



## SALT LAKE COUNTY AUDITOR'S OFFICE

**JEFF HATCH**  
*Auditor*

September 7, 2007

Bruce Henderson, Acting Director  
Salt Lake County Parks and Recreation Division  
2001 South State Street, Suite S4900  
Salt Lake City, Utah 84190

Dear Bruce:

We completed an audit of cash handling operations, accounts receivable management, controlled asset management, and concessions inventory at the Magna Fitness and Recreation Center and Pool (Center). This included an unannounced count of all collections and imprest funds on-site. On the day of the count, we examined the petty cash fund, the Center change fund and the pool change fund.

The lead auditor was James Fire with assistance from Jenae Christensen. Larry Decker had administrative oversight of the audit.

The staff, particularly the Office Manager, was very helpful in completing the audit. As we requested, the Office Manager exported an Excel file of cashiering activity from the SportsMan System. The data file provided 11,469 transaction records for the period from July 5, 2006 to July 4, 2007. This data file proved to be instrumental in testing various aspects throughout the audit.

### **Cash Handling and Depositing**

The Center has one cashier station and an authorized change fund of \$50. Our count of collections balanced to the Z tape produced at the time of the audit, and the \$50 change fund was intact and reflected an overage of \$1.

The pool has an authorized change fund of \$100, with \$50 of this amount assigned to the pool admissions area, and \$50 to the concessions stand area. Our count of the admissions change fund reflected an overage of \$12.25, and the concessions fund balanced to its authorized limit of \$50. The \$12.25 overage was due to a cashier returning change to a customer from her personal funds because of the correct change amount not being available in the till. It is important that the staff is trained to notify supervisors if the change fund is depleted and not use personal funds for change.

Patrons of the Center may arrange automatic transfers from their checking accounts each month to cover membership fees. The Office Manager submits a request to the Treasurer’s Office to process these Electronic Fund Transfer payments on the 15<sup>th</sup> of each month. If a request is returned as “NSF” or “Closed Account”, the Treasurer’s Office will notify the Agency Fiscal Manager, who then notifies the Office Manager.

Our findings in the area of Cash Handling and Depositing were as follows:

- **Deposits were not always timely and frequently occurred several days after the State-mandated period of no longer than three days following collection.**
- **Cashiers incorrectly recorded cash and check counts on their daily balance sheets.**

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**Deposits were not always timely and frequently occurred several days after the State-mandated period of no longer than three days following collection.** One of our main objectives was to determine deposit timeliness. We accomplished this by comparing the bank validation date imprinted on the deposit slip to the earliest receipt date in the deposit packet. See Table 1 below for details. Our analysis revealed that 20 of the 26 sampled deposits were outside the three day deposit standard. Countywide Policy #1602 “Management of Public Funds,” Section 3.7.2, states, “*As required by section 51-4-2, Utah Code Annotated, all public funds shall be deposited daily whenever practicable but not later than three days after receipt.*”

<b>Timeliness of Deposits</b>		
Days from date of earliest Receipt	Number of deposit occurrences	Percentage
14 days	1	3.85%
13 days	1	3.85%
11 days	2	7.69%
8 days	7	26.92%
7 days	5	19.23%
6 days	2	7.69%
5 days	1	3.85%
4 days	1	3.85%
3 days	3	11.54%
2 days	2	7.69%
1 day	1	3.85%
Same day	0	0.00%
<b>Total Sample</b>	<b>26</b>	<b>100%</b>

**Table 1.** *Over three-fourths of deposits were made after the time period mandated in Countywide Policy.*

The lag in deposit time was due to the schedule of the Office Manager who works four days each week. We discussed the importance of deposit timeliness with personnel at the Center, and they stated their willingness to comply with deposit time requirements.

**RECOMMENDATION:**

*We recommend that a deposit be prepared and delivered to the bank each day where practicable.*

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**Cashiers incorrectly recorded cash and check counts on their daily balance sheets.** Examination of deposit packets revealed that the cashier balance sheets contained mathematical errors. They were corrected by the Office Manager when the daily deposit was prepared.

Best business practices stipulate accurate recording of cash, check, and credit card counts on balance sheets. Careful preparation ensures a review of recorded activity and reveals any outages, either overs or shorts, that may have occurred. Policy #1062, Section 3.7.3.1, states, “Each day, all county agencies should balance collections to register (or receipt log) totals...”

