

OFFICE OF THE KANE COUNTY AUDITOR
KANE COUNTY GOVERNMENT CENTER

WILLIAM F. KECK, C.P.A.
KANE COUNTY AUDITOR

JOHN F. X. HARAHAAN
DEPUTY AUDITOR



719 S.BATAVIA AVENUE
GENEVA, ILLINOIS 60134

630-232-5915
630-208-3838 (FAX)

MEMORANDUM

DATE: December 28, 2011

TO: Sandy Wegman, Recorder
Karen McConnaughay, County Board Chairman
Members of the Public Service Committee

FROM: William F. Keck, Auditor

RE: Recorder Checking, Revenue Tax Stamp Fund and Credit Card Bank Accounts

Enclosed is the Auditor Office's review of the Recorder Checking, Revenue Tax Stamp Fund and Credit Card Bank Accounts from December 2010 to October 2011. Included therein are our recommendations.

We wish to thank the Business Manager for his cooperation during our review.

Sincerely,

William F. Keck
Auditor

CC: Lynda Fernow
David King

Review of the Recorder's Bank Accounts

In the management letter for fiscal year ended November 30, 2010, WRDR LLC CPA's recommended that the county auditor periodically check department level cash accounts. The Auditor's Office reviewed the cash transactions for the Recorder's (1) Checking, (2) Revenue Tax Stamp Fund and (3) Credit Card Accounts. The scope of our review was for the period of December 2010 to October 2011.

(1) Recorder Checking Account:

Fees for the recording of documents are collected at the counter by a clerk from the customer or by mail delivery. These documents include land records, corporation papers, liens and veteran discharge papers. Receipts are balanced to supporting documentation by a clerk and given to the Business Manager who prepares and delivers the deposit to the bank. The Business Manager obtains the receipted deposit ticket from the bank, posts the cash records and reconciles the bank account.

The Recorder is the authorized check signer on the account with access to the signature stamp available to the Business Manager and another designated employee. Disbursements represent transfers to the Treasurer's Office and are posted to cash records by the Business Manager.

(2) Recorder's Revenue Tax Stamp Fund:

Receipts from stamps affixed to Deeds are collected by a clerk at the counter or by mail. Receipts are balanced to supporting documentation by a clerk and given to the Business Manager who prepares and delivers the deposit to the bank. The Business Manager obtains the receipted deposit ticket from the bank, posts the cash records and reconciles the bank account.

The Recorder is the authorized check signer on the account with access to the signature stamp available to the Business Manager and another designated employee. Disbursements represent transfers to the State of Illinois and are posted to cash records by the Business Manager.

(3) Recorder's Credit Card Account:

Credit Cards are accepted by a clerk at the counter for photocopying fees. Credit Card charges are balanced to supporting documentation by a clerk and given to the Business Manager for submittal to Chase Bank, the credit card processor for the Recorder's Office. Remittances are received from Chase Bank by a clerk and given to the Business Manager who prepares and delivers a deposit to the bank. The Business Manager obtains the receipted deposit ticket from the bank, posts the cash records and reconciles the bank account.

The Recorder is the authorized check signer of the account with access identified above. Disbursements represent payment of processing fees to Chase Bank and are posted to cash records by the Business Manager.

Recommendation:

In order to have a more proper segregation of duties, we recommend that someone independent of cash receipts and disbursement functions reconcile the Recorder Checking, Revenue Tax Stamp Fund Checking and Credit Card Checking Accounts.