

**COLLIN COUNTY
COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED
AUGUST 31, 2011**

PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

**COLLIN COUNTY
COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED
AUGUST 31, 2011**

WITH INDEPENDENT AUDITORS' REPORT

**COLLIN COUNTY
COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

YEAR ENDED AUGUST 31, 2011

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**COLLIN COUNTY
COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

YEAR ENDED AUGUST 31, 2011

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INDEPENDENT AUDITORS' REPORT

Collin County Community
Supervision and Corrections Department
Collin County, Texas
McKinney, Texas

We have audited the accompanying combined financial statements of the Collin County Community Supervision and Corrections Department, and the combining and individual funds of the Collin County Community Supervision and Corrections Department, as of and for the year ended August 31, 2011, as listed in the table of contents. These financial statements are the responsibility of the management of the Collin County Community Supervision and Corrections Department. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the financial statements are prepared using the prescribed basis of accounting that demonstrates compliance with TDCJ-CJAD financial reporting requirements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

As discussed in Note 1, the financial statements present only the Collin County Community Supervision and Corrections Department, and are not intended to present fairly the financial position of Collin County, Texas, and the results of its operations in conformity with generally accepted accounting principles.

In our opinion, the combined financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Collin County Community Supervision and Corrections Department, as of August 31, 2011, and the results of its operations for the year then ended, in conformity with the basis of accounting described in the notes. Also, in our opinion, the combining and individual funds referred to above present fairly, in all material respects, the financial position of each of the individual funds of the Collin County Community Supervision and Corrections Department, as of August 31, 2011, and the results of operations of such funds for the year then ended in conformity with the basis of accounting described in the notes.

In accordance with *Government Auditing Standards*, we have also issued a report dated March 29, 2012, on our consideration of the Collin County Community Supervision and Corrections Department's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

This report is intended solely for the information and use of management, others within the organization, the Collin County Community Supervision and Corrections Department, and the Texas Department of Criminal Justice – Community Justice Assistance, and is not intended to be and should not be used by anyone other than these specified parties.

Pattillo, Brown & Hill, L.L.P.

March 29, 2012

**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

COMBINED STATEMENT OF FINANCIAL POSITION

AUGUST 31, 2011

	Basic Supervision	Community Corrections	Diversion Program	Treatment Alternative to Incarceration Program	Total
ASSETS					
Cash					
Bank balances	\$ 3,213,050	\$ 127,731	\$ 32,486	\$ 25,358	\$ 3,398,625
Total Cash	3,213,050	127,731	32,486	25,358	3,398,625
Accounts Receivable					
Supervision fees	267,991	-	-	-	267,991
Program participation fees	49,291	1,005	-	-	50,296
Other receivables	2,559	-	1,225	-	3,784
Total Accounts Receivable	319,842	1,005	1,225	-	322,072
Total Assets	\$ 3,532,892	\$ 128,736	\$ 33,711	\$ 25,358	\$ 3,720,697
LIABILITIES AND FUND BALANCE					
Liabilities					
Accounts payable	\$ 199,121	\$ 10,021	\$ 33,191	\$ 8,107	\$ 250,440
Due to CJAD	-	118,715	520	17,251	136,486
Total Liabilities	199,121	128,736	33,711	25,358	386,926
Fund Balance	3,333,771	-	-	-	3,333,771
Total Liabilities and Fund Balance	\$ 3,532,892	\$ 128,736	\$ 33,711	\$ 25,358	\$ 3,720,697

The accompanying notes are an integral part of these financial statements.

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**COMBINED STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE**

FOR THE YEAR ENDED AUGUST 31, 2011

	Supervision	Community Corrections	Diversion Target Program	Treatment Alternative to Incarceration Program	Total
REVENUE					
State aid	\$ 1,390,188	\$ 816,544	\$ 544,562	\$ 40,126	\$ 2,791,420
State aid: SAFFP	44,123	-	-	-	44,123
Rider 80 State aid	114,765	5,466	48,064	-	168,295
Community supervision fees	3,481,267	-	-	-	3,481,267
Payments by program participants	576,807	14,668	-	-	591,475
Interest income	5,704	-	-	-	5,704
Other revenue	33,224	-	-	-	33,224
Total Revenue	<u>5,646,078</u>	<u>836,678</u>	<u>592,626</u>	<u>40,126</u>	<u>7,115,508</u>
EXPENDITURES					
Salaries and fringe benefits	4,369,412	202,538	863,198	-	5,435,148
Rider 80 salaries and related fringe	134,965	6,904	60,418	-	202,287
Travel and furnished transportation	57,821	2,518	7,007	-	67,346
Contract services	54,367	234,955	32,895	23,849	346,066
Professional fees	114,476	6,671	6,421	301	127,869
Supplies and operating expenses	367,017	359	-	-	367,376
Utilities	3,652	-	-	-	3,652
Equipment	3,424	-	-	-	3,424
Total Expenditures	<u>5,105,134</u>	<u>453,945</u>	<u>969,939</u>	<u>24,150</u>	<u>6,553,168</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	540,944	382,733	(377,313)	15,976	562,340
FUND BALANCE, SEPTEMBER 1, 2010	2,845,470	-	57,136	1,275	2,903,881
INTERFUND TRANSFER IN (OUT)	(56,679)	(264,018)	320,697	-	-
PRIOR PERIOD ADJUSTMENT	4,036	-	-	-	4,036
FUND BALANCE BEFORE REFUND TO CJAD	3,333,771	118,715	520	17,251	3,470,257
REFUND DUE TO CJAD	<u>-</u>	<u>(118,715)</u>	<u>(520)</u>	<u>(17,251)</u>	<u>(136,486)</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ 3,333,771</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,333,771</u>