In particular, we found consistent inaccuracies in daily counts of till collections at the pool. We noted on individual balance sheets that the Office Manager usually crossed out the cashier count and entered revised figures. Cashiers at the pool are seasonal employees who may not feel the importance of or have sufficient practice in counting till collections. Nevertheless, consistent revision of collection counts could provide a way for anyone intent on stealing funds to conceal their theft. Therefore, cashiers should be instructed to correctly count and record daily collections.

**RECOMMENDATION:**

*We recommend that Magna Recreation train cashiers to check balance sheets for accuracy and perform accurate cash collection counts.*

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**Credit/Debit Card/EFT Receipting**

The Center accepts credit and debit cards for payment of services. Also, Childcare has a Horizon card machine to process payments for Childcare services. Payments are made in person, over the phone and through Authorize.net for internet sales.

Credit card and Horizon card receipts are batched together daily for deposits. Internet sales are emailed to the Office Manager, absent credit card numbers and expiration dates, only amounts and sales detail. Credit card transactions are balanced to settlement statements and Z

tapes from each cashier and then attached to the deposit packet. The packets are stored in locking cabinets in the Office Manager's office.

The following findings appeared when a detailed analysis of cashiering data was performed:

- **Complete unencrypted credit card numbers, expiration dates, as well as first and last names were identified in the cashiering data.**
- **Credit card numbers were included in the SportsMan database from unknown logins, including a login titled "Internet".**

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**Complete unencrypted credit card numbers, expiration dates, as well as first and last names were identified in cashiering data.** Analysis of the cashiering data revealed that 1,536 records or 13.39% of the 11,469 downloaded transaction records, contained complete credit card numbers with expiration dates, as well as first and last names. Total value of these credit card transactions was \$105,376, including \$305 in voids. Of all the credit card numbers found, 927 were separate and unique. Within the data provided, the earliest instance was July 5, 2006 while the latest was March 11, 2007. The Office Manager told us that neither she nor cashiers could access these numbers, though our office was able to view them from downloaded cashier transaction data provided to us.

We contacted Peak Software Systems, the vendor for SportsMan, about credit card storage. Peak stated that all of the credit card numbers were encrypted and truncated to the last 4 digits and they adhered to the Payment Card Industry (PCI) Data Security Standards (DSS). See Attachment A, a matrix that contains the standard of stored credit card numbers.

Administrators at the Center offered no specific reason for entering the full number, other than the procedure being a matter of routine practice. A cashier told us that he was trained to enter the entire credit card number, even though the first 12 fields of the entry screen are shaded in grey. The Center Director demonstrated that entry of the entire credit card number, expiration date, as well as first and last name was possible.

Policy #1062, Section 3. 14.3 states, "*It is the responsibility of the County Agency to process credit card transactions in accordance with the Merchant Operating Manual provided by the processing bank.*" Terminal merchant agreements cite the requirement for merchants to meet the PCI DSS. Of the twelve standards, one is specific to storage of the Primary Account Number (PAN).

PCI DSS Requirement 3: Protect stored cardholder data, states, "*Minimizing risk due to interception of protected data is the intent of requirement 3. Encryption is a critical component of cardholder data protection. With encryption cryptography, data is rendered unreadable and*

*unusable unless the proper decrypting key is known. All methods of protecting stored data should be considered as potential risk mitigation opportunities. Examples include, storing cardholder data unless absolutely necessary, truncating cardholder data if full PAN is not needed, and not sending PAN in unencrypted e-mails.”*

**RECOMMENDATION:**

*We recommend that cashiers enter only the last 4 digits of credit card numbers, in addition to the authorization code, into SportsMan.*

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**Credit card numbers were included in the SportsMan database from unknown logins, including a login titled “Internet.”** The analysis of credit card data revealed generic user logins were associated with these transactions. Of the user logins, two in particular revealed a control weakness. The user IDs were “Internet” and “Backup,” as shown in Table 2 below, and on page 6.

