

441 G St. N.W.  
Washington, DC 20548

September 30, 2021

The Honorable Amy Klobuchar  
Chairwoman  
The Honorable Roy Blunt  
Ranking Member  
Committee on Rules and Administration  
United States Senate

### **Senate Disbursing Office: Procedures Related to 2021 Cash Count**

#### Independent Accountant's Report on Applying Agreed-Upon Procedures

As you requested, we performed agreed-upon procedures on the cash accountability level that the Senate Disbursing Office (SDO) authorized and reported, as described in the enclosure to this report, with which the Secretary of the Senate agreed. The cash accountability level represents the value of cash and noncash items for which the Secretary, as disbursing officer for the U.S. Senate, is responsible.

The Secretary is authorized to delegate to the Financial Clerk of the U.S. Senate the authority to conduct the business of the SDO and to disburse funds available to the Secretary. The Financial Clerk establishes the authorized cash accountability level and accounts for the cash accountability level in monthly reports to the Department of the Treasury.

The sufficiency of these procedures is solely the responsibility of the Secretary. We performed these procedures solely to assist your offices and the Secretary in counting the cash and noncash items that made up the authorized and reported cash accountability level as of an agreed-upon date. Consequently, we make no representation regarding the sufficiency of the procedures described in the report either for the purpose for which this report has been requested or for any other purpose.

We conducted this agreed-upon procedures engagement in accordance with U.S. generally accepted government auditing standards, which incorporate attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to perform, and did not perform, an examination or review, the objective of which would have been to express an opinion or conclusion, respectively, on the cash accountability level that the SDO authorized and reported. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you. We completed the agreed-upon procedures on September 9, 2021.

The procedures we agreed to perform consist of (1) obtaining support for the authorized and reported amount of cash accountability for the Secretary, (2) counting all cash items included in the Secretary's cash accountability level, (3) counting all noncash items included in the Secretary's cash accountability level, and (4) agreeing the total amount counted to the authorized amount and reported amount of cash accountability for the Secretary. The enclosure provides the details on the agreed-upon procedures and our results.

We requested comments on a draft of this report from the Secretary. In an email response dated September 17, 2021, the Secretary stated that she had no comments on the report.

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The purpose of this report is solely to describe the agreed-upon procedures related to the cash accountability level authorized and reported by the SDO, and the report is not suitable for any other purpose. However, this report is a matter of public record, and its distribution is not limited. The report is available at no charge on the GAO website at <https://www.gao.gov>.

If you or your staff have any questions concerning this report, please contact me at (202) 512-5683 or [padillah@gao.gov](mailto:padillah@gao.gov). Contact points for our Offices of Congressional Relations and Public Affairs may be found on the last page of this report. Megan McGehrin (Assistant Director), Tulsi Bhojwani (Auditor-in-Charge), and Veronica Cadiz-Rodriguez made key contributions to this report.



M. Hannah Padilla  
Director  
Financial Management and Assurance

Enclosure

## Enclosure

### Senate Disbursing Office 2021 Cash Accountability

#### I. Procedures related to the authorized and reported amount of cash accountability for the Secretary of the Senate

- A. Obtain the Certificate of Deposit package from the Senate Disbursing Office (SDO) establishing the total current authorized amount of cash accountability for the Secretary of the Senate.<sup>1</sup>

##### Description of Findings and Results

We obtained the Certificate of Deposit package that establishes the total authorized amount of cash accountability for the Secretary of the Senate applicable for fiscal year 2021.

- B. Obtain the Statement of Accountability for the month ended July 31, 2021, documenting the cash accountability level that the SDO reported to the Department of the Treasury.

##### Description of Findings and Results

We obtained the Statement of Accountability for the month ended July 31, 2021, that documented the cash accountability level that the SDO reported to Treasury.

#### II. Procedures related to the cash items included in the cash accountability level for the Secretary of the Senate

On August 10, 2021, in the presence of one or more SDO custodial officials, count the total value of cash, consisting of currency and coin, which SDO officials identify as making up a part of the SDO's total cash accountability level in the three operating cash drawers and the vault.

- A. For currency in sealed clear plastic bags from the Federal Reserve, PNC Bank, or LOOMIS, for which the currency wrapping is visibly intact, count the number of individual straps or bundles of currency and, based on the denomination, calculate the total amount in the bags.

##### Description of Findings and Results

There was currency in sealed clear plastic bags in the denominations of \$1 and \$10 in the vault. We counted the number of individual straps and, based on the denomination of the currency, calculated the total amount in the bags.

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<sup>1</sup>The authorized amount is periodically revised by the SDO's Financial Clerk based on the SDO's cash activity. The current authorized amount was last established in November 2014.

- B. For boxed coins from the Federal Reserve, PNC Bank, or LOOMIS, for which the box seal is intact and the number of coin rolls in a box cannot be determined visually, calculate the total amount in the boxes, based on the total value identified on each box.

Description of Findings and Results

There were boxed coins with the seal intact in the denominations of \$0.01, \$0.05, \$0.10, and \$0.25 in the vault. We calculated the total amount in the boxes based on the value identified on each box.

