



Audit Report
County Clerk
JULY 1, 2011 – DECEMBER 31, 2011
Status: Final

For action:

Stacey Kemp County Clerk

For information:

Jeff May County Auditor
Randall Rice First Assistant Auditor
Shela Vinson Audit Manager

**Audit Report
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July 1, 2011 – December 31, 2011**

Report Summary

As part of the 2012 Compliance Audit Plan, an audit of the County Clerk 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 July 1, 2011 through December 31, 2011.

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 County Clerk was held on May 17, 2012 to discuss this report.

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