The accompanying notes are an integral part of these financial statements.

**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**COMBINING STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE**

ALL DIVERSION TARGET GRANT PROGRAM FUNDS

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Mental Health Initiative</u>	<u>Sex Offender</u>	<u>Youthful Offender</u>
REVENUE			
State aid	\$ 43,576	\$ 96,564	\$ 40,568
Rider 80 State aid	<u>2,462</u>	<u>7,574</u>	<u>2,838</u>
Total Revenue	<u>46,038</u>	<u>104,138</u>	<u>43,406</u>
EXPENDITURES			
Salaries and fringe benefits	42,262	140,989	55,422
Rider 80 salaries and related fringe	3,110	9,463	3,580
Travel and furnished transportation	12	30	-
Contract services	-	32,895	-
Professional fees	<u>327</u>	<u>724</u>	<u>304</u>
Total Expenditures	<u>45,711</u>	<u>184,101</u>	<u>59,306</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	327	(79,963)	(15,900)
FUND BALANCE, SEPTEMBER 1, 2010	193	23,284	1,990
INTERFUND TRANSFER IN (OUT)	-	56,679	13,910
FUND BALANCE BEFORE REFUND TO CJAD	520	-	-
REFUND TO CJAD	<u>(520)</u>	<u>-</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

<u>Substance Abuse</u>	<u>High/Medium Reduction Caseload</u>	<u>Total</u>
\$ 62,282	\$ 301,572	\$ 544,562
<u>8,369</u>	<u>26,821</u>	<u>48,064</u>
<u>70,651</u>	<u>328,393</u>	<u>592,626</u>
141,723	482,802	863,198
10,572	33,693	60,418
33	6,932	7,007
-	-	32,895
<u>467</u>	<u>4,599</u>	<u>6,421</u>
<u>152,795</u>	<u>528,026</u>	<u>969,939</u>
(82,144)	(199,633)	(377,313)
31,669	-	57,136
50,475	199,633	320,697
-	-	520
<u>-</u>	<u>-</u>	<u>(520)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

BASIC SUPERVISION PROGRAM

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Prior Year Actual</u>
REVENUE				
State aid	\$ 1,390,188	\$ 1,390,188	\$ -	\$ 877,401
State aid: SAFPF	34,079	44,123	10,044	23,428
Rider 80 State aid	147,143	114,765	(32,378)	72,564
Community supervision fees	2,868,668	3,481,267	612,599	3,455,291
Payments by program participants	160,000	576,807	416,807	517,371
Carry over from previous fiscal year	-	-	-	-
Interest income	36,308	5,704	(30,604)	7,312
Other revenue	<u>32,400</u>	<u>33,224</u>	<u>824</u>	<u>63,844</u>
Total Revenue	<u>4,668,786</u>	<u>5,646,078</u>	<u>977,292</u>	<u>5,017,211</u>
EXPENDITURES				
Salaries and fringe benefits	5,224,372	4,369,412	854,960	4,546,381
Rider 80 salaries and related fringe	147,143	134,965	12,178	72,564
Travel and furnished transportation	272,402	57,821	214,581	57,043
Contract services	185,200	54,367	130,833	67,493
Professional fees	383,333	114,476	268,857	115,087
Supplies and operating expenses	1,058,397	367,017	691,380	418,551
Facilities	2,500	-	2,500	-
Utilities	5,000	3,652	1,348	3,793
Equipment	<u>89,150</u>	<u>3,424</u>	<u>85,726</u>	<u>7,799</u>
Total Expenditures	<u>7,367,497</u>	<u>5,105,134</u>	<u>2,262,363</u>	<u>5,288,711</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(2,698,711)	540,944	3,239,655	(271,500)
FUND BALANCE, SEPTEMBER 1, 2010	2,845,470	2,845,470	-	3,466,153
INTERFUND TRANSFER IN (OUT)	(146,759)	(56,679)	90,080	(278,715)
FUND BALANCE BEFORE REFUND TO CJAD	-	3,329,735	3,329,735	2,915,938
PRIOR PERIOD ADJUSTMENT	-	4,036	4,036	4,591
PRIOR YEAR REFUND	-	-	-	(75,059)
FUND BALANCE, AUGUST 31, 2011	\$ <u>-</u>	\$ <u>3,333,771</u>	\$ <u>3,333,771</u>	\$ <u>2,845,470</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

