



# COLLIN COUNTY

OFFICE OF COUNTY AUDITOR  
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November 18, 2024

Sammy Knapp  
Constable – Precinct 3  
920 E. Park Blvd., Suite 230  
Plano, Texas 75074

In accordance with Local Government code 114.043 and 115.002(b), a Fourth Quarter 2024 Cash Count and Monthly Reporting Compliance Audit of the Constable – Precinct 3 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 Constable and staff is greatly appreciated.

Sincerely,

Linda Riggs  
County Auditor

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**Collin County Auditor**  
**Compliance Audit Report Summary**

**Auditee: Constable 3**

**Audit Period: Fourth Quarter FY2024**

**Cash Count**

**Yes      No**

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A. The office is following the check endorsement policy.

**Comments:**

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

**Comments:**

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

**Comments:** This office does not have a change fund.

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

**Comments:**

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E. The contents of the safe were verified.

**Comments:**

**Recommendation: N/A**

**Response: N/A**

**Monthly Reports**

**Yes      No**

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

**Comments:**

**Recommendation: N/A**

**Response: N/A**