



Audit Report
TAX ASSESSOR / COLLECTOR
OCTOBER 1, 2015 – SEPTEMBER 30, 2016
Status: Final

For action:

Kenneth Maun

Tax Assessor-Collector

For information:

Jeff May

Linda Riggs

County Auditor

First Assistant Auditor

Audit Report
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Report Summary

As part of the 2016 Compliance Audit Plan, an audit of the Tax Assessor / Collector 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, 2015 through September 30, 2016.

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 Tax Assessor-Collector was held on Thursday, August 23, 2018 to discuss this report.

The time and assistance provided by the Tax Assessor-Collector and the staff during this engagement is greatly appreciated.

Observations and Recommendations

Observation	Recommendation	Management Response
FINDING NUMBER: 159		
<p><u>Condition:</u> The Wine and Beer account had two overpayments and one duplicate payment made that were not refunded to the payee. On 3/17/16 and 7/21/16 Plano Liquor (BF930157) made payments of \$120 and \$60, when only \$60 was due (overpayment of \$120). On 4/12/16 Chef Crab (BG930417) made a payment of \$350, when only \$175 was due (overpayment of \$175). And on 6/20/16 and 8/9/16 Super Chix #3 (BG944828) made payments of \$175 twice, when only \$175 was due (duplicate payment of \$175).</p> <p><u>Effect:</u> Monies were paid in excess to the actual fees that were owed by taxpayers. The overpayments and duplicate payment resulted in the Wine and Beer account to be overstated.</p> <p><u>Cause:</u> There were no procedures in place to identify and ensure overpayments and duplicate payments were processed correctly.</p> <p><u>Criteria:</u> Fees collected and processed should be</p>	<p><u>A. Transaction Required:</u> The overpayments of \$120 (Plano Liquor) and \$175 (Chef Crab) and the duplicate payment of \$175 (Super Chix #3) should be refunded to the appropriate taxpayers.</p> <p><u>B. Internal Control Change:</u> Procedures should be created to ensure overpayments and duplicate payments are identified and processed correctly.</p>	<p><u>A. Response:</u> Both overpayment refunds were made at the time that they were discovered during the audit on 2/14/2017 on checks 4238 for \$175 and 4239 for \$120. The duplicate payment refund for \$175 was made on 12/28/17 on check 4251.</p> <p><u>B. Response:</u> Procedures will be implemented that all invoices will be verified against prior billings to ensure that payment has not already been received and all payments received are only posted against outstanding balances. Any payments received in error will be returned to the customer.</p>

according to the approved fee schedule and TABC fees. Any money overpaid should be promptly refunded.		
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