**COMMUNITY CORRECTIONS PROGRAM
COMMUNITY CORRECTIONS FACILITY**

FOR THE YEAR ENDED AUGUST 31, 2011

	Budget	Actual	Variance Favorable (Unfavorable)	Prior Year Actual
REVENUE				
State aid	\$ 816,544	\$ 816,544	\$ -	\$ 564,770
Rider 80 State aid	6,612	5,466	(1,146)	3,304
Payments by program participants	<u>-</u>	<u>14,668</u>	<u>14,668</u>	<u>19,607</u>
Total Revenue	<u>823,156</u>	<u>836,678</u>	<u>13,522</u>	<u>587,681</u>
EXPENDITURES				
Salaries and fringe benefits	207,622	202,538	5,084	187,164
Rider 80 salaries and related fringe	6,612	6,904	(292)	3,304
Travel and furnished transportation	7,174	2,518	4,656	2,754
Contract services	244,187	234,955	9,232	220,820
Professional fees	10,751	6,671	4,080	8,220
Supplies and operating expenses	<u>69</u>	<u>359</u>	<u>(290)</u>	<u>3,790</u>
Total Expenditures	<u>476,415</u>	<u>453,945</u>	<u>22,470</u>	<u>426,052</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	346,741	382,733	35,992	161,629
FUND BALANCE, SEPTEMBER 1, 2010	-	-	-	-
INTERFUND TRANSFER IN (OUT)	<u>(346,741)</u>	<u>(264,018)</u>	<u>82,723</u>	<u>(161,629)</u>
FUND BALANCE BEFORE REFUND TO CJAD	-	118,715	118,715	-
REFUND DUE TO CJAD	<u>-</u>	<u>(118,715)</u>	<u>(118,715)</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

**DIVERSION TARGET GRANT PROGRAM
MENTAL HEALTH INITIATIVE**

FOR THE YEAR ENDED AUGUST 31, 2011

	Budget	Actual	Variance Favorable (Unfavorable)	Prior Year Actual
REVENUE				
State aid	\$ 43,576	\$ 43,576	\$ -	\$ 44,209
Rider 80 State aid	3,110	2,462	(648)	1,555
Total Revenue	46,686	46,038	(648)	45,764
EXPENDITURES				
Salaries and fringe benefits	48,915	42,262	6,653	48,539
Rider 80 salaries and related fringe	3,110	3,110	-	1,555
Travel and furnished transportation	-	12	(12)	7
Professional fees	327	327	-	319
Total Expenditures	52,352	45,711	6,641	50,420
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(5,666)	327	5,993	(4,656)
FUND BALANCE, SEPTEMBER 1, 2010	-	193	193	-
INTERFUND TRANSFER IN (OUT)	5,666	-	(5,666)	4,849
FUND BALANCE BEFORE REFUND TO CJAD	-	520	520	-
REFUND TO CJAD	-	(520)	(520)	-
FUND BALANCE, AUGUST 31, 2011	\$ -	\$ -	\$ -	\$ 193

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

**DIVERSION TARGET GRANT PROGRAM
SEX OFFENDER**

FOR THE YEAR ENDED AUGUST 31, 2011

	Budget	Actual	Variance Favorable (Unfavorable)	Prior Year Actual
REVENUE				
State aid	\$ 96,564	\$ 96,564	\$ -	\$ 94,335
Rider 80 State aid	<u>9,152</u>	<u>7,574</u>	(1,578)	<u>4,804</u>
Total Revenue	<u>105,716</u>	<u>104,138</u>	(1,578)	<u>99,139</u>
EXPENDITURES				
Salaries and fringe benefits	148,332	140,989	7,343	148,092
Rider 80 salaries and related fringe	9,152	9,463	(311)	4,804
Travel and furnished transportation	-	30	(30)	-
Contract services	53,320	32,895	20,425	40,060
Professional fees	724	724	-	669
Supplies and operating expenses	<u>37,837</u>	<u>-</u>	<u>37,837</u>	<u>-</u>
Total Expenditures	<u>249,365</u>	<u>184,101</u>	<u>65,264</u>	<u>193,625</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(143,649)	(79,963)	63,686	(94,486)
FUND BALANCE, SEPTEMBER 1, 2010	23,284	23,284	-	-
INTERFUND TRANSFER IN (OUT)	<u>120,365</u>	<u>56,679</u>	(63,686)	<u>117,770</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,284</u>

The accompanying notes are an integral part of these financial statements.

