



# COLLIN COUNTY

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Date: October 15, 2009

To: Robert Hughes, CSCD Director  
Terry Box, Collin County Sheriff

From: Jeff May, County Auditor 

Subject: Sheriff's Convicted Offender Reentry Effort FY08 Audit - Final

Internal Audit personnel began an audit of the Sheriff's Convicted Offender Reentry Effort program (SCORE) on August 26, 2009 as required by The Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD). The audit is required by TDCJ-CJAD for a vendor whose total funding from CSCD exceeds \$100,000 for the fiscal year.

The time period reviewed was September 1, 2007 through August 31, 2008. The audit procedures included a review of the SCORE program and related documents.

During the review, we identified certain practices and procedures that we believe could be enhanced to strengthen internal controls and increase efficiencies. The review was not intended to be a comprehensive examination of every procedure or activity. Accordingly, the findings and recommendations presented in this report should not be considered as all-inclusive of areas where improvements may be needed.

CSCD Minimum Security and Sheriff Office personnel were extremely helpful and courteous in assisting with the annual review. An exit conference was held with you on September 18, 2009.

Please feel free to contact us with any questions or desired assistance.

## **Report Summary**

The annual audit for the SCORE program was conducted per the Texas Department of Justice and the CSCD Director's request. The period audited was from September 1, 2007 to August 31, 2008, which corresponds to the state fiscal year. The audit began on August 26, 2009 and was completed on September 3, 2009. The SCORE audit report is divided into six major sections:

- Report Summary
- Introduction
- Purpose and Scope
- Methodology
- Findings and Recommendations
- Attachments

The following areas related to the SCORE program were examined:

- Resident Capacity Rate
- Administrative Expenditure
- Invoices and Housing Days
- Transportation Vehicles
- Inmates' Case Files
- Licenses and Certifications
- Miscellaneous Reports

The purpose of the audit is to determine the key areas above were in compliance with the FY08 SCORE Contract Agreement and the Independent Audit Guidelines for CSCD Vendors. A summary of findings is listed below.

## **2. Introduction**

The Collin County SCORE program is partially funded by the TDCJ-CJAD. The audit for the SCORE program was required under the Independent Audit Guidelines for TDCJ-CJAD. The guidelines require an audit if an agency receives over \$100,000 of funding in one year. (Collin County received \$201,724.00 in FY08) The program was designed to partially fund the SCORE inmate housing. CSCD agreed to pay the sum of \$16,810.33 per month for FY08 for salaries and fringe benefits for employment of three detention officers assigned to the SCORE program and Restitution Center Program. Vendor invoices should be presented to the Department by the 10<sup>th</sup> day of each month. The SCORE contract is renewable annually and must be approved by the Commissioner's Court.

### **3. Purpose and Scope**

The audit was limited to certain areas addressed in the SCORE contract for FY08 and to the TDCJ-CJAD audit scope and guidelines. The purpose of this annual audit is to examine the aforementioned nine key areas in the SCORE program to determine if Collin County complied with the SCORE contract for FY08, as well as the Jail Standards and Independent Audit Guidelines for a CSCD Vendor.

### **4. Methodology**

- Calculated actual capacity rate against required 90% capacity rate set by the State and compared annual contract cost rate per resident with annual actual cost rate per resident.
- Collected 12-months invoices and resident listings for FY08 and analyzed the data in terms of amounts, billing dates, due dates and resident numbers and compared the actual invoices to payments.
- Verified vehicles listed on the contract agreements against vehicles currently used by the SCORE program.
- Verified case files for supporting documents.
- Reviewed current certifications for the program staff.

### **5. Findings and Recommendations**

#### **Billing Statements and Resident Lists**

##### **Objectives**

- To review the billing statements to CSCD for the SCORE Housing Inmate Cost and ensure that the invoices were accurate in terms of the number of residents amounts and the billing dates.
- To verify that billing dates complied with the FY08 contract due date by the 10<sup>th</sup> day of each month.
- To verify the Resident Lists attached with the invoices.

##### **Procedures**

- Verified Resident Lists generated by Minimum Security.
- Verified monthly Resident Lists against the billing statements to ensure both documents match.
- Verified statements for billing correct months of residence.
- Verified billing amounts with correct formula and calculation.
- Verified billing dates complying with the contract due date.

## **Resident Capacity Rate**

### **Findings:**

We verified the actual expense with the allowed expenditure amount documented in the contract and found that the actual cost for housing SCORE inmates in FY08 was \$965.00 more than the amount documented in the contract.

