



COLLIN COUNTY

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Date: October 16, 2009
To: Stacey Kemp, County Clerk
From: Jeff May, County Auditor 
Subject: First and Second Quarters FY09 Audit Results - Final

Internal Audit personnel conducted an entrance conference with you on May 1, 2009 to start an examination of the books and records for the first and second quarters of FY09. The audit objectives were to confirm county property and cash receipts were promptly accounted for, accurately recorded, safeguarded and disbursed properly.

The time period reviewed was October 1, 2008 through March 31, 2009. The audit procedures included a cash count; a review of deposits, disbursements, bank statements and bank reconciliations; general ledger accounts; fee schedules; case file dismissals and prior audit issues.

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 Sherry Willis, Chief Deputy Clerk, on October 7, 2009.

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

Cash Drawer

Finding:

A cash count for all County Clerk Offices was completed on May 1, 2009. No finding was identified.

Recommendation: None at the time of audit.

Response: Not required.

Bank Reconciliation

Findings:

The office maintains eight (8) checking accounts: the Probate Account, Civil Fee Account, the Court Registry Account, the Bail Bond Account, the Unidentified Monies, Criminal Fee, Civil Cash Bond, and Land Vital account. The checking accounts were examined and cash balances were verified. Each account was reconciled to the bank statement, checkbook and to the AS400 accounting system and the following exceptions were found:

Bank Reconciliation Report for the Court Registry Account

1. In October 2008, seven (7) outstanding checks should not be listed as reconciling items under the bank balance, but should be added into the disbursement total under the book balance.
2. In November 2008, six (6) checks should not be listed as reconciling items as they cleared the bank in November.
3. Fifteen (15) checks written in November 2008 were posted in December 2008. They were not included in the total of November disbursements. They should be listed as outstanding checks as they had not cleared the bank in November.
4. In December 2008 and January 2009, six (6) checks should not be listed as reconciling items as they cleared the bank in November 2008.

Recommendations:

All bank reconciliations performed by staff should be reviewed and signed by a supervisor to ensure the reconciliations are correctly stated.

Response:

Thank you for your audit. I appreciate your guidance in directing the clerk to correct the outstanding issue.

Report Verification

NOTE: This is a system problem and is for notification only.

Odyssey System- Missing Cash Receipt Numbers

1. (20) Twenty receipt numbers were not shown in Transaction Listing Reports but were shown in Cash Receipt Journal Reports.

No	Date	Receipt Number	Amount	Comment
1	10/8/2008	CCLK-04509-2008	49.00	Misc Deposit – no case assigned
2	10/8/2008	CCLK-04529-2008	1,611.92	Court Registry Deposit
3	10/8/2008	CCLK-04530-2008	10.00	Misc Deposit – no case assigned
4	10/8/2008	CCLK-04537-2008	3.00	Misc Deposit – no case assigned
5	11/13/2008	CCLK-05713-2008	58.00	Misc Deposit – no case assigned
6	11/13/2008	CCLK-05718-2008	25.00	Misc Deposit – no case assigned
7	11/13/2008	CCLK-05733-2008	5.00	Misc Deposit – no case assigned
8	11/13/2008	CCLK-05740-2008	5.00	Case # 001-17406 Filing Fee
9	12/22/2008	CCLK-06870-2008	9.00	Misc Deposit – no case assigned
10	12/22/2008	CCLK-06873-2008	100,307.00	Court Registry Deposit
11	12/22/2008	CCLK-06874-2008	245,451.50	Court Registry Deposit
12	12/22/2008	CCLK-06875-2008	160,753.00	Court Registry Deposit
13	12/22/2008	CCLK-06877-2008	97,040.00	Court Registry Deposit
14	12/22/2008	CCLK-06878-2008	143,905.00	Court Registry Deposit
15	12/22/2008	CCLK-06887-2008	5.00	Misc Deposit – no case assigned
16	12/22/2008	CCLK-06894-2008	5.00	Misc Deposit – no case assigned
17	12/22/2008	CCLK-06895-2008	5.00	Misc Deposit – no case assigned
18	12/22/2008	CCLK-06912-2008	49.00	Misc Deposit – no case assigned
19	12/22/2008	CCLK-06913-2008	2.00	Misc Deposit – no case assigned
20	12/22/2008	CCLK-06918-2008	5.00	Case # 001-02945-2008 E-Filing

2. (3) Three receipt numbers for County Clerk Office were found missing in Odyssey System are:

No.	Location	Date	Receipt Number
1	County Court at Law 3	1/8/2009	CCLK-00178-2009
2	County Court at Law 1	3/9/2009	CCLK-02414-2009
3	Probate Court 1	12/18/2008	CCLK-06738-2008

NOTE: Missing cash receipt numbers have been corrected by TYLER in April 2009.

Recommendations: None at the time of audit

Response: None required