



COLLIN COUNTY

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Date: January 26, 2011
To: Caren Skipworth, Director of Information Technology
From: Jeff May, County Auditor 
Subject: Annual Handheld Inventory FY10 – Final

Internal Audit observed the annual handheld inventory conducted by your department on September 27, 2010. The audit objectives were to ensure county property is properly accounted for, accurately recorded, and adequately safeguarded.

The scope of the inventory review entailed the count of the on-hand stock of inventory and verifying, where appropriate, the assignment of the device to the listed person by calling the device. Inventory items include: cell phones (Nokia, Samsung, Motorola, Treo and iPhone), pagers, radio (Nextels) and accessories (batteries, leather cases, belt clips, swivel kits, car/wall chargers, ear pieces (regular and blue-tooth), styles, USB ends and car kits.

During the review, we identified certain practices and procedures that we believe could strengthen internal controls and increase efficiencies. The count 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 annual inventory review.

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

Cellular/PDA Phone Listing

One (1) employee should not be shown on the County Cell Phone Listing.

Item	Names	Phone #	Model	Department	Comment
1	John Norton	***-***-5775	Nokia 6085	Sheriff's Office	No longer has Co. phone

Two (2) employees were listed incorrectly on the County Cell Phone Listing.

Item	Names	Phone	Model	Department	Comment
1	Nicole Welch	***-***-7113	Nokia 2610	Human Resource	Should be Nicole Caserma-Welch

One (1) employee's PDA IMEI # did not match the IMEI # listed on IT records.

Item	Names	Phone	IMEI #	Department	Comment
1	Monika Arris	***-***-7272	12265002-796626	Budget	IMEI # did not match IT's records

Cellular Phones

Nine (9) issued cellular phones didn't have correct IMEI number and/or model numbers.

Item	Name	Cellphone #	Make/Model	IMEI	Comment
1	Frank Pell	***-***-7068	Samsung Strive	351862041956275	Model should be LG and IMEI # should be 01122500117635308
2	David Richardson	***-***-2344	Samsung	358946027660036	IMEI # should be 358946027660036002
3	Jerry Mehmen	***-***-7062	LG-CU405	011225001176379	IMEI # should be 81122500117637988
4	Jim Simms	***-***-2194	Samsung A237	354651034208088	IMEI # should be 35465103420806802
5	Kay Yoder	***-***-1791	Samsung A727	355655010663251	Model should be Nokia 6085 and IMEI # should be 011503008429516
6	Jeff Durham	***-***-7119	LG-CU405	011503008429672	Model should be Nokia
7	Brad Mitchell	***-***-7065	Samsung X497	012047001076485	Model should be Nokia
8	Allen Shane Williams	***-***-0109	Nokia 6350	357564023697943	Model should be Nokia 6350 LOST
9	Reggie Green	***-***-5839	Motorola Razor	355562016745978	Model should be Nokia 6030

Pagers

Three pagers (2-Facilities, 1-Constable 3) had incorrect information on the IT Pager Listing

Item	Name	Capcode Number	Local Number	Comment
1	Kay Yoder	E1772696		Does not have a pager
2	Jayson Hopper	E1921596	***-***-1473	Did not have a pager
3	Don Johnston	E1848142	***-***-3986	Local number should be 972-540-3081

Wireless Cards

The County has two hundred and seven (207) wireless cards. One hundred and thirteen (113) cards have been issued to the Election Department. Ninety-three (93) of the wireless cards issued to the Election Department are suspended and twenty are active. All wireless cards issued to the Election Department were reviewed and no discrepancies were found. All other departments have a total of ninety-four (94) wireless cards. Twenty-one percent of the active wireless cards were reviewed and no discrepancies were found.

Nextel devices

Seventeen (17) Nextel devices did not have correct information on the IT Nextel Listing.

Item	Name	IMEI #	Phone #	Dept	Comment
1	Stanley Baker	001705131376810	***-***-3226	Public Works	IMEI # should be 001701528889780
2	Fred Cheek	001700363032860	***-***-9714	Public Works	IMEI # should be
3	Johnathan Cook	001701493076780	***-***-3215	Public Works	IMEI # should be 001702980436770
4	OPEN POSITION	001700365709860	***-***-3218	Road & Bridge	Used by Arrick Fields
5	OPEN POSITION	001702980317770	***-***-9809	Public Works	Used by Jeff Holm
6	OPEN POSITION	001702873183810	***-***-9816	Public Works	Used by Charles Massey
7	OPEN POSITION	001700360873860	***-***-9837	Public Works	IMEI # unknown
8	OPEN POSITION	001700979365780	***-***-9705	Public Works	Used by Casey Kraisinger
9	OPEN POSITION	001700361651860	***-***-9754	Public Works	Used by Charles Massey
10	NOT LISTED	001701524666780	***-***-3215	Road & Bridge	Used by William Hernandez
11	Jim Adams	00170135742490	***-***-8231	Development Services	IMEI # should be 001701352742490
12	Kennel/Barbra's desk	001700586458810	***-***-9775	Animal Services	IMEI # should be 000101252719330
13	Joanie Bishop	00170013957089	***-***-9859	Myers Park	IMEI # should be 001700361764860
14	Eddie Elmore	001700139555890	***-***-9858	Myers Park	IMEI # should be 001700139555890
15	Grounds Keeper Position	00170013554890	***-***-9844	Myers Park	IMEI # should be 001700139788890
16	Seasonal Position	001702980720890	***-***-9846	Myers Park	IMEI # should be 001702980720770
17	Mark Page	001700140169890	***-***-9841	Myers Park	Phone # should be 214-686-4242

Inventory

Findings:

Significant improvements were found on the in-stock inventory items including cellular phones and phone accessories. These items were labeled and well-organized. Only one discrepancy was found; Motorola Razor Wall Chargers had one more than the number listed on the cellular phones and phone accessories in-stock listing prepared by IT.

Recommendations:

IMEI numbers and model numbers on these handheld electronic devices should be recorded correctly. IT should request updated information periodically to ensure information is correct.

Response:

All issues have been resolved.

Payroll Deduction

Payroll Deduction for Phones

All one hundred ninety-four (194) payroll deductions were verified. One individual from the Sheriff's Office has a deduction but no longer has a phone.

Recommendations:

IT should notify Department Heads to contact Human Resources when there is a change in the assignment of the cell phones and payroll deduction is no longer warranted. To ensure completion and accuracy, IT should also contact Human Resources.

Response:

This has been resolved.