



COLLIN COUNTY

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Date: June 28, 2010
To: Robert Hughes, CSCD Director
From: Jeff May, County Auditor 
Subject: Fourth Quarter FY09 and First Quarter FY10 Audit Results - Final

An entrance conference was conducted on March 29, 2010 to start an examination of the books and records for the fourth quarter of FY09 and first quarter of FY10. 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 July 1, 2009 through December 31, 2009. The audit procedures included a cash count; a review of deposits, disbursements, bank statements and bank reconciliations; and a fixed asset verification.

During the review, we identified certain practices and procedures 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.

CSCD office personnel were extremely helpful and courteous in assisting with the quarterly review. An exit conference was held with you on May 12, 2010.

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

Cash Drawer

Finding:

CSCD offices do not have a change fund and money collected was in balance with the receipts on the day of the cash count.

Recommendation: None at time of audit.

Response: None required.

Bank Reconciliation

Finding:

We verified the bank reconciliations with corresponding bank statements and related documents and found the bank reconciliation for General Fund for December 2009 was not balanced.

Recommendation:

General Fund should be reconciled to the bank statement for December 2009.

Response:

This task is currently in work.

Report Verification

Finding:

We verified the daily receipts with related documents and found the following:

1. A detail report for money receipted on October 14, 2009 for credit card payments (\$3969) was not attached with the daily reports at the Plano office.
2. Receipt numbers #81382 thru #81388 were missing in the original daily receipt report at Plano. When the report was run a second time, the missing receipt numbers were on the report.

Recommendation:

1. Ensure that detail reports and daily receipt reports are filed for each day.
2. Review the numerical sequence of receipt numbers on at least a weekly basis to ensure that receipt numbers are not missing.

Response:

1. The financial report for money receipted on October 14, 2009 on credit card payments that was missing has been reprinted and added to the binder.
2. This was a timing issue but recommendation is noted. Staff was notified to contact Gloria Bailey immediately if receipts continue to be missing from reports.

Fee Verification

Finding:

We verified the daily receipts with deposits and found the return check fee of \$30 approved by the Commissioners' Court was not collected for the following return checks:

Account	Amount	Date per Bank Statement	Case Number
General Fund	\$ 50.00	July 28, 2009	002-87429-08
General Fund	\$100.00	September 25, 2009	006-86359-06
Credit Card Payment	\$665.00	July 7, 2009	001-84058-08

Recommendation:

The Commissioner's Court approved fee schedule shows a return check fee of \$30. The \$30 should be remitted to the county for each return check to offset the returned item fee charged to the analysis account.

Response:

The CSCD obtained permission to charge this fee from CJAD and will begin collection 07/01/2010.