

Item #:	<u>SEPT 10, 2013</u>	<u>9/10/13</u>	<u>SEPT 17, 2013</u>
Highest Priority:			
1	In progress. Meetings . settings changed etc. Cash balanced daily by Treasury provide docs.		Need Auditor participation.
2	Completed by 7/15/2013 moved staff .	X	
3	Completed: Dual counting.	X	
4	Completed: Returned to prior procedure, Bank bags	X	
5	Completed (see GAN MD 33)	X	
6	COMPLETED: TOT, segregation		X
7	COMPLETED: Business License, Inquiry Only		X
8	In progress: Sympro Recon, changed settings. Reviewing changes with auditors. <u>REVIEW NEW MODEL FOR RECON</u>		SEE NEW MODEL
9	Completed: Vault Day time door locked.	X	
Mid Level (2)	Mid Level Items:		
10	COMPLETED: TOT, Read Only:		X
11	In progress, requires Planning participation Business License		
12	Completed: Cash limited and reduced:	X	
13	In progress: Off site depositors, frequency of deposits.		
14	Completed: Annual Vacations encouraged. Although we still have Use it or Lose it time to consider.	X	
Lowest Level:	Lowest Level		
15	Completed: Security Camera Uncovered.	X	
16	NSF process: In progress requires AC participation/ review County wide cash handling policy. Educate outside departments for proper collection methods.		
17	Completed: Cash County warrants with proper authorization /protocol in place.	X	
18	Completed: Policies and Procedures is an ongoing task. As these are living documents.	X	