

Robert D. Cone
Collin County Auditor



Office of the Collin County Auditor
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December 15, 2025

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

Constable Knapp:

In accordance with Local Government code 114.043 and 115.002(b), a Fourth Quarter 2025 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 safe was securely locked and reviewed its contents.
- Verified that monthly reports were submitted to the Auditor's office by the 15th 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,

A handwritten signature in blue ink, appearing to read "R. Cone", with a long horizontal flourish extending to the right.

Robert D. Cone
Collin County Auditor



Collin County Auditor
Compliance Audit Report Summary

Auditee: Constable 3

Audit Period: Fourth Quarter FY2025

Cash Count

Yes

No

A. The office is following the check endorsement policy.

Comments:

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

Comments:

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

Comments: This office does not have a change fund.

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

Comments:

E. The safe was securely locked and its contents were verified.

Comments:

Recommendation: N/A

Response: N/A

Monthly Reports

Yes

No

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

Comments:

Recommendation: N/A

Response: N/A