



Audit Report
Fire Marshal
October 1, 2011 – December 31, 2011
Status: Final

For action:

Michael Smith Fire Marshal

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 Fire Marshal 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.

The Fee Schedule was updated for 2012, increasing Fiscal Year 2012 fees and adding fees, resulting in a 576% increase in revenue for the First Quarter 2012 (\$37,234) when compared to the First Quarter 2011 (\$6,460). Also, during the audit time period, the Fire Marshal Office began accepting credit cards.

An exit conference with the Fire Marshal was held on February 27, 2012 to discuss this report.

The time and assistance provided by the Fire Marshal and the staff during this engagement is greatly appreciated.