



**Audit Report**  
**Constable 4**  
**October 1, 2011 – March 31, 2012**  
**Status: Final**

**For action:**

Joe Wright

Constable 4

**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 Constable 4 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 March 31, 2012.

Refer to the Observations and Recommendations section, as well as the Appendix for the results of the audit.

This review was not intended to provide absolute assurance on all procedures, activities, or controls. We will continue to examine aspects of the office in compliance with statutes and to provide reasonable assurance that County assets are safeguarded and appropriately managed.

An exit conference with the Constable was held to discuss this report.

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

## Observations and Recommendations

Observation	Recommendation	Management Response
<p><b><u>12-C4-SA-12-1: Bank Reconciliation</u></b></p>		
<p><b><u>Condition:</u></b> The ending book balance on the March 31, 2012 bank reconciliation did not match the ending book balance in the Odyssey Financial Manager for the same period.</p> <p><b><u>Effect:</u></b> The reconciliation was performed in error and did not identify the discrepancy.</p> <p><b><u>Cause:</u></b> A disbursement was held up in the check printing queue but still affected the ending balance of OFM for the end of March. The effect of this check printing error was not taken into account when performing the bank reconciliation.</p> <p><b><u>Criteria:</u></b> Constable 4 should use the ending book balance per Odyssey Financial Manager to perform the monthly bank reconciliation.</p>	<p><b><u>a. Transaction Required:</u></b> The March reconciliation should be redone and should use the ending balance per OFM. The check held up in the queue should be included in the disbursement section of the bank reconciliation since it will be released with a check number assigned and will be dated as it was originally created in disbursement. The corrected reconciliation should be resubmitted to the Auditor's Office.</p> <p><b><u>b. Internal Control Change:</u></b> Constable 4 should use the ending book balance according to OFM. Any difference due to timing, errors, or discrepancies should be accounted for in the manual bank reconciliation. These differences should be researched and adequately explained.</p>	<p>Status of corrections: Complete</p> <p>Date Completed: Changes were made immediately during the audit and revised copies sent to the Auditor's office.</p> <p>Status of procedure change: Complete</p> <p>Date Implemented: At the time of the audit, we adjusted our business processes and have not had this issue come up again.</p>