



Terminal Agent's Office Dulles Airport



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Objectives

- Understanding the business transactions conducted by the Terminal Agent's Office.
- Assessing the appropriateness of key controls over cash and cash equivalents.
- Assessing the appropriateness of transaction reviews, cash reconciliation processes, and cash reporting.

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Background

- The Terminal Agent's Office is responsible for processing payments for all tenants, concessionaires, airlines and Airports Authority employees located at Dulles.
- These payments include parking and proximity cards, fingerprinting, identification badges, tenant payment of invoices, security violations, imprest fund, lost and found monies, keys, and other miscellaneous charges.

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Conclusion

- The policies, procedures and controls are adequate for processing the transactions in the Terminal Agent's Office; and the transactions have been properly accounted for in the financial records in a timely manner.
- Two instances were noted where opportunities for improvements exist and where closer adherence to controls and procedures are necessary. Neither were deemed material.

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Recommendation

Management agreed with the two recommendations and will implement the solutions this year.