



# COLLIN COUNTY

OFFICE OF COUNTY AUDITOR  
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December 4, 2023

Monika Arris  
Director of Budget and Finance  
2300 Bloomdale Road, Suite 4100  
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 Law Library 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 Director of Budget and Finance 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: Law Library</b>                |
| <b>Audit Period: Fourth Quarter FY2023</b> |

**Cash Count**

| Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A. The office is following the check endorsement policy.<br><b>Comments:</b>                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | B. The total amount counted matches the total amount on Till Report.<br><b>Comments:</b>         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | C. The cash drawer change fund counted agrees with General Ledger.<br><b>Comments:</b>           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | D. Cash, checks, and receipts are kept in a secure place.<br><b>Comments:</b>                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | E. The contents of the safe were verified.<br><b>Comments:</b> This office does not have a safe. |

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|----------------------------|
| <b>Recommendation: N/A</b> |
| <b>Response: N/A</b>       |

**Monthly Reports**

| Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A. Signed by the appropriate official and submitted by the 15th calendar day of the subsequent month.<br><b>Comments:</b> This office does not submit monthly reports. |

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| <b>Recommendation: N/A</b> |
| <b>Response: N/A</b>       |