



Audit Report
SHERIFF'S OFFICE
OCTOBER 1, 2013 – MARCH 31, 2014
Status: Final

For action:

Terry Box

Sheriff

For information:

Jeff May

Linda Riggs

County Auditor

First Assistant Auditor

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OCTOBER 1, 2013 – MARCH 31, 2014
Report Summary

As part of the 2014 Compliance Audit Plan, an audit of the Sheriff's Office 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, 2013 through March 31, 2014.

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 Sheriff was held on Wednesday, March 04, 2015 to discuss this report.

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

Observations and Recommendations

Observation	Recommendation	Management Response
FINDING NUMBER: 110		
<p><u>Condition:</u> Funds received by mail, including cash and money orders, are not being receipted and deposited daily. Money held overnight in the mail room is not secured in a safe. In addition, Checks and money orders are not restrictively endorsed upon receipt.</p> <p><u>Effect:</u> There is a higher risk of loss to the county when the financial instruments are not deposited promptly and are not held in a secure location.</p> <p><u>Cause:</u> Money received by mail is not promptly processed on a daily basis. Funds are held overnight in a drawer that is not locked.</p> <p><u>Criteria:</u> According to Collin County's Cash Handling Policy, Court Order No. 2013-441-06-17, "Deposit of cash promptly into the County Depository into an authorized County account. Cash must be stored in a safe or other secure place approved by the County Auditor until it is deposited. All checks must be endorsed immediately with a restrictive endorsement stamp. "</p>	<p><u>A. Transaction Required:</u> None</p> <p><u>B. Internal Control Change:</u> Mail received should be properly processed daily and the money should be deposited by the next business day. Funds held overnight should be locked in a safe or other secure location.</p>	<p><u>A. Response:</u> N/A</p> <p><u>B. Response:</u> Deposits are being made daily.</p> <p><u>Status of Recommendation:</u> We are currently in process of purchasing a safe for funds that are held overnight.</p>