



**Audit Report – Change of Office
DISTRICT CLERK
NOVEMBER 17, 2015 – DECEMBER 03, 2015
Status: Final**

For action:

Lynne Finley

District Clerk

For information:

Jeff May

Linda Riggs

County Auditor

First Assistant Auditor

Audit Report
DISTRICT CLERK
NOVEMBER 17, 2015 – NOVEMBER 25, 2015
Report Summary

As part of the 2016 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 November 17, 2015 through December 3, 2015.

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 Monday, April 11, 2016 to discuss this report.

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