	<b>Allowed Per Contract</b>	<b>Actual</b>	<b>Variances</b>
Total Amount	201,724.00	\$202,689.00	965.00

- Total allowed residents per contract = 36
- The department shall pay the sum of \$16,810.33 per month for salaries and fringe benefits for employment of three detention officers assigned to SCORE Program.
- Total bed days = 10286 (Statements from September 2007 to August 2008)
- Actual residents (average per month) =  $10286 / 365 \text{ days} = 28.18$  rounded to 28.
- Total amount allowed per contract = \$201,724.00
- The actual cost rate = \$202,689.00
- The actual cost was \$ 965.00 more than the amount in the contract.

### **Recommendations:**

The actual expense should not exceed the amount specified in the contract.

### **Response:**

The contract specifies that Collin County CSCD pays the salaries and benefits for employment of three detention officers for the program. We are not billed for bed days as in past contracts.

## **Administrative Expenditure**

### **Objective**

To compare the actual expenditure to the actual invoice paid expenditure to determine if the salary and benefit costs were offset by the monies received.

### **Procedures**

- Added up all the invoices paid from CSCD in FY2008, which was \$197,003.26.
- Added up all the Salary and Benefit Expenses from the account activity listing, which was \$202,689.80.
- Subtracted the actual expenditure for salary/benefit from the actual invoice paid expenditure for housing SCORE inmates to obtain the variance.

**Finding:**

The invoice amount was \$16,398.00 in September 2007 and statements of \$16,418.66 for the remaining eleven months of FY08. The contract specified to pay \$16,810.33 per month for the expenses. The actual expenditure for FY08 salary and benefits was more than the invoice amount paid for housing SCORE inmates by \$5,686.54.

<b>Total Invoice Paid Expenditure (SCORE Housing)</b>	<b>Total Actual Expenditure (Salary/Benefit)</b>	<b>Variance</b>
\$197,003.26	\$202,689.80	\$5,686.54

**Recommendation**

The amount specified on the contract should be invoiced for payment of the expenses of the SCORE program.

The Contract states, *“The Department shall pay the sum of \$16,810.33 per month for salaries and fringe benefits for employment of three detention officers assigned to SCORE Program and Restitution Center Program.”* Article 1.2 Section A.

**Response:**

Collin County CSCD pays the amount billed by the Sheriff’s Department each month which explains a portion of the variance. Additionally, CSCD concurs with the Collin County S.O. response to the variance as well.

**S.O. Audit Response:**

The SCORE budget was implemented before the County budget which drives the costs of paying employees and thereby created a difference in pay. The County determines what the pay will be for each detention officer and without that knowledge prior to submitting the CSCD budget there is a possibility of a difference.

**Invoices and Housing Days**

**Objective**

To compare the actual invoices/days billed to the invoices/days paid to determine the shortfall.

**Procedures**

- Added up all the housing days and invoice amounts billed to CSCD from the billing statements.
- Added up all the housing days and invoice amounts approved and paid from CSCD.
- Summed up all the differences from the unpaid amounts to reach the unpaid total of invoices.

**Finding:** No exceptions were found

**Recommendation:** None at the time of audit.

**Response:** Not required.

### **Transportation Vehicles**

#### **Objective**

To verify that all vehicles for transporting the SCORE inmates were listed on the FY08 SCORE Contract Agreement.

#### **Procedure**

Identify the vehicles listed on the SCORE contract at Minimum Security.

**Findings:** No exceptions were found

**Recommendation:** None at the time of audit

**Response:** Not required

### **Inmates' Case Files**

#### **Objective**

To examine SCORE inmates' case files for supporting documents required to be in the file.

#### **Procedure**

SCORE inmates' case files were randomly selected and reviewed Court Order, PSIR, Criminal History, Supervision Plan and Educational Programming.

#### **Finding:**

All selected case files were reviewed; no exceptions were found.

**Recommendation:** None at the time of audit.

**Response:** None required.

### **Licenses and Certifications**

#### **Objective**

To verify that all SCORE program staff maintained licenses and certifications as required.

#### **Procedure**

Certificates of employees assigned to SCORE program were reviewed.

**Finding:** No exceptions found.

**Recommendation:** None at the time of audit.

**Response:** None Required.

### **Miscellaneous Reports**

#### **Objective**

To verify Incident Report, Location Report, Jail Release Report and Jail Standards Reports.

**Finding:** No exceptions were found.

**Recommendation:** None at the time of audit.

**Response:** None Required.