



Audit Report

Constable 1

October 1, 2011 – March 31, 2012

Status: Final

For action:

Paul Elkins

Constable

For information:

Jeff May

County Auditor

Randall Rice

First Assistant Auditor

Shela Vinson

Audit Manager

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Constable 1
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Report Summary

As part of the 2012 Compliance Audit Plan, an audit of the Constable 1 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, 2011 through March 31, 2012.

Refer to the Observations and Recommendations section, as well as the Appendix for the results of the audit.

This review was not intended to provide absolute assurance on all procedures, activities, or controls. We will continue to examine aspects of the office in compliance with statutes and to provide reasonable assurance that County assets are safeguarded and appropriately managed.

An exit conference with the Constable was held on September 4, 2012 to discuss this report.

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

Observations and Recommendations

Observation	Recommendation	Management Response
<p><u>12-C1-SA-12-1: Bank Reconciliation</u></p>		
<p><u>Condition:</u> The ending book balance on the March 31, 2012 bank reconciliation did not match the ending book balance in the Odyssey Financial Manager for the same period.</p> <p><u>Effect:</u> The reconciliation was performed in error and did not identify the discrepancy.</p> <p><u>Cause:</u> A check, issued on March 27, was not included in the ending book balance used by Constable 1. The check was also included in the calculation of outstanding checks.</p> <p><u>Criteria:</u> Constable 1 should use the ending book per Odyssey Financial Manager to perform the monthly bank reconciliation.</p>	<p><u>a. Transaction Required:</u> The March reconciliation should be redone and should include all the checks issued for the month. The corrected reconciliation should be then resubmitted to the Auditor's Office along with the monthly reports.</p> <p><u>b. Internal Control Change:</u> Constable 1 should account for all book and bank activity during the month in the bank reconciliation. Any difference due to timing, errors, or discrepancies should be accounted for in the manual bank reconciliation. These differences should be researched and adequately explained.</p>	<p>Status of corrections: Complete</p> <p>Date Completed: 6/19/12</p> <p>Status of procedure change: Complete</p> <p>Date Implemented: 10/18/12</p>