



# COLLIN COUNTY

OFFICE OF COUNTY AUDITOR  
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June 7, 2021

Bruce Sherbet  
Elections Administrator  
2010 Redbud Blvd., Suite 102  
McKinney, Texas 75069

In accordance with Local Government Code 114.043 and 115.002(b), a Second Quarter 2021 Cash Count and Monthly Reporting Compliance Audit of the Elections 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 Elections Administrator and staff is greatly appreciated.

Sincerely,

Linda Riggs  
County Auditor

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**Collin County Auditor**

**Compliance Audit Report Summary**

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| <b>Auditee: Elections</b>                  |
| <b>Audit Period: Second Quarter FY2021</b> |

|  |                          |
|--|--------------------------|
| <b>Cash Count</b>  |                          |
| <b>Yes</b>   | <b>No</b>                |
| <input checked="" type="checkbox"/>                            | <input type="checkbox"/> |
| A. Office is following the check endorsement policy.           |                          |
| <b>Comments:</b>   |                          |
| <input checked="" type="checkbox"/>                            | <input type="checkbox"/> |
| B. Total amount counted matches total amount on Till Report.   |                          |
| <b>Comments:</b>   |                          |
| <input checked="" type="checkbox"/>                            | <input type="checkbox"/> |
| C. Cash drawer change fund counted agrees with General Ledger. |                          |
| <b>Comments:</b> This office does not have a change fund.      |                          |
| <input checked="" type="checkbox"/>                            | <input type="checkbox"/> |
| D. Cash, checks and receipts kept in a secured place.          |                          |
| <b>Comments:</b>   |                          |
| <b>Recommendation:</b> N/A                                     |                          |
| <b>Response:</b> N/A   |                          |

|  |                          |
|--|--------------------------|
| <b>Monthly Reports</b>   |                          |
| <b>Yes</b>   | <b>No</b>                |
| <input checked="" type="checkbox"/>                            | <input type="checkbox"/> |
| A. Submitted by the 15th calendar day of the subsequent month. |                          |
| <b>Comments:</b>   |                          |
| <b>Recommendation:</b> N/A                                     |                          |
| <b>Response:</b> N/A   |                          |