



COLLIN COUNTY

OFFICE OF COUNTY AUDITOR
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December 4, 2023

Misty Brown
Services Manager
4690 Community Ave., Suite 200
McKinney, Texas 75071

In accordance with Local Government Code 114.043 and 115.002(b), a Fourth Quarter 2023 Cash Count and Monthly Reporting Compliance Audit of the Development Services 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 15th calendar day of each month.

Refer to the Compliance Audit Report Summary for the results of the audit.

The time and assistance provided by the Service Manager and staff is greatly appreciated.

Sincerely,

Linda Riggs
County Auditor



Collin County Auditor
Compliance Audit Report Summary

Auditee: Development Services
Audit Period: Fourth 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: Development Services had 1 drawer that was short \$0.01.
- 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: Any cash box that is over or short should be supported by an explanation and any existing documentation.

Response: From: Misty Brown <mbrown@co.collin.tx.us>
 Sent: Thursday, October 19, 2023 3:04 PM
 Subject: RE: Compliant Audit 4Q FY23- Development Services- Response

[REDACTED],

We have located the penny and it has been replaced in the cash drawer.

Thank you!

Misty Brown
 Development Services Manager

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