



COLLIN COUNTY

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Date: January 20, 2009

To: John Roach, District Attorney

From: Jeff May, County Auditor 

Subject: Second and Third Quarter of FY09 Audit Results – Final

Internal audit began an examination of books and records on July 31, 2009 for the County Auditor quarterly audit requirements. The audit objectives were to ensure county property and cash receipts were promptly accounted for, accurately recorded, safeguarded and disbursed properly.

The time period reviewed was January 1, 2009 through June 30, 2009. The audit procedures included performing a cash count; a test of deposits, disbursements and bank reconciliations; and an asset inventory.

During the review, we identified certain practices and procedures that we believe could be enhanced to strengthen internal controls and increase efficiencies. The review was not intended to be a comprehensive examination of every procedure or activity. Accordingly, the findings and recommendations presented in this report should not be considered as all-inclusive of areas where improvements may be needed.

Your office personnel were extremely helpful and courteous in assisting with the quarterly review. An exit interview was held with you on November 5, 2009.

Please feel free to contact us with any questions or requests for assistance.

Cash Drawer

Finding:

We verified the change funds for three cash drawers at the DA's Hot Check Office and found that one was short by \$1.00.

Recommendation:

The DA's Office should replace the \$1.00 in the change fund.

Response:

The recommendation will be met.

Bank Reconciliation

Findings: No discrepancies were noted during the audit period.

Recommendations: None

Response: None required

Report Verification

Findings:

1. The Auditor identified two valid deposit reversals that were erroneously recorded as shortages in the system. The first reversal was for \$120.00 on January 30, 2009 and the next one was for \$793.27 on May 26, 2009. The current balance in the Odyssey Shortage/Overage account is (\$913.27).

The reversals were offsetting duplicate deposits and all receipted transactions were properly deposited in to the bank accounts. No funds were missing.

2. The Auditor found two errors caused by the transfer of funds between bank accounts that caused a \$5.03 discrepancy. The errors are the result of the DA's credit card depositing process. These errors were identified and corrected prior to the audit.

The Auditor found a reversal of a non-cash transaction that affected the cash deposit for the day. The reversal was valid and no money was missing. This was an Odyssey system error and required Tyler personnel assistance to be resolved. This error was identified and corrected prior to the audit.

Note: As per the advice of Tyler personnel, the DA's Office has adjusted their credit card receipting and depositing process. This was an attempt to reduce errors in fund transfers and reversals of non-cash transactions. The Auditor's Office will monitor these new procedures to ensure the DA is accurately depositing and recording credit card receipts.

Recommendations:

1. The DA's Office should investigate these discrepancies and make correcting adjustments to the Odyssey Chart of Accounts.
2. None at this time.

Response:

The recommendation will be met, with the exception of any software problems created by use of the Odyssey program in the Hot Check department. These problems are currently under review.

Asset Verification

Finding: No discrepancies noted.

Recommendation: None at this time.

Response: None required.