<b>Instances by User Login where complete Credit Card number was entered</b>		
<b>User Login</b>	<b>Instances</b>	<b>%</b>
A*****	195	12.70%
K*****	173	11.26%
G*****	158	10.29%
S*****	120	7.81%
T*****	111	7.23%
B*****	108	7.03%
<b>INTERNET</b>	<b>94</b>	<b>6.12%</b>
K****	84	5.47%
A****	76	4.95%
M****	64	4.17%
C*****	52	3.39%
M*****	52	3.39%
S*****	41	2.67%
T*****	41	2.67%
D****	38	2.47%
A*****	30	1.95%
J****	25	1.63%
G*****	23	1.50%
V*****	22	1.43%
C***	10	0.65%
T*	7	0.46%
K**	5	0.33%

<b>BACKUP</b>	<b>4</b>	<b>0.26%</b>
A*****	1	0.07%
C*****	1	0.07%
C*****	1	0.07%
Total	1,536	100.00%

**Table 2.** All user logins are cashier names except for “Internet” and “Backup”

In 2005, Auditor’s Office personnel met with representatives from Peak Software to discuss the entering of on-line credit card payments. At that time recreation center personnel entered credit card numbers into the terminal by means of a SportsMan-generated printout. While this practice has since been discontinued, we were also under the impression that Internet credit card information entered through Authorize.net would not be stored on servers at the County or Peak Software.

We noted that complete credit card numbers existed under the user login designated as “Internet” beginning July 5, 2006, the start date we selected for our downloaded data from SportsMan, to March 11, 2007. Full numbers likely exist prior to this period. A Peak Software representative we spoke with was surprised about their existence and that they were downloaded for our viewing. He noted that numbers could be deleted or truncated to the last four digits by selecting the option “File” and then “Utilities” within SportsMan, and then selecting “Remove CC Information.”

The “Backup” login becomes resident on the system when the last cashier logs out at night, and remains in place until a cashier logs in the next morning. Sometimes, the morning cashier forgets to login under her name and transactions then become posted under the “Backup” login.

PCI DSS Requirement 8: Assign a unique ID to each person with computer access, states, *“Assigning a unique identification (ID) to each person with access ensures that actions taken on critical data and systems are performed by, and can be traced to, known and authorized users.”*

Access to a generic user login, such as “Backup”, prevents tracing transactions to a specific person and could be used to conceal fraudulent activity. Users of these generic logins may not be employees authorized to conduct cashiering activities.

In a conversation with a Peak Software representative, “Internet” and “Backup” are user logins that are specific to two activities. The first represents internet transactions submitted online. It was explained this is necessary to update the cashier database of patron payments. The second is a nightly login designed to lock open transactions to prevent data corruption.

**RECOMMENDATION:**

- 1. We recommend that the user logins “Internet” “Backup” and other generic logins be locked to prevent use by Center cashiers.*
- 2. We recommend that Center management truncate existing credit card numbers by using the SportsMan utility that will perform this function.*
- 3. We recommend that Parks and Recreation administrators assess where credit card numbers are being stored electronically and eliminate complete numbers from SportsMan systems.*

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**Petty Cash Funds and Imprest Checking Accounts**

The Center has a petty cash fund that we balanced to its authorized \$1,000 limit when we counted cash and vouchers in the petty cash box. Our examination of the petty cash transactions revealed the following:

- **Petty cash reimbursements were made from invoices addressed to Salt Lake County Accounts Payable.**

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**Petty cash reimbursements were made from invoices addressed to Salt Lake County Accounts Payable.** Supporting petty cash voucher documents included three invoices addressed to “Salt Lake County Accounts Payable, 2001 S. State Street, #S4700, Salt Lake City, UT, 84190.” Also, one of the invoices was dated more than a year earlier, May 23, 2006, from the date of our examination. Two of the invoices included Salt Lake County charge account numbers and purchase order numbers. However, additional research verified those invoices had not been paid by warrant through Salt Lake County Accounts Payable.

Countywide Policy #1203, “Petty Cash and Other Imprest Funds” Section 3.5, states “Disbursements from petty cash and other impress accounts are for the purpose of covering over-the-counter, cash purchases under the specified limit (see Section 6.0). For these types of transactions the items purchased **shall be paid for at the time of the transaction.** Any purchases “charged” with a vendor under the county’s credit are to be processed under established accounts payable procedures, and **not subsequently paid** from a petty cash or other impress account. To do otherwise is in conflict with the purpose of this policy and is considered to be not cost effective.”

Petty cash reimbursements from invoices could result in double payments for the same item. One payment is made to the vendor through accounts payable and the other for

reimbursement from petty cash. Reimbursements from invoices could be used for theft of petty cash.

The Office Manager based reimbursements on dollar amount rather than receipt type. The payments were small dollar amounts between \$3 and \$31 even though the receipts were printed invoices. The older item was a carryover from previous staff.