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

**DIVERSION TARGET GRANT PROGRAM
YOUTHFUL OFFENDER**

FOR THE YEAR ENDED AUGUST 31, 2011

	Budget	Actual	Variance Favorable (Unfavorable)	Prior Year Actual
REVENUE				
State aid	\$ 40,568	\$ 40,568	\$ -	\$ 41,200
Rider 80 State aid	3,608	2,838	(770)	1,805
Total Revenue	44,176	43,406	(770)	43,005
EXPENDITURES				
Salaries and fringe benefits	58,960	55,422	3,538	56,912
Rider 80 salaries and related fringe	3,608	3,580	28	1,805
Professional fees	304	304	-	296
Supplies and operating expenses	5,598	-	5,598	-
Total Expenditures	68,470	59,306	9,164	59,013
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	(24,294)	(15,900)	8,394	(16,008)
FUND BALANCE, SEPTEMBER 1, 2010				
	1,990	1,990	-	-
INTERFUND TRANSFER IN (OUT)				
	22,304	13,910	(8,394)	17,998
FUND BALANCE, AUGUST 31, 2011				
	\$ -	\$ -	\$ -	\$ 1,990

The accompanying notes are an integral part of these financial statements.

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

**DIVERSION TARGET GRANT PROGRAM
SUBSTANCE ABUSE**

FOR THE YEAR ENDED AUGUST 31, 2011

	Budget	Actual	Variance Favorable (Unfavorable)	Prior Year Actual
REVENUE				
State aid	\$ 62,282	\$ 62,282	\$ -	\$ 67,016
Rider 80 State aid	9,246	8,369	(877)	4,760
Total Revenue	71,528	70,651	(877)	71,776
EXPENDITURES				
Salaries and fringe benefits	147,298	141,723	5,575	145,805
Rider 80 salaries and fringe benefits	9,246	10,572	(1,326)	4,760
Travel and furnished transportation	-	33	(33)	8
Professional fees	467	467	-	431
Supplies and operating expenses	10,343	-	10,343	-
Total Expenditures	167,354	152,795	14,559	151,004
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(95,826)	(82,144)	13,682	(79,228)
FUND BALANCE, SEPTEMBER 1, 2010	-	31,669	31,669	-
INTERFUND TRANSFER IN (OUT)	95,826	50,475	(45,351)	110,897
FUND BALANCE, AUGUST 31, 2011	\$ -	\$ -	\$ -	\$ 31,669

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

**DIVERSION TARGET GRANT PROGRAM
HIGH/MEDIUM REDUCTION CASELOAD**

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Prior Year Actual</u>
REVENUE				
State aid	\$ 301,572	\$ 301,572	\$ -	\$ 322,822
Rider 80 State aid	23,042	26,821	3,779	16,882
Total Revenue	<u>324,614</u>	<u>328,393</u>	<u>3,779</u>	<u>339,704</u>
EXPENDITURES				
Salaries and fringe benefits	517,707	482,802	34,905	501,756
Rider 80 salaries and fringe benefits	23,042	33,693	(10,651)	16,882
Travel and furnished transportation	4,605	6,932	(2,327)	6,460
Professional fees	5,557	4,599	958	3,436
Supplies	23,042	-	23,042	-
Total Expenditures	<u>573,953</u>	<u>528,026</u>	<u>45,927</u>	<u>528,534</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(249,339)	(199,633)	49,706	(188,830)
FUND BALANCE, SEPTEMBER 1, 2010	-	-	-	-
INTERFUND TRANSFER IN (OUT)	<u>249,339</u>	<u>199,633</u>	<u>(49,706)</u>	<u>188,830</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL AND PRIOR YEAR**

TREATMENT ALTERNATIVES TO INCARCERATION PROGRAM

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)	Prior Year Actual
REVENUE				
State aid	\$ 40,126	\$ 40,126	\$ -	\$ 40,126
Total Revenue	<u>40,126</u>	<u>40,126</u>	<u>-</u>	<u>40,126</u>
EXPENDITURES				
Contract services	39,825	23,849	15,976	38,550
Professional fees	<u>301</u>	<u>301</u>	<u>-</u>	<u>301</u>
Total Expenditures	<u>40,126</u>	<u>24,150</u>	<u>15,976</u>	<u>38,851</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	15,976	15,976	1,275
FUND BALANCE, SEPTEMBER 1, 2010	-	1,275	1,275	-
REFUND DUE TO CJAD	<u>-</u>	<u>(17,251)</u>	<u>(17,251)</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,275</u>

The accompanying notes are an integral part of these financial statements.

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**COLLIN COUNTY
COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED AUGUST 31, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements include the revenue of the Collin County Community Supervision and Corrections Department related to the receipt of funds administered by the Community Justice Assistance Division from state appropriations for Diversion Target Grants, Community Corrections Program Funds, the Basic Supervision Fund, Treatment Alternatives to Incarceration Programs Funding, local fees collected for the use of the CSCD, and the expenditure of those funds.

