

Robert D. Cone
Collin County Auditor



Office of the Collin County Auditor
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June 2, 2025

Monika Arris
Director of Budget and Finance
2300 Bloomdale Road, Suite 4100
McKinney, Texas 75071

Ms. Arris:

In accordance with Local Government code 114.043 and 115.002(b), a Second Quarter 2025 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 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 Director of Budget and Finance and staff is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert D. Cone", with a long, sweeping horizontal line extending to the right.

Robert D. Cone
Collin County Auditor



Collin County Auditor
Compliance Audit Report Summary

Auditee: Law Library

Audit Period: Second Quarter FY2025

Cash Count

Yes No

☒ X

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A. The office is following the check endorsement policy.

Comments:

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☒ X

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

Comments: Cash drawer counted was \$2.00 over the total received.

☒ X

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

Comments:

☒ X

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

Comments:

☒ X

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E. The contents of the safe were verified.

Comments: This office does not have a safe.

Recommendation: All money received should be receipted and accounted for correctly.

Response: From: Jessica Shaw <jshaw@co.collin.tx.us>

Sent: Wednesday, April 16, 2025 10:17 AM

Subject: RE: Law Library - 2nd Quarterly Compliance Cash Count FY 2025

[REDACTED],

All policies and procedures have been reviewed with staff. We have reiterated to them the importance of taking the time even when it is busy to log any monies received at the time it is received.

Thank you for your time today!

Jessica Shaw

Senior Financial Analyst

Monthly Reports

Yes No

☒ X

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

Comments: This office does not submit monthly reports.

Recommendation: N/A

Response: N/A

2/15/2023