

Robert D. Cone
Collin County Auditor



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McKinney, TX 75071

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June 2, 2025

Scott Grigg
Tax Assessor - Collector
2300 Bloomdale Road, Suite 2302
McKinney, Texas 75071

Mr. Grigg:

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 Tax Assessor - Collector 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 Tax Assessor – Collector and staff is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert D. Cone", is written over a horizontal line.

Robert D. Cone
Collin County Auditor



Collin County Auditor
Compliance Audit Report Summary

Auditee: Tax Assessor - Collector

Audit Period: Second Quarter FY2025

Cash Count

Yes No

☐☒

A. The office is following the check endorsement policy.

Comments: Plano had received 3 checks and Frisco had received 1 check prior to the cash count that were not endorsed, receipted, nor deposited.

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

Comments: Plano had 4 drawers that were over/short with a net amount totaling \$103.95. Additionally, Plano had 3 balance drawers and McKinney had 1 balance drawer, with the counted total not matching the tender types shown on the till report.

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

Comments: Frisco change fund was \$10.00 short, and Plano change fund was \$5.00 short at the time of the cash count.

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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: All checks received should be restrictively endorsed, receipted, and deposited immediately. Any cash box that is over/short should be supported by an explanation and any documentation. When issuing receipts, the tender type should be accurately entered. The total change fund amount should reflect the Commissioners Court approved and documented change fund balance.

Response: From: Scott Grigg

Sent: Thursday, April 24, 2025 12:40 PM

Subject: Response to Q3 Cash Count

There were cash counts completed between April 8, 2025 and April 10, 2025 in the tax office. The findings were discussed with the Chief Deputy, Andrea Martinez, on April 16, 2025 and again with me on April 22, 2025. The following statements are my responses to the results of the counts completed.

Plano cash count was completed on 4/8/2025

There were a total of 10 issues found as follows:

I want to address the 2 highest value items. First there was an overage of \$25.00 reported due to a void that was requested but had not been processed in the system. Based on my research the original transaction was completed at 8:44am and voided at 11:54 along with a certified payment refund request sheet a few minutes later (around 12:10pm estimate) The sheet was given to the auditors. The clerk has no control over when the credit is processed by certified payments and I do not feel that this should be

2/15/2023

considered an error on the part of the clerk. In this case, the auditor also reported the drawer was \$.05 short which is a valid error, but the refund should not be reported as an error.

The second larger item was a check that was mailed in that was posted incorrectly. The written amount and the numerical amount was \$100 different. The clerk posted it using the numerical amount as directed by a supervisor in error. We have addressed this issue with the supervisor to remind her of our policy. The check was posted correctly during the count so there was no error during the end of the day processing.

The additional errors were also reported in Plano.

There was an error reported of 3 unreceipted checks. I disagree with this being an error. These checks were being handled per departmental policy for processing mail. They were found properly secured in the safe, locked up, in a room that has limited badge access. They had arrived via the US postal service on 4/2/2025, less than a week before the cash count was completed. The customer had failed to send in the proper documents and had been notified about what was missing. The customer had told the office they would provide the required documentation. The policy for checks received by mail is as follows: Dated they are received is to be logged, only open what can be processed in time available, if information is missing notify customer and document date of notification, check must be secured in safe till missing documents received, if not received within 30 days of the notification, it will be mailed back to the customer.

- 3 stations reported tender type errors
- Cash box was under by \$5.00
- 2 stations had cash variances for net of \$4.00 overage (\$5 over and \$1 short)
- Pages in the manual receipt book stuck together and one page was skipped in error

Handling the funds that we are entrusted with is very important to me and that has been communicated to the staff and management team often. The bulleted issues above can be attributed to not paying close enough attention or being in a hurry. Shortly after the cash count was completed, I had a short meeting with the entire team in Plano to remind them of our policies and what our goals are. I encouraged them to focus, slow down if needed, and really pay attention to what they are entering into the system and the change they are giving back to the customer. I am encouraged that the errors have declined in that office since that meeting.

McKinney cash count was completed on 4/9/2025

The only issue reported to me was reported as a tender type error. The clerk was processing work for one of our limited service deputies who process registrations. The system is set to a default tender type of "check" one of the deputies, the city of Plano, uses a credit card to submit payment. There is no way in the RTS system to change the tender type. The state would have to change it for all 254 counties in order for us to correct this issue. Again this is an issue outside of the control of the clerk or any member of my team.

Frisco Cash count was completed on 4/10/2025

Cash box was found to be \$10 short. The tax office supervisor observed the count, but did not recount the box herself. The tax office team member later went through and undid the bundles and recounted and it balanced. I have instructed the tax office that when counting cash, they are to count each individual bill and not rely on bundles with rubberbands or paper clips on them. They have also been

instructed that they are to always to recount every cash box and till if an error is found to verify before signing off on the error.

There was also one check found to be unreceipted. The auditor was unsure where it had been, it was reported to me that it was in the safe, but the supervisor is out of the office this week and I have been unable to obtain detailed information about when it was received. The Frisco office is to follow the same policy as documented above.

Overall, I want to thank the auditor's office for completing the cash counts in each of the 3 offices and reporting back the issues. I have a great staff and they work very hard and it was a good reminder to them the importance of being focused and why I constantly talk about following policy and controls. We will continue to work towards eliminating all errors related to processing payments.

Sincerely,

Scott Grigg, CFE, CTOP, PCC, PCAC

Collin County Tax Assessor Collector

2300 Bloomdale Rd.

McKinney, TX 75071

Monthly Reports

Yes

No

X

A.

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

Comments:

Recommendation: N/A

Response: N/A

2/15/2023