Basis of Accounting

The accounts of the Collin County Community Supervision and Corrections Department are maintained on the modified accrual basis of accounting in accordance with CJAD financial reporting requirements. Under that method, revenue is recognized when it becomes both measurable and available, and expenditures are recognized when the related liability is incurred or when the purchase order is issued, if prior to year-end.

2. FUNDING SOURCES – STATE AID

Basic Supervision

This state funding is a per capita allocation based on statistics from the previous full calendar year. The per capita formula includes felony and misdemeanor direct cases as well as felony pretrial cases and is calculated by first allocating misdemeanor funding based on the number of misdemeanor placements of the previous calendar year times \$.70 per day for 182 days. Then, the felony allocation is based on the proportion of the state's felons under direct community supervision and the pretrial supervision for the previous calendar year times funds remaining. Basic Supervision is distributed only to CSCDs.

Government Code 509.011 authorizes TDCJ-CJAD to withhold Basic Supervision funds from CSCDs that have over six months of operating funds in their fund balance at the end of a biennium. TDCJ-CJAD may adopt policies permitting a CSCD to maintain reserves in amounts greater than otherwise permitted to cover certain costs. TDCJ-CJAD may distribute these unallocated funds to other CSCDs.

(continued)

2. FUNDING SOURCES – STATE AID (Continued)

Community Corrections Program Funds

Community Corrections Facility – The Community Corrections Program provides one of the most restrictive sanctions available, requiring a term of confinement either as a condition of community supervision or direct sentence. The offender is placed in a highly structured and supervised environment that encourages mental and physical discipline. The program is designed to protect the community, provide community service and to promote offender responsibility, physical and emotional maturity, self-awareness and rehabilitative services for successful reintegration into the community.

Enhanced Supervision – This program was established to assist offenders in becoming law-abiding, productive members of the community.

Diversion Program Grants

Mental Health Initiative – This program is for individuals who may have one of the following disorders: bipolar disorder, schizophrenia, major depression, other adjustment disorders with a Global Assessment Functioning (GAF of five or below) or have met one of the following criteria: documented chronic unemployment problems due to a lack of vocational training and MI/MR issues, alcohol/drug abuse as a secondary issue, documented medication therapy through a mental health agency or other outpatient service.

Sex Offender Caseload – This program was established for individuals who meet the following criteria: 1) commission of an offense involving inappropriate sexual behavior or injury to a child; 2) inappropriate sexual behavior is suspected and there is supporting evidence; and 3) sexual behavior is the primary problem area.

Youthful Offender Caseload – This program could be ordered for individuals between the ages of 17 and 21 and who have had at least 2 prior arrests or a documentable problem in at least 2 of the following areas: unemployment, education, emotional stability, family issues, severe financial difficulties and alcohol/drug issues.

Substance Abuse Caseload – Individuals may be placed on this caseload for the following reasons: 1) one or more convictions for substance abuse related arrests; 2) alcohol/drug abuse is the primary problem area; 3) documented chronic unemployment problems due to substance abuse problem; 4) documented alcohol/drug dependency and offender is likely to respond; 5) seriousness of instant offense, i.e. involuntary manslaughter or failure to stop and render aid; and 6) alternative to incarceration.

High/Medium Reduction Caseload – This program provides funding to reduce overall caseload sizes to better allow officers to work more effectively on higher risk cases. The overall goal of the program is to reduce revocations.

(continued)

2. **FUNDING SOURCES – STATE AID (Continued)**

Treatment Alternatives to Incarceration Programs (TAIP) Funding

This Substance Abuse funding is awarded on a competitive basis. The priorities for distribution are determined biennially; however, TAIP grants are awarded annually. All requests are reviewed by TDCJ-CJAD staff and approved by management. CSCDs are the only entities eligible to TAIP funds.

3. **FUNDS COLLECTED BY THE CSCD FROM SOURCES OTHER THAN TDCJ-CJAD WHICH ARE REQUIRED TO BE REPORTED ON THE TDCJ-CJAD QUARTERLY FINANCIAL REPORTS (community supervision fees collected, program participation fees collected, county contributions, donations, etc.)**

The Department utilized the following funds collected from sources other than TDCJ-CJAD which are required to be reported for the year ended August 31, 2011:

	<u>August 31, 2011</u>
Community Supervision fees	\$ 3,481,267
Program Participation funds	591,475
Interest income	5,704
Other revenue	<u>33,224</u>
	<u>\$ 4,111,670</u>

Locally generated revenues are expended in accordance with the Financial Management Manual for TDCJ-CJAD Funding, TDCJ-CJAD Funding and Fiscal Management Updates, TDCJ-CJAD Standards, TDCJ-CJAD Field Correspondence, TDCJ-CJAD Policy Statements, Standard and Special Grant Conditions, and applicable laws.