**RECOMMENDATION:**

*We recommend that petty cash reimbursements not be made for invoices addressed to Salt Lake County Accounts Payable.*

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**Childcare Accounts Receivable**

Out of the twelve county recreation centers, Magna Recreation is one of four that offers Childcare services. Children are grouped into five categories: Pre-school, Kindergarten, Before/After 1<sup>st</sup> Grade through 6<sup>th</sup> Grade, Off Track, and Summer Camp. At the time of the audit, 192 children were listed as active participants. Billing for services varies from a monthly set fee to hourly charges.

We created a flowchart, as shown in Attachment B, of the accounts receivable process to analyze the separation of duties. Payment and receipting controls were adequate to protect payments for services and record revenue.

A report of current accounts receivable balances was requested; however, due to the antiquated hand-written ledger system, one was not available. Instead, an aging report for June 2007 was provided by the Childcare Bookkeeper as shown in Attachment C. This report was used as the beginning point for analysis.

We examined a sample of 25 of the 39 listed items on the Aging Report. Testing included footing balances on the hand-written ledger sheets, comparing those balances to the Aging Report, examining transactions for accounts aged 30 or more days, and tracing payments from cashier data to the hand-written ledger sheets.

Our analysis revealed the following findings:

- **None of the balances from hand-written ledgers matched the aging report balances.**
- **Account balances on 8 of the 25 hand-written ledgers we examined were incorrect because of arithmetical errors.**

- **All accounts reported as 30 days old, were in fact less than 30 days, or had a zero or credit balance.**
- **Hand-written ledgers did not accurately reflect payment activity in the SportsMan system, and included overstated payments, missing payments, or no corresponding cashier data.**

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**None of the balances from hand-written ledgers matched the aging report balances.** The hand-written ledger system is antiquated and contributes significantly to inaccuracies. The current SportsMan system is designed mainly for receipting revenue, and does not have the capability to track Childcare accounts receivable. Accuracy, storage and retrieval, report generation, security and audit trails are priorities for an effective accounts receivable system.

We re-created ledger sheets on an Excel spreadsheet following the McBee hand ledger layout of columns for payments, charges, date, name, description and balance. The ledger account activity was input into the spreadsheet as recorded on the ledgers, and formulas within the spreadsheet calculated the account balances. These balances were compared to the aging report, and differences were found to exist.

We asked the Childcare Bookkeeper about the aging report, and she responded that it was prepared by hand, mid-month, after postings for prior month's payments. Further examination revealed that 4 of the 25 sample accounts had ledger balances that matched the Aging Report for activity *prior to June 30, 2007*. The aging report should be prepared as of the last day of the month, and any differences between it and the ledger sheets should be reconciled.

#### **RECOMMENDATION:**

***We recommend that any discrepancies in account balances between the monthly aging report and the hand-written ledger sheets be investigated and resolved so that balances on both reports match one another.***

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**Account balances on 8 of the 25 hand-written ledgers we examined were incorrect because of arithmetical errors.** This equates to a 32% error rate. Inaccurate balances lead to misstated reports, poor customer service, lost revenue, indicates poor internal control and offers opportunities for collusion. Examination of ledger sheets revealed that transactions were written in wrong columns and recorded in pencil that further complicates account balances.

Entries were written in pencil and often erased to present new and different data. Best business practice requires that transactions be recorded in indelible ink. If a transaction is to be corrected, simply striking through and going to the next line is preferred. Accounts should be

reconciled and checked in order to determine if any mathematical or other errors may have occurred in ledger balances.

Payment transactions average 222 per month, representing 23% of all payments at the Magna Fitness and Recreation Center. In addition to recording payments, patron charges are also entered into the ledger. These average 190 per month. Therefore, with the recording of payments, 412 entries must be entered each month. The additional task of hand calculating balances adds to the workload and error potential.

A computerized accounts receivable management system would provide for a more efficient and accurate way of managing Childcare accounts. The following is a sample of software packages that cater directly to the Childcare industry. These packages claim to include accounts receivable management, child and parent database, and check in-out functions. This is not a complete list nor is it intended to recommend one package over another:

Childcare Office Pro, list price \$298.00 <http://www.childcareoffice.com/home.html>  
iCare Management Software, list price \$1,795.00 <http://www.orgamation.com/index.php>  
KidsONE Software, list price \$299.00 <http://kidsonesoftware.com/index.htm>

Installation, configuration, training, hardware and maintenance costs should be carefully considered before choosing any software solution.

