



COUNTY OF EL PASO
OFFICE OF THE COUNTY AUDITOR

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12-14

December 06, 2022

Mrs. Veronica Myers
El Paso County Parks and Recreation Director
6900 Delta Dr.
El Paso, Texas 79905

Dear Mrs. Myers:

The County Auditor's Internal Audit division performed an audit of the El Paso County Parks and Recreation Aquatics Division for the 2022 summer season to determine if internal controls were adequate to ensure proper preparation of the division's financial reports. Policies, procedures, and regulations were also reviewed to ensure processes are documented, operating and efficient.

The audit report is attached. We tested seven financial controls and one operating control with a total of 237 samples. There were no findings noted as a result of the audit procedures. We wish to thank the Parks and Recreation department for their assistance and courtesies extended during this audit.

Because of certain statutory duties required of the County Auditor, this office is not independent in regard to your office, as defined by AICPA professional standards. However, our audit was performed with objectivity and due professional care.

Respectfully,

Edward A. Dion
County Auditor

cc: Mrs. Betsy Keller, Chief Administrator
Mrs. Norma R. Palacios, Public Works Director



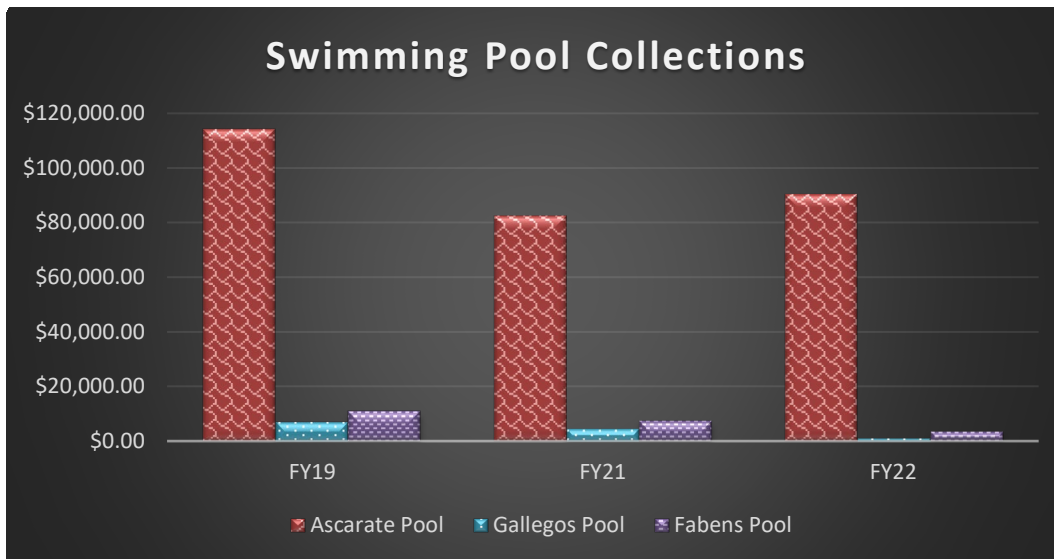
**Parks and Recreation Swimming Pools
April through September 2022**



FINDINGS AND ACTION PLANS

BACKGROUND

The aquatics division of El Paso County Parks and Recreation Department consists of the Ascarate, Gallegos, and Fabens swimming pools. The Ascarate pool is an Olympic size outdoor pool and one of the few pools suitable for competitive swim events in El Paso County. There is also an enclosed picnic area shaded by tents that are available for rental and Pro-Shop that offers a wide range of merchandise and apparel. The other two pools are located in Fabens and Canutillo, Texas. All pools are open from April through September each year and are available to the public as well as for private party rentals. Revenues are from admissions, merchandise, and rental fees. Ascarate pool uses RecWare cashiering system to account for collections. The other two locations use a sequential bracelet system and cash box. Due to the Covid-19 pandemic and associated Stay at Home Work Safe order, the County pools remained closed for the FY20 season and resumed operations in FY21. Collections for 2019, 2021, and 2022 are illustrated below.



Source: MUNIS

The audit was performed by Hadi Medina, internal auditor. The scope of the last audit performed was April 2021 to September 2021 and the related audit report was issued on December 20, 2021.

AUDIT OBJECTIVES

The audit evaluated the adequacy of controls and processes to achieve key business objectives related to the swimming pool's financial reports. Following are the business objectives and related control assessments.

Business Objective	Control Assessment
1. Adherence to documented policies and procedures	Satisfactory
2. Functioning appropriate cash controls	Satisfactory
3. Accurate application of the approve fee schedule in RecWare	Satisfactory
4. Timely deposits of collections in accordance with <i>Local Government Code 113.022</i>	Satisfactory
5. Timely posting of tent rentals and swim team practice deposits	Satisfactory
6. Functioning appropriate entry bracelet controls	Satisfactory
7. Timely deposit of pool rental collections and adequate treatment of refunds	Satisfactory
8. Functioning appropriate Pool Pro-Shop controls	Satisfactory

SCOPE

The scope of the audit is April 2022 through September 2022.



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METHODOLOGY

To achieve the audit objectives, we:

- Reviewed policies, procedures, and applicable statutes.
- Performed a surprise cash count in accordance with *Local Government Code (LGC) §115.0035*.
- Reviewed all RecWare receipts sampled for accurate application of the latest Parks & Recreation fee schedule approve by Commissioners Court.
- Traced a sample of daily deposit slips to the financial accounting system for compliance with *LGC §113.022*.
- Tested all swim team practices and tent rentals for accuracy and timeliness.
- Reviewed a sample of bracelets for accurate sequential order and accountability.
- Tested all party rental agreements and refunds processed to verify depositing and refunding timeliness and proper supporting documentation.
- Reviewed purchase orders received in the previous audit period to verify inventory was maintained accurately due to the closures during the FY20 pool season.

RESULTS

Listed below are controls and findings summaries, with findings listed from highest to lowest risk. Please see the *Findings and Action Plans* section of this report for the status of prior audit findings.

Controls Summary	
Good Controls	Weak Controls
<ul style="list-style-type: none"> • Maintain and follow documented policies and procedures (Obj. 1) • Cash handling procedures (Obj. 2) • Revenue receipt controls (Obj. 3) • Timely deposit controls (Obj. 4) • Timely posting controls (Obj. 5) • Entry bracelet controls (Obj. 6) • Processing of refund requests (Obj. 7) • Pro-Shop inventory controls (Obj. 8) 	
Findings Summary	
None	

INHERENT LIMITATIONS

This financial review was designed to provide reasonable assurance that the internal control structure is adequate to safeguard the County’s assets from loss, theft, or misuse. The County’s internal control structure is designed to provide reasonable, but not absolute assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of implementing the controls should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires the use of estimates and judgment by management. Because of the inherent limitations in any system of internal controls, errors or irregularities may occur and not be detected.

CONCLUSION

The Aquatics division has implemented improvements in their operations and have met all the objectives of this audit. Therefore, no recommendations were provided in this report.