4. **FUNDS COLLECTED BY THE CSCD FROM SOURCES OTHER THAN TDCJ-CJAD WHICH ARE NOT REQUIRED TO BE REPORTED ON THE TDCJ-CJAD QUARTERLY FINANCIAL REPORTS (civil fees, CSR funds, victim restitution funds, federal grants, grants from sources other than TDCJ-CJAD, etc.)**

The Department utilized the following funds collected from sources other than TDCJ-CJAD which are not required to be reported for the year ended August 31, 2011:

	<u>August 31, 2011</u>
Interest income	\$ <u>5,704</u>
	<u>\$ 5,704</u>

Locally generated revenues are expended in accordance with the Financial Management Manual for TDCJ-CJAD Funding, TDCJ-CJAD Funding and Fiscal Management Updates, TDCJ-CJAD Standards, TDCJ-CJAD Field Correspondence, TDCJ-CJAD Policy Statements, Standard and Special Grant Conditions, and applicable laws.

5. CASH, PETTY CASH AND INVESTMENTS

Collection or clearing accounts are trust funds and must be covered by pledged collateral to cover the estimated highest daily balance of funds operated in conjunction with or through the county depository by the CSCD. Collection accounts must be transferred to the CSCD district account within the time frames listed in Local Government Code 113.022. All CSCD funds must be in the county treasury and must be disbursed by the County Treasurer.

The Department does not maintain a petty cash account.

Idle funds to be invested, if any, shall only be within the depository of the county in a manner that protects the integrity of the principal and guarantees no loss of principal to the CSCD.

6. EXCESS OF EXPENDITURES OVER BUDGETS IN INDIVIDUAL PROGRAMS

The Department did not have any excess expenditures over \$15,000 or 15% of the approved line item budgeted amount.

7. INTERFUND RECEIVABLE AND PAYABLE

There were no interfund receivable or payable balances at August 31, 2011.

8. VENDOR CONTRACTS FOR OFFENDER SERVICES

The Department had the following vendors who provided services to offenders in excess of \$100,000 during the year ended August 31, 2011:

	<u>August 31, 2011</u>
Texas Department of Criminal Justice	\$ 108,100
Norchem Drug Testing Laboratory	165,195
Corrections Software Solutions	92,796
SCORE	<u>209,693</u>
	<u>\$ 575,784</u>

Valid contracts exist for each vendor.

9. PRIOR PERIOD ADJUSTMENTS

The Department had a prior period adjustment of \$4,036 in the Basic Supervision Program.

10. OTHER

The Department has no other notes as deemed appropriate for disclosure.

11. SUBSEQUENT EVENTS

The Department has no subsequent events that require disclosure.

SUPPLEMENTARY INFORMATION

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

BASIC SUPERVISION PROGRAM

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 1,390,188	\$ 1,390,188	\$ -
State aid: SAFPF	44,123	44,123	-
Rider 80 State aid	114,765	114,765	-
Community supervision fees	3,481,267	3,481,267	-
Payments by program participants	576,807	576,807	-
Interest income	5,704	5,704	-
Other revenue	<u>33,224</u>	<u>33,224</u>	<u>-</u>
Total Revenue	<u>5,646,078</u>	<u>5,646,078</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	4,369,412	4,369,412	-
Rider 80 salaries and related fringe	134,965	134,965	-
Travel and furnished transportation	57,821	57,821	-
Contract services	54,367	54,367	-
Professional fees	114,476	114,476	-
Supplies and operating expenses	367,017	367,017	-
Utilities	3,652	3,652	-
Equipment	<u>3,424</u>	<u>3,424</u>	<u>-</u>
Total Expenditures	<u>5,105,134</u>	<u>5,105,134</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	540,944	540,944	-
FUND BALANCE, SEPTEMBER 1, 2010	2,845,470	2,845,470	-
PRIOR PERIOD ADJUSTMENT	4,036	4,036	-
INTERFUND TRANSFER IN (OUT)	<u>(56,679)</u>	<u>(56,679)</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ 3,333,771</u>	<u>\$ 3,333,771</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

**COMMUNITY CORRECTIONS PROGRAM
COMMUNITY CORRECTIONS FACILITY**

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 816,544	\$ 816,544	\$ -
Rider 80 State aid	5,466	5,466	-
Payments by program participants	<u>14,668</u>	<u>14,668</u>	<u>-</u>
Total Revenue	<u>836,678</u>	<u>836,678</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	202,538	202,538	-
Rider 80 salaries and related fringe	6,904	6,904	-
Travel and furnished transportation	2,518	2,518	-
Contract services	234,955	234,955	-
Professional fees	6,671	6,671	-
Supplies and operating expenses	<u>359</u>	<u>359</u>	<u>-</u>
Total Expenditures	<u>453,945</u>	<u>453,945</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	382,733	382,733	-
FUND BALANCE, SEPTEMBER 1, 2010	-	-	-
INTERFUND TRANSFER IN (OUT)	(264,018)	(264,018)	-
FUND BALANCE BEFORE REFUND TO CJAD	118,715	118,715	-
REFUND DUE TO CJAD	<u>(118,715)</u>	<u>(118,715)</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

