



**Comprehensive Audit Report
COUNTY CLERK
OCTOBER 1, 2020 - SEPTEMBER 30, 2021
Status: Final**

For action:
Stacey Kemp

County Clerk

For information:
Kristine Malone

County Auditor

Comprehensive Audit Report
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Report Summary

As part of the 2021 Comprehensive Audit Plan, an audit of the County Clerk was conducted in accordance with Texas Local Government Code §115.002.

The overall objective of the audit was to provide assurance that internal controls are in place to ensure:

- The officer has collected all the money they are obligated to collect
- The money collected was properly remitted to the appropriate party
- All funds are properly managed
- All money is properly accounted for, accurately reported, and adequately safeguarded
- The operations of the office conform to prescribed procedures
- Exposure to potential risk is minimized

The audit scope included an audit of banking, cash receipts, and internal controls. The time period audited was October 1, 2020 through September 30, 2021.

Refer to the Observations and Recommendations section, as well as the Appendix for the results of the audit.

This review was not intended to provide absolute assurance on all procedures, activities, or controls. We will continue to examine aspects of the office in compliance with statutes and to provide reasonable assurance that County assets are safeguarded and appropriately managed.

An exit conference with the County Clerk was held on Monday, August 19, 2024 to discuss this report.

The time and assistance provided by the County Clerk and the staff during this engagement is greatly appreciated.

Observations and Recommendations

Observation	Recommendation	Management Response
<p><u>Condition:</u> The Land and Vital account had an overpayment caused by an incorrectly billed TABC invoice that was not refunded to the payee. On July 7, 2021, Cane Rosso/It's A Trap LLC was invoiced \$2,770, but only \$2,170 was due, resulting in an overpayment of \$600.</p> <p><u>Effect:</u> Monies were paid in excess of the actual fees that the taxpayer owed. The overpayment resulted in the overstatement of the Land and Vital account.</p> <p><u>Cause:</u> There were no procedures to identify invoicing of incorrect fees and ensure overpayments were processed correctly.</p> <p><u>Criteria:</u> Fees collected and processed should be according to the approved fee schedule and TABC fees. Overpayment should be refunded promptly.</p>	<p><u>A. Transaction Required:</u> The \$600 overpayment (It's A Trap, LLC for Cane Rosso) should be refunded to the taxpayer.</p> <p><u>B. Internal Control Change:</u> Procedures should be created to correct errors before reaching customers and overpayments should be identified and processed promptly.</p>	<p><u>A. Response:</u> Refund for \$600 has been issued to Cane Rosso/It's A Trap LLC.</p> <p><u>B. Response:</u> Processes have been implemented to ensure all amounts are verified before and after payment.</p>