

Edit Referral

H-23-184 Referral Information

Hotline ID: H-23-184

Date of Submission: 4/10/2023

Entity Type: Local

Entity Category Type: City/Town

Entity: Toppenish, City of

Sub Entity Name:

Category: Cash Receipting

1-2 sentence description of concern: Lack of internal controls with taking cash at Toppenish Public Works Building. No dedicated area for taking cash/check payments. No vault to store cash/ checks, no money counting machine, employees reconcile own drawers, do their own deposit. No oversight.

Report Issued: No

Reporting Type: FYI to Team

Report Number:

Investigation Contracted: No

Contract Number:

Contract Name:

Billing Time Code:

Costs:

Public Records Request: Yes

Flag For Annual Report: No

Substantiated: No

ARRA: No

Action: Referred to Audit Team - FYI

Audit Team: Yakima

Audit Team Contact: stranda@sao.wa.gov

cc: AMY Bunger (bungera@sao.wa.gov)

Referral Date: 4/11/2023

Action Taken: No

Response Date:

Report Date:

Follow Up Date:

Date Closed: 4/11/2023

Edit Referral

H-23-184 Contact Information

Hotline ID: H-23-184

Date of Submission: 4/10/2023

Submission Method: Web

Submission Type: Local government employee

Staff:

Author(Last, First):

Address:

City:

State: WA **Zip:**

Home Phone:

Work Phone:

Mobile Phone:

Email:

Can Contact: No

Contact Preference:

Anonymous: Yes

Waived Confidentiality: No

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H-23-184 Referral Details

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What state or local organization is involved?

Please identify the specific concerns you are hoping the audit will address.

Lack of internal controls with taking cash at Toppenish Public Works Building. No dedicated area for taking cash/check payments. No vault to store cash/ checks, no money counting machine, employees reconcile own drawers, do their own deposit. No oversight.

Please provide a detailed description of the assertion or outstanding achievement, including who, when, where, what, how and how much.

Was sent an email from Elvia Cisneros Acc. Mngr. on Feb. 8, 2023 detailing the taking of cash payments at Public Works along with directions on how to do it. Permit Tech, Office Manager. No one at Public Works is happy about this situation and feel that it is unsafe for employees.

How did this issue come to your attention?

I have been involved in taking checks and observed employees take cash payments, hand count the cash, reconcile their own cash box and do their own deposit. At end of day, they put their cash box in office manager's drawer, lock it, put key in drawer. Employee drives deposit to bank in own vehicle, takes deposit inside to do deposit.

What employee(s), contractors, etc., were involved in the assertion or achievement? Please include employee titles if possible.

This is being done under Debbie Zabelle -City Manager and Dan Ford Assistant City Manager's direction. Elvia Cisneros-Accounting Manager at City Hall, Heather Jobe-Finance Director.

Please provide the names of any witnesses to the assertion or achievement, if possible.

Union Representative - Ric Salina- he has seen the set up and heard my concerns. Permit Tech-Tammy Colley, Beth Simmons-Office Manager, Victor Shaw-Code Enforcement, Carolyn Raschko-Admin. Assistant. These employees are very concerned and are only doing what they are told to do.

Please provide any additional details or comments that would help us understand your assertion or achievement.

Hope that this will be looked into. Don't want employees to worry about anyone trying to rob them, or follow them to the bank. Unsafe situation.

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H-23-184
Activity
Log
Hotline ID: H-23-184

Entry Date ▼	Log Entry
02/08/2024	Referral updated by 'JEANA Gillis (gillisj)'.
04/11/2023	Referral updated by 'JEANA Gillis (gillisj)'.
04/11/2023	Referral updated by 'JEANA Gillis (gillisj)'.
04/11/2023	Task assigned to 'stranda@sao.wa.gov'. Team notification email sent to: stranda@sao.wa.gov,bungera@sao.wa.gov
04/11/2023	Referral updated by 'JEANA Gillis (gillisj)'. Action changed from (not set) to Referred to Audit Team - FYI.
04/11/2023	Anonymous will keep in mind for next audit. --bungera