



# COLLIN COUNTY

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Date: May 24, 2011  
To: Judge Terry Douglas, Justice of the Peace 2  
From: Jeff May, County Auditor   
Subject: Third Quarter FY10 Audit Results - Final

Internal audit began an examination of your books and records on September 21, 2010 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 April 1, 2010 through June 30, 2010. The audit procedures included performing a cash count; a test of deposits, disbursements and bank reconciliations; and a fixed asset inventory.

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 interview was held with yourself and staff on, December 15, 2010.

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

## **Bank Reconciliation's**

### **Finding:**

We reviewed the bank statements and corresponding bank reconciliations of the General and Escrow Accounts for April 1, 2010 through June 30, 2010, and identified the following exception:

Nine checks were identified on the Odyssey Transaction Register with the incorrect check number posted to the system. The first check number entered to begin the process of printing the checks was not the next sequential check number that should have been used.

### **Recommendation:**

Prior to entering a check number for the next check to be written, review the checkbook to determine the next check in the sequence. The last check number used should always be verified by the review of the check book prior to entering the next check number.

### **Response:**

This has been corrected

## **Report Verification**

### **Finding:**

The Civil Justice Fee (Moving Violation) effective January 1, 2010, in the amount of \$0.10 was not collected on three of the sampled cases.

### **Recommendation:**

The fee should be collected on all applicable cases.

### **Response:**

No response