



REPORT TO THE RISK MANAGEMENT COMMITTEE

**Audit of the Agent Cashier's Office at
Ronald Reagan Washington National Airport
for the Calendar Year Ended 12/31/13**

June 2015

Background

- The Agent Cashier's Office (ACO) is responsible for processing payments received from tenants, concessionaires, airlines, and Airports Authority employees for parking, fingerprinting, identification badges, invoices, security violations, lost and found transactions, keys, and other miscellaneous charges.
- During 2013, the ACO processed approximately 15,000 transactions totaling \$2.3 million.

Objective & Approach

- The objective of this review was to assess the adequacy and effectiveness of key controls over the ACO:
 - Payment collection and processing;
 - Transaction recording and review; and
 - Reconciliation and reporting processes.
- In order to assess key controls, the Office of Audit interviewed ACO management and staff and reviewed:
 - ACO Standard Operating Procedures;
 - Transaction logs;
 - Reconciliations;
 - Daily summary reports provided to the Office of Finance; and
 - Supporting documentation for selected transaction samples.



Results in Brief

- The policies, procedures, and controls over transaction processing and reporting were generally adequate and have been greatly improved since the prior audit.
- The report contains four observations and recommendations to continue to enhance controls.
- Management has developed action plans to address all four recommendations.



Ronald Reagan Washington National Airport



Dulles Corridor Metrorail Project



Dulles Toll Road



Washington Dulles International Airport



METROPOLITAN WASHINGTON
AIRPORTS AUTHORITY