



OFFICE OF THE CITY AUDITOR COLORADO SPRINGS, COLORADO

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16-08 Colorado Springs Airport Cash Receipts Accounting Review

May 2016

Purpose

The purpose of this audit was to evaluate whether the Airport was abiding by the internal policies and procedures established for cash receipting activities while adequately safeguarding resources. The audit period was January through December 2015.

Highlights

We conclude that adequate internal controls over Airport cash receipts were in place and resources were adequately safeguarded. We identified one observation for continuous improvement.

In 2015, a total of \$9.55 million payment transactions were receipted by Airport personnel. These payments were made by cash, check, or credit card. The Airport's Accounting Department had the responsibility for posting payments in the Airport's accounting system and subsequently posting the receipts in the City's accounting system. The Airport Accounting Department also had the responsibility of ensuring that the two accounting systems reconciled.

During the audit period, the Airport worked with the City's Department of Information Technology to develop a process that would upload cash receipts transactions daily from the Airport accounting system to the City accounting system. This process increased the efficiency and effectiveness of the receipting process.

Observation

User roles had not been assigned in the Airport Accounting System to ensure that employees' access rights were appropriate for their job duties and that duties were properly segregated.

The Airport accounting system was upgraded during the audit period. The previous version did not have the functionality to restrict access to users. Therefore, monitoring controls were in place to address any concerns with segregation of duties. Limiting access in the accounting system creates a stronger control environment.

Recommendation

We recommend Airport personnel complete access profiles for all employees in the new airport accounting system, taking into account business needs and segregation of duties.

Management Response

We agree with the recommendation provided and are in the process of evaluating user roles to limit user access by job responsibility in addition to identifying compensating controls to be implemented where needed. This is expected to be completed by May 31, 2016.

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing, a part of the Professional Practices Framework promulgated by the Institute of Internal Auditors.