



COLLIN COUNTY

OFFICE OF COUNTY AUDITOR
200 S. McDonald Street • Suite 300
McKinney, Texas 75069
(972) 548-4731 • Metro (972) 424-1460
Fax (972) 548-4696

Date: May 12, 2009

To: Linda Dixon, Myers Park Manager

From: Donald W. Cozad, County Auditor 

Subject: Fourth Quarter FY08 and First & Second Quarter FY09 Audit Results –
Final

Internal audit began an examination of books and records on April 02, 2009 for the County Auditor quarterly audit requirements. The audit objectives were to ensure county property and cash receipts were promptly accounted for, accurately recorded, safeguarded and disbursed properly.

The time period reviewed was July 1, 2009 through March 31, 2009. The audit procedures included performing a cash count; a test of deposits; a test of contract files; and an asset inventory.

During the review, we identified certain practices and procedures that we believe could be enhanced to strengthen internal controls and increase efficiencies. The review was not intended to be a comprehensive examination of every procedure or activity. Accordingly, the findings and recommendations presented in this report should not be considered as all-inclusive of areas where improvements may be needed.

Your office personnel were extremely helpful and courteous in assisting with the quarterly review. An exit interview was held with you on April 30, 2009.

Please feel free to contact us with any questions or requests for assistance.

Cash Drawer

Finding:

A cash count was performed with no discrepancy.

Recommendation: None at this time

Response: None required

Report Verification

Findings:

We tested 34 days throughout the audit period for timely deposits of daily sales in aggregate of \$100 or more. County Policy requires Myers Park to deposit funds that meet this criterion to the Treasury by the next business day.

We found 6 days worth of receipts in our sample that were deposited in 2 business days or more.

Dates When Receipts Were In Excess of \$100 vs. Deposit Dates to Treasury						
Days lag	2 days	3 days	4 days	5 days	6 days	Total
4th Quarter Receipts	0	0	0	0	0	0
1st Quarter Receipts	0	0	1	1	0	2
2nd Quarter Receipts	0	2	1	0	1	4
Total	0	2	2	1	1	6

Recommendations:

Funds collected by Myers Park for a week that total less than \$100 should be reported and deposited to the Treasury on a weekly basis during the week. If the funds collected reach \$100 at any time or in total during a week, a deposit should be made to the Treasury by the next business day. A final deposit and/or report would be completed at the end of the week (Friday) that the mid-week deposit occurred within.

Response:

Since Treasury is now at the Administration Building and much closer to the park our deposit turnaround should improve. Due to the schedules of both the Manager and the Event Coordinator, it is not always feasible or even possible to meet the recommendations outlined above. We are very diligent about keeping funds locked in the safe while it is at Myers Park.

Asset Verification

Finding

An asset inventory was performed with no discrepancy.

Recommendation: None at this time

Response: None required

Contract Compliance

Findings

A random sample of 12 contracts was taken from 125 contracts for events held during the audit period. This equals to 10% audit coverage. The following exceptions were found on file:

1. Contract #09-031, file did not contain an insurance binder as required for a public event.
2. Contract #08-040, file was missing a Contract Check List.

Recommendation:

Myers Park personnel should ensure that all necessary documents are collected from the client and properly filed.

Response:

1. Contract #09-031, the original insurance binder was mislaid; the lessee is in the process of sending a copy that covers the date of the event, as they did have the insurance in place.
2. Contract #08-040, the Contract Check List is an internal tool, recommended by the Auditing Department during the last audit to assist in proper file maintenance. The file was complete and properly filed.