




COLLIN COUNTY

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Date: January 21, 2009
To: Matt Shaheen, County Commissioner Precinct 1
From: Donald W. Cozad, County Auditor 
Subject: Commissioner's Court Precinct 1 Change of Office Asset Verification

An asset verification review was initiated on December 31, 2008 for the departure of Precinct 1 Commissioner Phyllis Cole. A second asset verification review was initiated on January 5, 2009, after the new commissioner, Matt Shaheen, was sworn in on January 2, 2009.

The auditors identified and documented the physical assets on site. The County Auditor's Office shall continue to conduct similar reviews in conjunction with the change of administrative management personnel to ensure the safeguarding of county assets.

In the AS400 Asset System, all assets in the Commissioner's Court are combined under one grouping. A review of inventoried items \$5,000 and over were taken along with highly attractive items that includes satellite phones, video recorder/laser disk players, and/or portable data digital projections.

During the review, the auditors were unable to locate one item over \$5,000, the Tandberg Educator, and a satellite phone. The TV is still in place, but office personnel remember someone from IT removing the Tandberg Educator and the non working satellite phone from the office on two separate occasions. IT personnel were unable to locate a "Computer Inventory/Equipment Tracking Form" identifying removal of the equipment. The 2 missing items have been reported to Purchasing for follow-up.

The Commissioner's Court, County Clerk, Purchasing and IT departments were extremely helpful and courteous in assisting with our questions. If we may be of any help or have any questions, please feel free to contact us.