



Audit Report

Elections

October 1, 2011 – December 31, 2011

Status: Final

For action:

Sharon Rowe

Elections Administrator

For information:

Jeff May

Randall Rice

Shela Vinson

County Auditor

First Assistant Auditor

Audit Manager

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Report Summary

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

The results of the testing of the controls and transactions did not disclose any instances of non-compliance within the scope of the audit. However, the audit was not intended to provide absolute assurance there are no procedures, activities, or controls that could be strengthened. The objective was to provide reasonable assurance County assets are safeguarded and appropriately managed.

An exit conference with the Election Administrator was held on May 22, 2012 to discuss this report.

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