



THE COUNTY OF GALVESTON
COUNTY AUDITOR'S OFFICE
P.O. Box 1418
GALVESTON, TEXAS 77553

County Auditor
Randall Rice CPA
CITP CISA CIO CBM DABFA CGMA

Ron Chapa CPA
First Assistant, Director of Auditing

Jeff Modzelewski CPA
First Assistant, Director of Accounting

November 10, 2014

Honorable Judge Mark A. Henry and
Members of the Commissioners' Court

Honorable Judge and Members of the Court:

Attached for your consideration is the internal audit report of the surprise cash performed at the Tax Office's Santa Fe branch location. At the time of the surprise cash count all collections were accounted for, handled properly and deposited in a timely manner. Also attached is the email response from Honorable Cheryl E. Johnson, dated October 22, 2014.

Sincerely,

A handwritten signature in blue ink that reads "Rice CPA".

Randall Rice CPA
County Auditor

cc: Honorable Cheryl E. Johnson

Attachment: Santa Fe Tax Office Cash Count Audit Report
Email response, Honorable Cheryl E. Johnson



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Ron Chapa, CPA
First Assistant, Director of Auditing

Jeff Modzelewski, CPA
First Assistant in Charge
Director of Accounting

LaToya Jordan
First Assistant, I.T. System

Date: October 13, 2014

To: Honorable Cheryl E. Johnson
Galveston County Tax Assessor/Collector

From: Lori McWhirter
Internal Audit Manager

Re: Cash Count of the Tax Office's Santa Fe Branch Location

A surprise cash count of the Tax Office's Santa Fe Branch location was conducted on January 8-9, 2014. The objectives of the cash count were to determine if all collections had been accounted for at the time of the cash count, and if the collections were properly handled and deposited in a timely manner.

Collections Accounted For

At the time of the surprise cash count, all collections were accounted for at the Santa Fe location.

Collections Handled Properly

It is a very important control for collections to be properly handled and deposited in a timely manner. For collections to be handled properly they must be safeguarded against loss; therefore, all negotiable instruments must be kept secured at all times and deposited on a daily basis.

Collections are handled properly and all negotiable instruments were secured and deposited on a daily basis.

Deposited in a Timely Manner

Collections are being deposited in a timely manner (daily), minimizing exposure to loss.

Efficiency of Closeout Process

The time it takes the branch to perform the daily closeouts has continued to improve. We believe it is partially due to staff continuing to follow and improve upon established closeout policies and procedures.

Conclusion

At the time of the surprise cash count, all collections were accounted for at the Santa Fe branch location. Cash drawers not in use were locked and stored in a locked safe at all times.

We would like to commend the Tax Assessor/Collector and her staff for their continuous effort to ensure efficiency of the close out process and security of collections.

We would like to thank the Tax Assessor/Collector and her staff for their cooperation and assistance.

cc: Randall Rice, County Auditor
Ron Chapa, Director of Internal Audit

McWhirter, Lori

From: Johnson, Cheryl E
Sent: Wednesday, October 22, 2014 2:12 PM
To: McWhirter, Lori
Cc: Chapa, Ron
Subject: RE: Santa Fe Cash Count

Good afternoon.

I think the audit says it all! Thank you so very much! We will continue to work on improving our processes.

Cheryl E. Johnson

From: McWhirter, Lori
Sent: Tuesday, October 21, 2014 4:09 PM
To: Johnson, Cheryl E
Cc: Chapa, Ron
Subject: Santa Fe Cash Count

Good afternoon, Mrs. Johnson, attached is the audit report for the surprise cash count performed at the Santa Fe branch location last January. All collections were accounted for and there weren't any issues that needed to be addressed. That being said, we do not need an official response from you, however if you'd like to provide one we will include it with the report to the Court.

Thank you...

*Lori McWhirter, Internal Audit Manager
Galveston County Auditor's Office
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