#### **RECOMMENDATION:**

- 1. We recommend Childcare software be purchased that includes accounts receivable management.*
- 2. We recommend that regular spot checks by a second person be performed to verify account balances on ledger sheets until a computerized solution is employed.*
- 3. We recommend that ledger entries be made in ink, instead of pencil.*

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**All accounts reported as 30 days old, were in fact less than 30 days, or had a zero or credit balance.** Common business practice is to base the aging report on the last day of the month. The current method for creating the aging report is based on mid-month calculations. This can be misleading to management, especially for collection efforts, effectiveness of staff and anticipated revenues.

Countywide Policy #1220, "Management of Accounts Receivable and Bad Debt Collection," Section 5.5, states, "Aging information must be collected, maintained, reported, and acted upon in a standardized and consistent manner. An aged analysis of accounts receivable ledger balances (aging schedule) shall be prepared each month. The aging schedule shall be

*maintained in a manner that provides information as to which amounts are 30 days old or less at the beginning of a month, which are 31 to 60 days old, 61 to 90 days old, 91 to 120 days old, and over 120 days old. The aging will be based on the date of the invoice. Depending on the adaptability of the software being used, individual accounts shall be listed on the aging schedule. Columns and rows shall be totaled.”*

The individual who prepared the aging report based her methodology on training she received when she started working at the Center. However, the aging report should reflect account balances as of the end of the month.

#### **RECOMMENDATION:**

*We recommend that the aging report reflect activity cut off at month end.*

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**Hand-written ledgers did not accurately reflect payment activity in the SportsMan system, and included overstated payments, missing payments, or no corresponding cashier data.** We identified 14 errors that resulted in \$1,134 in understated account balances for the sample. The potential exists for account adjustments without management approval or awareness. This has a direct impact on revenue to the Childcare Center. Details of these differences are found in Attachment D.

Countywide Policy #1220, “Management of Accounts Receivable and Bad Debt Collection,” Section 5.3.2, states, “*The ledger of accounts receivable shall be reconciled to invoices and payments at least monthly, and the reconciliation shall be documented and signed by the employee who performed this step.*”

Section 5.4 of this policy, states, “*The employee who maintains the accounts receivable ledger shall be separate from the employee who prepares invoices and the employee who collects payments. In the event that staffing levels prevent such a segregation of duties, a supervisor, or second responsible employee, shall review and sign the monthly reconciliation, as a control on the process.*”

As shown in Attachment D, we found payments in the hand-written ledger that did not appear in SportsMan, and payments in SportsMan that were not in the ledger. Moreover, we found payments from the same date and amount, such as \$150 double-entered into the ledger.

In the current accounts receivable system, these errors could otherwise indicate theft. The Childcare Bookkeeper explained that she updates ledger sheet information based on payment data from SportsMan. Sometimes the name of the child entered into SportsMan is misspelled or incorrect, and therefore payments are posted based on her knowledge of Childcare accounts. Cashiers could also incorrectly apply payments to the wrong customer and/or activity type. This directly impacts posting activity through the daily transaction reports. Her methodology for these

postings restricted our ability to match payments between the two systems. Tracking payments based on the specialized knowledge of the Childcare Bookkeeper does not allow for verification of account balances by a third party, and provides individuals intent on stealing funds the opportunity to conceal their theft. Therefore, a monthly reconciliation is necessary.

Other risks resulting from these errors include balance adjustments without approval and the absence of an audit trail. It is important that management and employees are current with Policy #1220, "Management of Accounts Receivable and Bad Debt Collection." The potential for error increases with transaction volume.

**RECOMMENDATION:**

*We recommend preparation of a monthly Childcare accounts receivable reconciliation that is reviewed and signed by a supervisor.*

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**Controlled Assets**

We obtained a list of Controlled Assets to determine if management complied with Policy #1125 "Safeguarding Property/Assets." A listing of controlled assets was obtained from the Center Director. We sampled 77 of the 232 items listed to verify their existence and location, and located all items sampled, though three were in a different location than listed, such as upstairs vs. downstairs. Much of the fitness equipment had new ID tags attached to replace the old worn tags. The list provided noted these new tags which made identification efficient.

