**City of Carrizo Springs**

**Request for Qualifications – Cash Audit**

The City of Carrizo Springs is issuing a Request for Qualifications to conduct a cash compliance audit in accordance with Generally Accepted Government Auditing Standards.

The scope of the audit is to perform a cash audit of the City’s General, Water, Gas and Hotel Occupancy Tax Funds for the sixty (60) period ending September 30, 2021.

The city expects, at a minimum, a review of the following:

* Accounting Cash Handling Procedures
* Fund Revenues and Receipts (including handling, deposits, reporting and approvals)
* Fund Expenditures (including documentation and approvals)
* Petty Cash (handling, receipts, access, expenditures)
* Standard Operating Procedure (SOP)
* Reconciled Bank Statements
* Internal Control Policies or Deficiencies
* Review of Original itemized receipts
* Management approval on documentation
* Prohibited expenditures

Please contact me if you have any questions at City Hall 830.876.2476. Thank you.