

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR CASH COLLECTIONS OF THE LIBRARY DEPARTMENT
FOR THE PERIOD FROM
JULY 1, 2014 THROUGH FEBRUARY 28, 2015**

This Page Left Intentionally Blank



**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR CASH COLLECTIONS OF THE LIBRARY DEPARTMENT
FOR THE PERIOD FROM
JULY 1, 2014 THROUGH FEBRUARY 28, 2015**

Ms. Patty Kong
City Auditor
City of Mountain View
500 Castro Street
P.O. Box 7540
Mountain View, California 94039-7540

Dear Patty:

We have performed the procedures described below, which were agreed to by management of the City of Mountain View, California, solely to assist you in assessing whether there were cash collection control or procedural weaknesses at the front counter located in the Library Department (Library) of the City for the period July 1, 2014 through February 28, 2015. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the City's management. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose of which this report has been requested or for any other purpose.

PROCEDURES AND FINDINGS

General Cashier processing and observations: On March 18, 2015, we inquired about and observed the cash collection procedures used to process cash receipts at the front counter of the Library to gain an understanding of the overall control environment. We made our inquiries with the Library Assistant on duty at the site.

We judgmentally selected twenty-five cash receipts processed through the front counter at the Library based on amount and date for the period of July 1, 2014 through February 28, 2015 to test for reasonableness and effectiveness of controls.

For each cash receipt selected we traced the individual transaction to supporting documents, recalculated the amounts invoiced and agreed rates to the City's Master Fee Schedule, where applicable. We also traced each receipt to the general ledger.

No exceptions noted except the following:

Controls over Cash Receipts Finding

Criteria: To reduce the risk of theft, checks received should be promptly endorsed upon receipt.

Condition and Effect: Checks received at the Library are not endorsed immediately. The checks are endorsed once they are delivered to the Finance Department for processing. Without being endorsed upon receipt, the checks have a higher risk of misappropriation.

Cause: The City has been following the same internal control procedures at the Library for years without any particular issues occurring. Thus, their cash handling procedures have not been updated for best practices.

Recommendations: Checks received by the Library Department should be endorsed immediately upon receipt.

* * * * *

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on financial statements, specified elements, accounts, or other items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the City of Mountain View. It is not intended to be and should not be used by anyone other than those specified parties. This report is a matter of public record and this does not limit the distribution of this report.

Maze & Associates

May 4, 2015