



# COLLIN COUNTY

OFFICE OF COUNTY AUDITOR  
2300 Bloomdale Road • Suite 3100  
McKinney, Texas 75071  
(972) 548-4731 • Metro (972) 424-1460  
Fax (972) 548-4696

Date: May 26, 2010  
To: Terry Box, Sheriff  
From: Jeff May, County Auditor   
Subject: First Quarter FY10 Audit Results – Final

Internal Audit personnel met with you on January 7, 2010 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 October 1, 2009 through December 31, 2009. The scope of the audit entailed performing a cash count; an examination of deposits, disbursements and bank reconciliations; and a fixed asset review. Areas included in the examination were Inmate Medical Services, Commissary, Jail Case Coordinator and Bail Bonds.

During the examination, we identified certain practices and procedures that we believe could be enhanced to strengthen internal controls and increase efficiencies. The examination 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 February 10, 2010.

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

## **Inmate Trust Fund**

### **Findings:**

Inmate Trust Fund receives money at the counter, through the mail and electronically. We verified the daily receipts with deposits and found electronic deposits were made several business days after the transaction was recorded. A few examples are listed below:

<b>Receipt date</b>	<b>Amount Received</b>	<b>Deposit date</b>	<b>Delayed Business days</b>
10/06/09	\$ 564.25	10/13/09	5
11/30/09	\$1,413.23	12/07/09	5
10/02/09	\$2,648.00	10/08/09	4
10/07/09	\$1,761.50	10/13/09	4

### **Recommendations:**

Electronic receipts to the Inmate Trust Fund should be deposited in the bank within two business days after a transaction.

### **Response:**

We have researched the auditor's findings and have concluded the following:

According to the auditor's findings, there were electronic deposits processed in the amount of \$2,648. The amount of electronic deposits actually processed was \$1,335. The amount of \$1335 was processed on 10/02/09 and deposited to the bank on 10/08/09, which is four business days. The time allotted by Touchpay is four business days.

Also, there were electronic deposits processed in the amount of \$564.25. The amount of electronic deposits actually processed was \$982.25. The deposits were processed on 10/06/09 and deposited to the bank on 10/13/09. The bank was closed on 10/12/09 for Columbus Day. Therefore, the deposit was made to the bank in four business days, which is within the allotted time frame.

According to the auditor's findings, deposits were processed on 11/30/09 in the amount of \$1,413.23. The amount actually processed was \$1,293.23. This deposit was processed on 11/30/09 and deposited to the bank on 12/07/09. The deposit took five business days to be completed. We spoke with Jennifer Crandall, Touchpay Accountant, and asked her why the deposit took five days instead of four and she concluded these transactions occurred during their Thanksgiving holiday and also due to a shortage of staff.

### **Auditor Response:**

We both show the same amount of money collected and deposited in total. Apparently, there is a timing difference in calculating amounts. For example, from the receipts we calculated \$2,648 (A shift \$50, B shift \$360, C shift \$2238) as received on October 2, 2009. The (\$1313) negative difference may be money held over for the next shift to deposit, as the following days deposit has a \$1,488 positive difference.

## **Jail Case Coordinator**

### **Findings:**

We verified the receipts of Jail Case Coordinator with deposits to County Treasurer and found that a total of \$6,109.91 received in November 2009 was not remitted to County Treasury until January 21, 2010.

<b>Item</b>	<b>Amount</b>
Electronic Monitoring Fee	\$ 3,010.00
PTR Fees	\$ 1,358.00
Room and Board Fees	\$ 1,740.00
Interest received	\$ 1.91
<b>Total</b>	<b>\$ 6,109.91</b>

### **Recommendation:**

Funds received for the county by the Jail Case Coordinator should be remitted to the County Treasury monthly.

### **Response:**

The Jail Case Coordinator's Office accepts cash and money orders which are placed in a safe. Each day, these are deposited in the bank. Each month, these daily deposit amounts are totaled. A check for the aggregate amount is then prepared and remitted to the County Treasurer, an action which moves the already-deposited fund to the proper budgetary account. This monthly remittance is a bookkeeping transaction, not involving any cash or money orders. We overlooked making the remittance for the month of November 2009. This error was discovered and corrected in January. The accounts and account activities are up-to-date.

## **General Fund**

### **Findings:**

We verified the Sheriff General Fund bank reconciliation with bank statements and supporting documents and found that a check received from Crowder Law Firm for \$298 in July 2008 was returned from bank twice because of insufficient funds and as of 12/31/09 funds from Crowder Law Firm including return check charges were not collected.

### **Recommendation:**

Funds from Crowder Law Firm including return check charge should be collected immediately.

### **Response:**

A cashier's check for the outstanding amount and a cashier's check for the appropriate charges was received on February 11th and deposited. Documentation and notice of receipt was forwarded to the Auditor.