- C. For boxed coins from the Federal Reserve, PNC Bank, or LOOMIS, for which the box seal is not intact but the coin wrapper is visibly intact and the number of rolls is visible, count the number of rolls and, based on the denomination of the coin, calculate the total amount in each box.

Description of Findings and Results

There were coin rolls with the wrapper visibly intact but the box seal not intact in the denominations of \$0.01, \$0.05, and \$0.10 in the vault. We counted the number of coin rolls, and based on the denomination of the coin, we calculated the total amount in each box.

- D. For individual currency bundles and coin rolls not in sealed plastic bags or boxes but with bank wrapping intact, count the currency bundles and coin rolls and, based on the denomination, calculate the total dollar value of the currency bundles and coin rolls.<sup>2</sup>

Description of Findings and Results

There were currency bundles and coin rolls that were not in sealed plastic bags or boxes but with the bank wrapping intact, in the three operating cash drawers and the vault. For the currency bundles, we counted the number of bills in each bundle using a money counter machine and calculated the total amount based on the denomination of the currency. For coin rolls, we counted the number of rolls and calculated the total amount based on the denomination of the coin.

- E. For loose currency and coins, individually count each unit and, based on the denomination, calculate the total value of the loose currency and coin.

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<sup>2</sup>For the currency bundles, count the number of bills in each bundle and use that number in the calculation.

Description of Findings and Results

There was loose currency and coins in the three operating cash drawers. We individually counted each unit and, using the denomination, calculated the total value of the loose currency and coin.

**III. Procedures related to the noncash items included in the cash accountability level of the Secretary of the Senate**

On August 10, 2021, in the presence of one or more SDO custodial officials, count the total value of noncash items consisting of checks that the SDO cashed on behalf of senators and Senate staff and petty cash advances.<sup>3</sup>

- A. For cashed checks that have not yet been deposited to the Senate Credit Union, use the original cashed checks and calculate the total value of the cashed checks.

Description of Findings and Results

Cashed checks held for deposit were stored in the three operating cash drawers. Using the original cashed checks, we calculated the total value of the cashed checks.

- B. For cashed checks deposited to the Senate Credit Union for which the SDO has not withdrawn cash, inspect the deposit receipt that the Senate Credit Union provided to the SDO to include in the calculation of the total value of cashed checks.<sup>4</sup>

Description of Findings and Results

There were no cashed checks deposited to the Senate Credit Union for which the SDO had not withdrawn cash.

- C. For petty cash advances, calculate the total value of petty cash advances using the Senate committee's request forms.

Description of Findings and Results

Using the Senate committee request forms for two petty cash advances, we calculated the total value of petty cash advances.<sup>5</sup>

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<sup>3</sup>Per the SDO, there are processes established for Senate committees and officers to receive petty cash advances. A request form is submitted to the SDO to support each petty cash advance.

<sup>4</sup>Per the SDO, there are processes established for recovering funds related to returned checks. However, the SDO's cash accountability is not affected by returned checks as the SDO still receives the cash upon deposit of the check. The amount of the returned check is a liability for the SDO until the funds are recovered.

<sup>5</sup>In counting the value of the petty cash advances, we did not independently confirm or otherwise establish the validity of the outstanding petty cash advances on the date of our count.

**IV. Procedures related to agreement of the total amount counted to the authorized amount and reported amount of cash accountability for the Secretary of the Senate**

- A. Agree the total value of cash and noncash items counted to the SDO's Certificate of Deposit package that established the total authorized amount of cash accountability for the Secretary of the Senate. If a difference between the total value of cash and noncash items counted and the authorized amount of cash accountability is noted, bring the difference to the attention of the SDO officials for their review and explanation.

Description of Findings and Results

We agreed the total value of cash and noncash items counted on August 10, 2021, to the SDO's Certificate of Deposit package that established the total authorized amount of cash accountability for the Secretary of the Senate, except for a difference of \$3.06, which SDO officials stated is a known overage that has accumulated over time.

- B. Agree the total value of cash and noncash items counted to the cash accountability level that the SDO reported to Treasury in the Statement of Accountability for the month ended July 31, 2021. If a difference between the total value of cash and noncash items counted and the reported amount of cash accountability is noted, bring the difference to the attention of the SDO officials for their review and explanation.

Description of Findings and Results

We agreed the total value of cash and noncash items counted on August 10, 2021, to the cash accountability level that the SDO reported to Treasury in the Statement of Accountability for the month ended July 31, 2021, except for a difference of \$3.06, which SDO officials stated is a known overage that has accumulated over time.

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U.S. Government Accountability Office, 441 G Street NW, Room 7149  
Washington, DC 20548

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## Strategic Planning and External Liaison

Stephen J. Sanford, Managing Director, [spel@gao.gov](mailto:spel@gao.gov), (202) 512-4707  
U.S. Government Accountability Office, 441 G Street NW, Room 7814,  
Washington, DC 20548