**DIVERSION TARGET GRANT PROGRAM
MENTAL HEALTH INITIATIVE**

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 43,576	\$ 43,576	\$ -
Rider 80 State aid	<u>2,462</u>	<u>2,462</u>	<u>-</u>
Total Revenue	<u>46,038</u>	<u>46,038</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	42,262	42,262	-
Rider 80 salaries and fringe benefits	3,110	3,110	-
Travel and furnished transportation	12	12	-
Professional fees	<u>327</u>	<u>327</u>	<u>-</u>
Total Expenditures	<u>45,711</u>	<u>45,711</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	327	327	-
FUND BALANCE, SEPTEMBER 1, 2010	<u>193</u>	<u>193</u>	<u>-</u>
FUND BALANCE BEFORE REFUND TO CJAD	<u>520</u>	<u>520</u>	<u>-</u>
REFUND DUE TO CJAD	<u>(520)</u>	<u>(520)</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

**DIVERSION TARGET GRANT PROGRAM
SEX OFFENDER**

FOR THE YEAR ENDED AUGUST 31, 2011

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 96,564	\$ 96,564	\$ -
Rider 80 State aid	7,574	7,574	-
Total Revenue	104,138	104,138	-
EXPENDITURES			
Salaries and fringe benefits	140,989	140,989	-
Rider 80 salaries and fringe benefits	9,463	9,463	-
Travel and furnished transportation	30	30	-
Contract services	32,895	32,895	-
Professional fees	724	724	-
Total Expenditures	184,101	184,101	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(79,963)	(79,963)	-
FUND BALANCE, SEPTEMBER 1, 2010	23,284	23,284	-
INTERFUND TRANSFER IN (OUT)	56,679	56,679	-
FUND BALANCE, AUGUST 31, 2011	\$ -	\$ -	\$ -

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

**DIVERSION TARGET GRANT PROGRAM
YOUTHFUL OFFENDER**

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 40,568	\$ 40,568	\$ -
Rider 80 State aid	<u>2,838</u>	<u>2,838</u>	<u>-</u>
Total Revenue	<u>43,406</u>	<u>43,406</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	55,422	55,422	-
Rider 80 salaries and fringe benefits	3,580	3,580	-
Professional fees	<u>304</u>	<u>304</u>	<u>-</u>
Total Expenditures	<u>59,306</u>	<u>59,306</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(15,900)	(15,900)	-
FUND BALANCE, SEPTEMBER 1, 2010	1,990	1,990	-
INTERFUND TRANSFER IN (OUT)	<u>13,910</u>	<u>13,910</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

**DIVERSION TARGET GRANT PROGRAM
SUBSTANCE ABUSE**

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 62,282	\$ 62,282	\$ -
Rider 80 State aid	<u>8,369</u>	<u>8,369</u>	<u>-</u>
Total Revenue	<u>70,651</u>	<u>70,651</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	141,723	141,723	-
Rider 80 salaries and fringe benefits	10,572	10,572	-
Travel and furnished transportation	33	33	-
Professional fees	<u>467</u>	<u>467</u>	<u>-</u>
Total Expenditures	<u>152,795</u>	<u>152,795</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(82,144)	(82,144)	-
FUND BALANCE, SEPTEMBER 1, 2010	31,669	31,669	-
INTERFUND TRANSFER IN (OUT)	<u>50,475</u>	<u>50,475</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

**DIVERSION TARGET GRANT PROGRAM
HIGH-MEDIUM REDUCTION CASELOAD**

FOR THE YEAR ENDED AUGUST 31, 2011

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 301,572	\$ 301,572	\$ -
Rider 80 State aid	26,821	26,821	-
Total Revenue	328,393	328,393	-
EXPENDITURES			
Salaries and fringe benefits	482,802	482,802	-
Rider 80 salaries and fringe benefits	33,693	33,693	-
Travel and furnished transportation	6,932	6,932	-
Professional fees	4,599	4,599	-
Total Expenditures	528,026	528,026	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(199,633)	(199,633)	-
FUND BALANCE, SEPTEMBER 1, 2010	-	-	-
INTERFUND TRANSFER IN (OUT)	199,633	199,633	-
FUND BALANCE, AUGUST 31, 2011	\$ -	\$ -	\$ -

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**COLLIN COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS**

