



# COLLIN COUNTY

OFFICE OF COUNTY AUDITOR  
2300 Bloomdale Road • Suite 3100  
McKinney, Texas 75071  
(972) 548-4731 • Metro (972) 424-1460  
Fax (972) 548-4696

---

April 16, 2021

Stacey Kemp  
County Clerk  
2300 Bloomdale Road, Suite 2106  
McKinney, Texas 75071

In accordance with Local Government code 114.043 and 115.002(b), a First Quarter 2021 Cash Count and Monthly Reporting Compliance Audit of the County Clerk department was conducted. The following procedures were performed:

- Counted all funds on hand and verified with the amount on the Cash Till Report.
- Counted the change fund and verified the amount with the General Ledger balance.
- Reviewed checks for endorsement and proper date.
- Reviewed the procedures for safeguarding the funds collected.
- Verified that monthly reports were submitted to the Auditor's office by the 15<sup>th</sup> calendar day of each month.

Based upon the procedures performed, there were no reportable items.

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

Sincerely,

Linda Riggs  
County Auditor

---



**Collin County Auditor**

**Compliance Audit Report Summary**

**Auditee: County Clerk**

**Audit Period: First Quarter FY2021**

**Cash Count**

**Yes      No**

A. Office is following the check endorsement policy.

**Comments:**

B. Total amount counted matches total amount on Till Report.

**Comments:**

C. Cash drawer change fund counted agrees with General Ledger.

**Comments:**

D. Cash, checks and receipts kept in a secured place.

**Comments:**

**Recommendation: N/A**

**Response: N/A**

**Monthly Reports**

**Yes      No**

A. Submitted by the 15th calendar day of the subsequent month.

**Comments:**

**Recommendation: N/A**

**Response: N/A**