An item worth noting related to protective controls of controlled assets. The Aquatics Director mentioned that vandalism of pool equipment occurs because of easy access over the perimeter fence. An example was the ice machine compressor. It was torn away from the ice machine and thrown into the pool by vandals.

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**Concessions Inventory**

The Magna Pool operates a concession stand for patrons of the pool. They sell a variety of quick serve items that are pre-packaged. The value of the inventory is approximately \$1,000. The Aquatics Director monitored inventory activity through weekly inventory reports. We counted items on hand and noted that they reasonably matched inventory records. A perpetual inventory system is not used, and therefore, the list we used was from August 3, 2007, 3 days earlier than our inventory count on August 8. The only discrepancy was 46 chocolate chip ice cream sandwiches that were not listed. We had the following finding in concessions inventory:

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Salt Lake County Parks and Recreation Division  
August 30, 2007  
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- **Only one individual is responsible for ordering, receiving and record-keeping of concessions inventory.**

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**Only one individual is responsible for ordering, receiving and record-keeping of concessions inventory.** The Aquatics Director stated that only one person is responsible for all aspects of the concessions inventory. Best business practices dictate that a separation of duties exist for ordering, receiving, and record-keeping of inventory items. A lack of separation of duties hinders controls that avoid shrinkage, spoilage and ensure accurate record-keeping.

The small staff size precludes a complete segregation of duties, but at a minimum the person who orders food products should be different and separate from the person who conducts the inventory.

**RECOMMENDATION:**

*We recommend that the individual, or individuals, conducting and evaluating the concessions inventory be separate and different from the individual who places orders and buys the product for resale.*

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We trust that the work we have performed will serve to improve operations within the Magna Recreation and Pool Center. It will continue to reinforce the importance of sound procedures for handling cash, preparing deposits, protecting credit card information, managing accounts receivable, and managing concessions inventory. These in turn will serve to prevent fraud and preserve the integrity of County funds. We have gained an understanding of some of the challenges faced at Magna Recreation and Pool Center.

