



**Audit Report**  
**Development Services**  
**October 1, 2011 – December 31, 2011**  
**Status: Final**

**For action:**

Misty Brown

Development Services Director

**For information:**

Jeff May  
Randall Rice  
Shela Vinson

County Auditor  
First Assistant Auditor  
Audit Manager

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**Report Summary**

As part of the 2012 Compliance Audit Plan, an audit of the Office of Development Services was conducted in accordance with Texas Local Government Code §115.002.

The overall objective of the audit was to provide assurance that internal controls are in place to ensure:

- The officer has collected all the money they are obligated to collect
- The money collected was properly remitted to the appropriate party
- All funds are properly managed
- All money is properly accounted for, accurately reported, and adequately safeguarded
- The operations of the office conform to prescribed procedures
- Exposure to potential risk is minimized

The audit scope included an audit of banking, cash receipts and internal controls. The time period audited was October 1, 2011 through December 31, 2011.

The results of the testing of the controls and transactions did not disclose any instances of non-compliance within the scope of the audit. However, the audit was not intended to provide absolute assurance there are no procedures, activities, or controls that could be strengthened. The objective was to provide reasonable assurance County assets are safeguarded and appropriately managed.

An exit conference with the Development Services Director was held on March 29, 2012 to discuss this report.

The time and assistance provided by the Development Services Director and the staff during this engagement is greatly appreciated.