



**Audit Report**  
**DEVELOPMENT SERVICES**  
**OCTOBER 1, 2012 – MARCH 31, 2013**  
**Status: Final**

**For action:**  
Misty Brown

Development Svcs. Manager

**For information:**

Jeff May  
Shela Vinson

County Auditor  
Second Assistant Auditor

**Audit Report**  
**DEVELOPMENT SERVICES**  
**OCTOBER 1, 2012 – MARCH 31, 2013**  
**Report Summary**

As part of the 2013 Compliance Audit Plan, an audit of the 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, 2012 through March 31, 2013.

Refer to the Observations and Recommendations section 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 Development Services Manager was held on August 12, 2013 to discuss this report.

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

## Observations and Recommendations

Observation	Recommendation	Management Response
<p><b><u>Condition:</u></b> The front desk counter has a keyless drawer containing a cash box which is not secured by a badge-access door.</p> <p><b><u>Effect:</u></b> The unlocked cash drawer behind the unsecured door makes it vulnerable for burglary and theft during the office hours.</p> <p><b><u>Cause:</u></b> The front desk counter is not accessed by a badge-access only door, and the cash drawer behind the counter is not secured by a key-lock.</p> <p><b><u>Criteria:</u></b> County funds should be properly secured at all times.</p>	<p><b><u>A. Transaction Required:</u></b> None</p> <p><b><u>B. Internal Control Change:</u></b> To strengthen controls over the proper safeguarding of cash held in the office, a badge-access door should be installed at the front counter, and drawer located behind the counter should be secured by a lock.</p>	<p><b><u>A. Response:</u></b> None</p> <p><b><u>B. Response:</u></b> The office door can be closed, locked and there is a badge-access door that blocks entry to the office from the lobby. The door can now be closed as the new door-unlocking mechanism has been installed at the front desk.</p>