



**Audit Report**  
**DISTRICT CLERK**  
**JULY 1, 2012 – SEPTEMBER 30, 2012**  
**Status: Final**

**For action:**

Andrea Thompson    District Clerk

**For information:**

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

A handwritten signature in blue ink, located in the bottom right corner of the page. The signature is stylized and appears to be the name of the County Auditor, Jeff May.

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**Report Summary**

As part of the 2012 Compliance Audit Plan, an audit of the District 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, 2012 through September 30, 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 District Clerk was held on Friday, April 05, 2013 to discuss this report.

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