

City of Saratoga Springs

III. INTERNAL CONTROLS

Introduction

1. Cash Receipting of DPW Revenue
 2. Cash Receipting of DPS Revenue
 3. Cash Receipting and Disbursements of Police Department
 4. Cash Receipting – Recreation
 5. Cash Receipting at the Visitor Center
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Office of Finance

Adopted Various
Updated August 7, 2012
Updated June 18, 2013

III. INTERNAL CONTROLS

Internal controls are essential to the effective operation of the City of Saratoga Springs. Simply put, internal controls are activities or procedures designed to provide reasonable assurance that operations are “going according to plan.” Without adequate internal controls, the City Council has little assurance that its goals and objectives will be achieved. Properly designed and functioning controls reduce the likelihood that significant errors or fraud will occur and remain undetected. Internal controls also help ensure that all departments (not just the Office of the Commissioner of Finance) are performing as expected.