



COLLIN COUNTY

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Date: May 21, 2009
To: W.M. "Mike" Yarbrough, Justice of the Peace 4
From: Donald W. Cozad, County Auditor 
Subject: Third & Fourth Quarters FY08 and First Quarter FY09 Audit Results-Final

Internal Audit personnel met with you on March 12, 2009 to start an examination of books and records 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 April 1, 2008 through December 31, 2008. The scope of the audit entailed performing a cash count; a review of deposits and disbursements; bank reconciliations; and a fixed 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 conference was held with you on April 21, 2009.

If we may be of any help or you have any questions, please feel free to contact us.

Cash Drawer

Findings:

We verified the \$100 change fund allotted to JP 4 and no exceptions were found at the time of the count. JP 4 has never used the change fund and holds the money as a \$100 bill locked in the safe all the time.

Recommendations: None at time of audit.

Response: None required.

Report Verification

Findings:

We verified the receipts with deposits and found that interest earned was not remitted to the County Treasury monthly. For example, interest earned in August, September, October and November of 2008 was remitted to County Treasury in January 2009.

Recommendation:

Interest earned should be remitted to County Treasury monthly.

Response:

Our interest amounts earned are sometimes less than \$10, so we were writing checks when the accumulated total was larger. We would prefer to write interest transfer checks quarterly.

Auditor's Response:

Interest should be recorded when received and disbursed as part of the weekly check.

Findings:

We verified receipts with the fee schedule and found that the wrong amount was collected for the following traffic violations. Few examples are cited below:

Violation	Case Number	Receipt Date	Receipt Number	Receipt Amount	Amount per fee schedule	Variance
Disregard stop sign	TR09-00655	11/4/08	4170979	\$130.00	\$170.00	(\$40.00)
Disregard traffic control device	TR09-03039	12/22/08	4173495	\$135.00	\$170.00	(\$35.00)

Recommendation:

Fees set up in the AS400 for violations should be verified with the fee schedule and the wrong amounts should be corrected. Fees set up in the system should be verified with the fee schedule periodically to avoid collection of wrong amounts.

Response:

Many of our charge codes are outdated and are not used; however, the citations showing the old codes were entered by DPS clerks. We updated all the codes we could and requested that I.T. change those that we could not. We should not have this problem with the Odyssey software.