



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: February 22, 2011
To: Terry Box, Sheriff
From: Jeff May, County Auditor 
Subject: Third and Fourth Quarter FY10 Audit Results – Final

Internal Audit personnel met with you on October 19, 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 receipts and disbursements were promptly accounted for, accurately recorded, safeguarded and disbursed properly.

The time period reviewed was April 1, 2010 through September 30, 2010. The scope of the audit entailed performing a cash count; a review of deposits, disbursements, and bank reconciliations; a review of inmate medical services; and a review of the commissary fund, jail case coordinator account, bail bonds and sheriff's general account.

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.

Your office personnel were extremely helpful and courteous in assisting with the quarterly review. An exit conference was held with you on December 1, 2010.

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

Inmate Trust Fund

Prior Audit Finding:

In the prior audit report we recommended the Inmate Trust Fund transaction report (in numerical sequence) should be reviewed and missing numbers should be identified and researched. As of November 3, 2010 we have not received any documentation stating that could be done. Inmate Trust Fund Software, ACTFAS, was not available to auditors for audit purposes.

Recommendation:

The transaction report, in numerical sequence, should be reviewed and missing numbers identified and researched. Inmate Trust Fund Software, ACTFAS, should be made available to auditors for audit purposes.

Response:

We had a telephone conference call with the auditors and Aramark and reached an agreement that during the audit, Aramark would provide a report verifying the activity around the numbers that were missing in the sequential order. Aramark has provided access to the auditors on the ACTFAS system.

Finding:

Two (2) Touchpay electronic transactions were not captured in the Daily Shift Reports. There was a time gap between the end of a Daily Shift Report and the beginning of the next Daily Shift Report during which an electronic transaction was processed. Appropriate internal control requires the reports to be generated at the end of each shift in order to accurately report the activity of that shift. The electronic deposits are as follows:

Shift #	Deposit Date	Deposit Time	Amount
A	5/07/2010	11:55:11 am	\$ 50.00
A	5/14/2010	12:11:13 pm	\$ 750.00

Note: These electronic deposits were actually captured in the Daily Transaction Report generated the next day.

Recommendation:

The Daily Shift Reports should be correctly generated and reflected on the Bonds Shift Reports and should be run continuously in a time sequence from one shift to another so that all the electronic deposits are captured.

Response:

There was an error in the time the Touchpay transaction was run on 05-07-10, B-Shift. The A-Shift report ended at 11:49:18 a.m. B-Shift ran the report and

inadvertently input the incorrect time of 11:55:45 as their start time. The transaction in question came through at 11:55:11a.m., merely missing the transaction by a few seconds. For the second deposit in question, the same circumstance also occurred as above. In the future, this can be eliminated by making sure the correct beginning and ending times are entered by the officers working in bonds.

Jail Case Coordinator

Finding:

We reviewed manual cash receipt books and found some receipts were postdated. Funds were receipted on October 29, 2010 and receipts were dated as November 1, 2010. Proper internal controls require recording the receipt date as of the date the receipt is issued in order to capture an accurate accounting of the date funds are receipted. These receipts are as follows:

Receipt #	Amount
896224	\$70.00
896225	\$23.00
896226	\$70.00

Recommendation:

Date of the receipt should be same as the date money was received. Receipts should not be postdated.

Response:

We have directed the JCC officer on the proper procedure for receipting payments and completing deposits. We have instructed the officer that all payments must be receipted on the date that they are received and that all deposits must be dated on the date they are completed. In the future, the deposits will be checked daily by a JCC staff member for accuracy before it is taken to the bond area to be picked up by the courier service.

General Fund – Civil Section

Finding:

We verified the cash receipts with deposits and found that money receipted was not deposited by the next business day. Delay in deposits ranged up to 6 business days. Proper internal controls require the funds be deposited by the next business day in an effort to adequately safeguard the funds received. A few examples are cited below:

Receipt #	Receipt Date	Amount	Deposit Date	Delayed Days
880617	3/30/2010	\$ 65.00	4/07/2010	6 business days
887016	5/11/2010	\$ 65.00	5/18/2010	5 business days
887017	5/11/2010	\$ 60.00	5/18/2010	5 business days
887088	6/14/2010	\$ 55.00	6/21/2010	5 business days
887279	8/27/2010	\$150.00	9/03/2010	5 business days
887001	5/06/2010	\$ 65.00	5/12/2010	4 business days
887002	5/06/2010	\$150.00	5/12/2010	4 business days

Recommendation:

Money received should be deposited by the next business day.

Response:

Corrective action has been taken since this problem was discovered. Additionally, procedures and protocol with the newly implemented Odyssey program prevents this mistake from occurring in the future.