



# COLLIN COUNTY

OFFICE OF COUNTY AUDITOR  
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September 11, 2023

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 Third Quarter 2023 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 the contents of the safe.
- 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

Auditee: Elections

Audit Period: Third Quarter FY2023

Cash Count

Yes No

A. The office is following the check endorsement policy.

Comments:

B. The total amount counted matches the total amount on Till Report.

Comments:

C. The cash drawer change fund counted agrees with General Ledger.

Comments:

D. Cash, checks, and receipts are kept in a secure place.

Comments:

E. The contents of the safe were verified.

Comments:

Recommendation: N/A

Response: N/A

Monthly Reports

Yes No

A. Signed by the appropriate official and submitted by the 15th calendar day of the subsequent month.

Comments:

Recommendation: N/A

Response: N/A