TREATMENT ALTERNATIVES TO INCARCERATION PROGRAM

FOR THE YEAR ENDED AUGUST 31, 2011

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 40,126	\$ 40,126	\$ -
Total Revenue	<u>40,126</u>	<u>40,126</u>	<u>-</u>
EXPENDITURES			
Contract services	23,849	23,849	-
Professional fees	<u>301</u>	<u>301</u>	<u>-</u>
Total Expenditures	<u>24,150</u>	<u>24,150</u>	<u>-</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	15,976	15,976	-
FUND BALANCE, SEPTEMBER 1, 2010	1,275	1,275	-
REFUND DUE TO CJAD	<u>(17,251)</u>	<u>(17,251)</u>	<u>-</u>
FUND BALANCE, AUGUST 31, 2011	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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COMPLIANCE SECTION

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

Collin County Community Supervision
and Corrections Department
Collin County, Texas
McKinney, Texas

We have audited the financial statements of the Collin County Community Supervision and Corrections Department, as of and for the year ended August 31, 2011, and have issued our report thereon dated March 29, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Collin County Community Supervision and Corrections Department's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Collin County Community Supervision and Corrections Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information of management, and others within the organization, Collin County Community Supervision and Corrections Department and the Texas Department of Criminal Justice, and is not intended to be and should not be used by anyone other than these specified parties.

Pattillo, Brown & Hill, L.L.P.

March 29, 2012

**COLLIN COUNTY
COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED AUGUST 31, 2011

Findings:

None

**COLLIN COUNTY
COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

FISCAL YEAR 2011 TDCJ-CJAD COMPLIANCE CHECKLIST

FOR THE YEAR ENDED AUGUST 31, 2011

Indicate whether the following compliance requirements have been met by answering "Yes," "No," or "N/A" (Not Applicable):

- Yes Separate accountability is maintained for TDCJ-CJAD funds.
- Yes Revenues and expenditures reported to TDCJ-CJAD are in agreement with, or reconcilable to, the funding recipient's accounting records and with audited expenditures in each budget category.
- Yes TDCJ-CJAD funds and locally generated revenue are expended in accordance with the Financial Management Manual for TDCJ-CJAD Funding, TDCJ-CJAD Funding and Fiscal Management Updates, TDCJ-CJAD Standards, TDCJ-CJAD Field Correspondence, TDCJ-CJAD Policy Statements, Standard and Special Grant Conditions, and applicable laws.
- Yes Proper cut-off procedures are observed at the end of each fiscal period. The cut-off date for revenue recognition and expenditure payments of FY 2010 is October 31, 2011. The modified accrual basis of accounting is used in preparing the fourth quarter reports for submission to TDCJ-CJAD.
- N/A If the CSCD serves both juveniles and adults, expenditures that benefit both juveniles and adults are prorated on an equitable basis. Determination of the method of prorating such expenditures is supported by adequate documentation.
- Yes TDCJ-CJAD funds are not used to pay judges' salaries (unless specifically approved by TDCJ-CJAD in a Program Budget, i.e., DWI Courts), community justice council members' salaries, or other court-related expenses.
- Yes Expenditures and revenue are supported by adequate documentation.
- Yes If the CSCD determines that an increase or decrease in revenue or expenditures is required, budget adjustments are submitted to TDCJ-CJAD by September 30 of the following fiscal year and in accordance with the Financial Management Manual for TDCJ-CJAD Funding.
- Yes Idle funds, if any, are invested.
- Yes All employees with access to funds are covered by a surety bond.
- Yes Locally generated funds, and other collections, are documented with a proper receipt system.

- N/A All non-TDCJ-CJAD funded program fees are expended in accordance with applicable limitations.
- Yes All equipment is physically inventoried and adequately supported with an inventory form. Surplus equipment is disposed of in accordance with TDCJ-CJAD guidelines.
- N/A Victim Restitution Funds are accounted for in accordance with Vernon's Texas Codes Annotated Government Code Section 76.013.
- Yes TDCJ-CJAD policies regarding contracts with vendors have been followed, which includes maintaining a Contract Monitoring Plan (policy) to monitor vendor payments and compliance with contracts.
- N/A All expenditures for leases have received TDCJ-CJAD approval prior to the expenditures of funds.
- Yes The CSCD has a policy regarding eligibility for employee salary merit increases, if applicable.
- Yes All purchases adhere to the requirements of the Vernon's Texas Codes Annotated Local Government Code, Section 262.023 regarding competitive bids.
- Yes The CSCD has an existing policy on budget approval, operates by the policy, and the policy has been approved in an open meeting by the judges charged with oversight of the CSCD (Government Code, Section 76.002, and TDCJ-CJAD's Financial Management Manual).
- No The CSCD allows offenders to pay a fee in lieu of performing community service restitution (CSR) work hours.
- Yes The CSCD's funds are deposited in the county depository and are disbursed by the county treasurer, or the county auditor.

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