



COLLIN COUNTY

OFFICE OF COUNTY AUDITOR
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Date: June 22, 2009

To: Bill Bilyeu, Director of Administrative Services
Department 0201

From: Donald W. Cozad, County Auditor 

Subject: Internal Audit Results – Payroll Distribution

The Collin County Auditor's Office conducted a payroll distribution verification audit for your office on June 5, 2009 for the payroll period ending May 31st. The intent of the verification audit was to confirm employee payroll files, general ledger files, and on-duty personnel were accurate and correct. All employees verified their information and received their payroll checks as of June 8, 2009.

The return address on the checks was questioned during the audit since it had not been changed to the new Administrative building address. Human Resources did change the return address on the June 19th payroll checks to the Human Resources Department which is inconsistent with the other county issued checks. All other county checks, for which the County Clerk's office performs the bank reconciliation, reflect the address for the County Treasury Office.

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