Sincerely,

James B. Wightman, C.P.A.  
Director, Internal Audit Division

CC: Paul Ross  
Jan Donchess

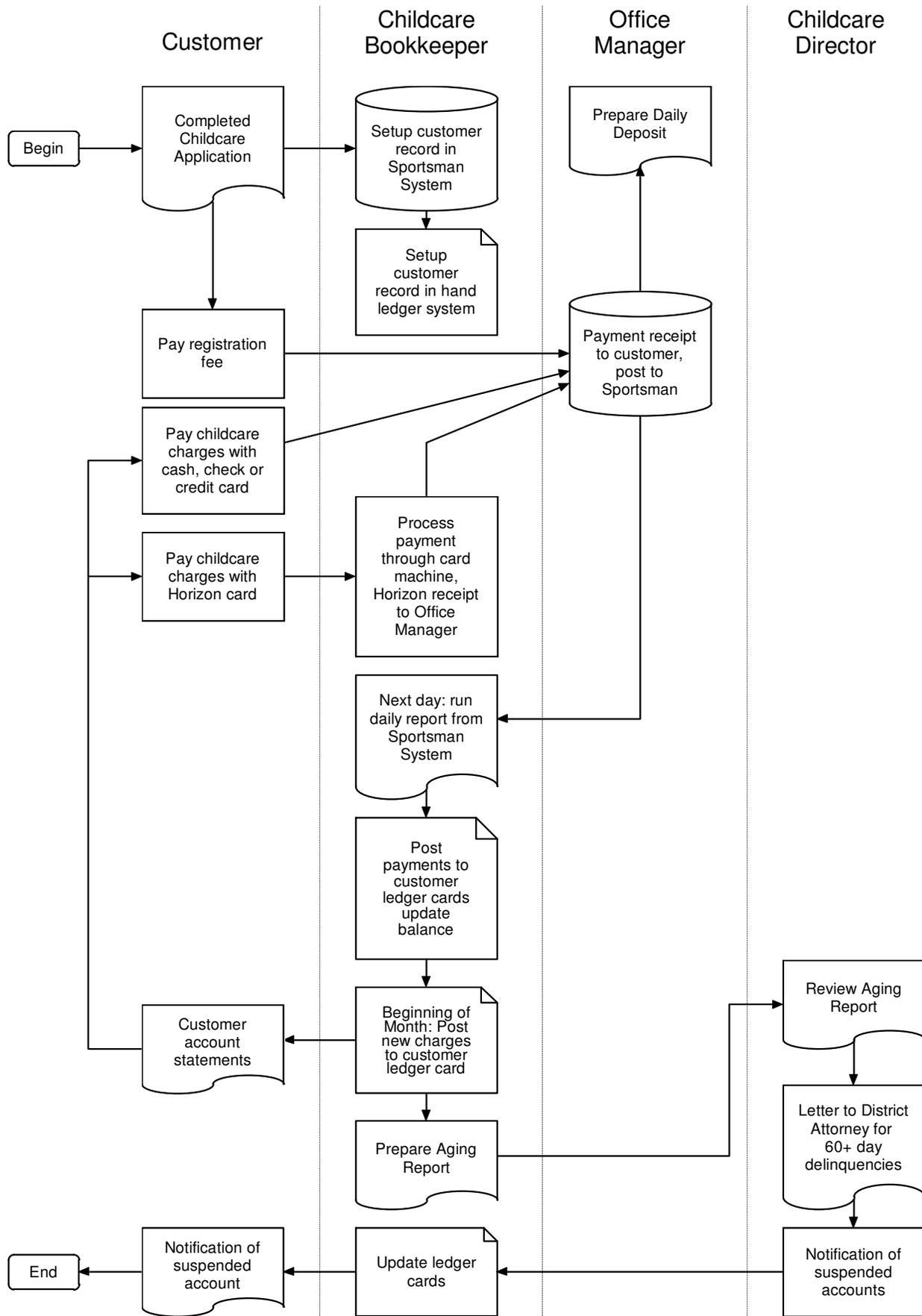
<b>PCI DSS Requirements if PAN is stored, processed or transmitted</b>				
	Data Element	Storage Permitted	Protection Required	PCI DSS Req 3.4
Cardholder Data	Primary Account Number (PAN)	YES	YES	YES
	Cardholder Name *	YES	YES*	NO
	Service Code*	YES	YES*	NO
	Expiration Date*	YES	YES*	NO
Sensitive Authentication Data **	Full Magnetic Stripe	NO	N/A	N/A
	CVC2/CVV2/CID	NO	N/A	N/A
	PIN/PIN Block	NO	N/A	N/A

Source: Payment Card Industry (PCI) Data Security Standard, Version 1.1, Release: September 2006. Available Online: [https://www.pcisecuritystandards.org/pdfs/pci\\_dss\\_v1-1.pdf](https://www.pcisecuritystandards.org/pdfs/pci_dss_v1-1.pdf)

*\* These data elements must be protected if stored in conjunction with the PAN. This protection must be consistent with PCI DSS requirements for general protection of the cardholder environment. Additionally, other legislation (for example, related to consumer personal data protection, privacy, identity theft, or data security) may require specific protection of this data, or proper disclosure of a company's practices if consumer-related personal data is being collected during the course of business. PCI DSS; however, does not apply if PANs are not stored, processed or transmitted.*

*\*\* Sensitive authentication data must not be stored subsequent to authorization (even if encrypted).*

Salt Lake County Auditor  
Magna Recreation Childcare  
Accounts Receivable Flowchart



AGING REPORT JUNE 2007

<u>PARENT</u>	<u>CHILD</u>	<u>TUITION</u>	<u>BALANCE</u>
		\$702.00	\$415.00
		\$176.00	\$176.00
		\$180.00	\$90.00
		\$315.00	\$219.00
		\$260.00	\$260.00
		\$180.00	\$180.00
		\$620.00	\$380.00
		\$513.00	\$247.00
		\$144.00	\$82.00
		\$515.00	\$481.00
		\$315.00	\$150.00
		\$562.00	\$147.00
		\$200.00	\$200.00
		\$352.00	\$264.00
		\$315.00	\$89.00
		\$341.00	\$91.00
		\$258.00	\$258.00
		\$315.00	\$144.00
		\$315.00	\$554.00
		\$315.00	\$69.00
		\$879.00	\$239.00
		\$160.00	\$100.00
		\$355.00	\$152.00
		\$315.00	\$288.50
		\$315.00	\$150.00
		\$315.00	\$193.00
		\$215.00	\$215.00
		\$315.00	\$315.00
		\$554.00	\$239.00
		\$300.00	\$148.00
			<hr/>
			\$6,535.50

