




COLLIN COUNTY

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Date: February 22, 2011
To: Robert Hughes, CSCD Director
From: Jeff May, County Auditor 
Subject: Second, Third and Fourth Quarter FY10 Audit Results - Final

An entrance conference was conducted on November 8, 2010 to start an examination of the books and records for the County Auditor quarterly audit requirements. The audit objectives were to confirm county property and receipts and disbursements were promptly accounted for, accurately recorded, safeguarded and disbursed properly.

The time period reviewed was January 1, 2010 through September 30, 2010. The audit procedures included a cash count and a review of deposits, disbursements, and bank reconciliations.

During the review, we identified certain practices and procedures 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.

CSCD office personnel were extremely helpful and courteous in assisting with the quarterly review. An exit conference was held with you on January 4, 2011.

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

Bank Reconciliation

Finding:

We reviewed the bank statements and the corresponding bank reconciliations of General Fund, General Fund Credit Card, Unclaimed Restitution, Unidentified Monies Fund and Facility Fund and found that bank reconciliations for General Fund Credit Card Payments were not completed for the audit period.

Recommendation:

Proper internal controls require a bank reconciliation to be completed for each statement reporting period for all accounts on timely basis.

Response:

In December of 2009, CSCD started taking credit card payments via the Internet. Before then, monthly reconciliations were not a problem. The County Auditor requires an extra reconciliation report other than our bank account reconciliations. The extra reconciliation report process for the General Fund Credit Card account is confusing and unclear to the CSCD personnel handling the task. It is kindly requested that the County Auditor provide assistance and education to the CSCD staff so that the task can be completed timely.

Auditor's Response:

The account reconciliation process is the same for all bank accounts. We have previously on two occasions provided training, but will continue to help when requested.