



## **CITY OF PALO ALTO OFFICE OF THE CITY AUDITOR**

**July 17, 2007**

**The Honorable City Council  
ATTN: Finance Committee  
Palo Alto, California**

### **Audit of Police Investigative Fund**

#### **SUMMARY OF RESULTS**

In accordance with the Police Investigative Fund (Fund) procedures, the City Auditor is required to conduct a surprise, external audit of the Fund each year. The Fund is used to cover certain costs incurred during investigations. At the request of the Chief of Police, the City Auditor's Office performed a surprise audit of the Fund on April 19, 2007.

The Fund procedures require accurate bookkeeping and mandate that funds must be spent for legitimate purposes. The auditor reviewed procedures, performed a cash count of the funds on hand, examined the accounting records and ledgers, and reviewed the supporting documents.

The opening balance for fiscal year 2006-07 totaled \$1,029.85, disbursements totaled \$100 and \$1.85 in coins was returned to Revenue Collections. The fund balance as of April 19, 2007 was \$928.

All expenditures and disbursements were documented and recorded in the account ledger. All disbursements were properly logged and recorded. The cash on hand was properly secured and access to the vault was properly controlled. The auditors did not find any discrepancies and all funds were properly accounted for.

On behalf of the Auditor's Office, I would like to express my appreciation to the Police Department for their cooperation and assistance during this review.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharon W. Erickson".

Sharon W. Erickson  
City Auditor

Audit staff: Edwin S.W. Young