30 day account

\$116.00  
 \$315.00  
 \$315.00  
 \$546.00  
 \$274.00  
 \$220.00  
 \$94.00  
 \$67.00

60 day account

\$352.00

Total still owing  
\$8,834.50

ATTACHMENT C

**Magna Childcare Aging Report June 2007**

**Current Accounts**

Sample #	Footed Balance	Aging Report Balance	Footed/Aging Difference	Written Ledger Balance	Footed/Written Bal Difference
2	\$ 13.00	\$ 176.00	\$ 163.00	\$ 14.00	\$ 1.00
4	\$ -	\$ 219.00	\$ 219.00	\$ -	\$ -
5	\$ -	\$ 260.00	\$ 260.00	\$ -	\$ -
7	\$ 11.00	\$ 380.00	\$ 369.00	\$ 10.50	\$ (0.50)
8	\$ 11.00	\$ 247.00	\$ 236.00	\$ (19.00)	\$ (30.00)
11	\$ (165.00)	\$ 150.00	\$ 315.00	\$ 480.00	\$ 315.00
12	\$ 198.00	\$ 147.00	\$ (51.00)	\$ 198.00	\$ -
13	\$ 306.00	\$ 200.00	\$ (106.00)	\$ 306.00	\$ -
14	\$ 259.00	\$ 264.00	\$ 5.00	\$ 259.00	\$ -
16	\$ 37.00	\$ 91.00	\$ 54.00	\$ 37.00	\$ -
17	\$ -	\$ 258.00	\$ 258.00	\$ -	\$ -
18	\$ 54.00	\$ 144.00	\$ 90.00	\$ 54.00	\$ -
19	\$ (46.00)	\$ 554.00	\$ 600.00	\$ (46.00)	\$ -
21	\$ (130.00)	\$ 239.00	\$ 369.00	\$ (98.00)	\$ 32.00
23	\$ (5.00)	\$ 152.00	\$ 157.00	\$ (5.00)	\$ -
25	\$ 36.00	\$ 150.00	\$ 114.00	\$ 36.00	\$ -
26	\$ (10.00)	\$ 193.00	\$ 203.00	\$ (50.00)	\$ (40.00)
29	\$ (44.00)	\$ 239.00	\$ 283.00	\$ (44.00)	\$ -
30	\$ (32.00)	\$ 148.00	\$ 180.00	\$ (32.00)	\$ -
	\$ 493.00	\$ 4,211.00	\$ 3,718.00	\$ 1,100.50	\$ 277.50

Notes

- 2 Missing one ledger sheet, only 2 payments appear in cashier data.
- 5 \$114.00 payment on ledger (12/29/06) not in cashier data.
- 7 \$110.00 payment on ledger (12/14/06) not in cashier data.
- 7 \$270.00 payment on ledger (5/10/07) not in cashier data.
- 11 Payment recorded on ledger (11/17/06) \$56.00 over.
- 11 \$165.00 payment on ledger (5/10/07) not in cashier data.
- 12 \$455.00 payments on ledger (12/30/06) not in cashier data.
- 18 Payment recorded on ledger (12/29/06) \$14.00 over.
- 21 Two payments for \$80.00 each (12/29/06) not recorded in ledger.
- 30 Two \$50.00 payments on ledger (6/30/07) not in cashier data.

**30-Day Accounts**

Sample #	Footed Balance	Aging Report Balance	Footed/Aging Difference	Written Ledger Bal	Calc/Ledger Bal Diff
31	\$ 66.00	\$ 116.00	\$ 50.00	\$ 66.00	\$ -
32	\$ (120.00)	\$ 315.00	\$ 435.00	\$ (120.00)	\$ -
34	\$ 222.00	\$ 546.00	\$ 324.00	\$ 222.00	\$ -
36	\$ (30.00)	\$ 220.00	\$ 250.00	\$ 95.00	\$ 125.00
37	\$ -	\$ 94.00	\$ 94.00	\$ -	\$ -
	\$ 138.00	\$ 1,291.00	\$ 1,153.00	\$ 263.00	\$ 125.00

Notes

- 31 Transactions are current charges.
- 32 Account has a credit balance.
- 34 Transactions are current charges.
- 36 Account has a credit balance.
- 37 Account has zero balance.

**60-Day Accounts**

Sample #	Aging Report Balance
39	\$ 352.00

Turned over to District Attorney's Office for collection.