY OF HARRISBURG
PRINT BALANCE SHEETS BY FUND

PAGE NUMBER: 1
STATMN11

SELECTION CRITERIA: genledgr.fund='01' and genledgr.account='109000'
ACCOUNTING PERIOD: 9/15

FUND - 01 - GENERAL FUND

ACCOUNT - - - - -	TITLE - - - - -	DEBITS	CREDITS
109000	PETTY CASH	298,132.00	
	TOTAL UNRESTRICTED CASH	298,132.00	.00
	TOTAL ASSETS	298,132.00	.00
	TOTAL GENERAL FUND	298,132.00	.00
	TOTAL REPORT	298,132.00	.00