



COLLIN COUNTY

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Date: September 13, 2012
To: Judge John Payton, Justice of the Peace-Precinct 3-2
From: Jeff May, County Auditor 
Subject: Third & Fourth Quarter FY11 Audit Result – Final

An examination of the Justice of the Peace, Precinct 3-2's financial books and records began on January 24, 2012 in accordance with Texas Local Government Code §115.002. The audit objectives were to provide reasonable assurance the receipts were promptly accounted for, accurately recorded and properly disbursed, and the internal controls were sufficient to protect County assets.

This review covered the period between April 1, 2011 and September 30, 2011. The audit procedures included a cash count, a test of deposits and receipts, a verification of disbursements, a review of the fee schedule and an examination of other financial aspects of your office.

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

Justice of the Peace-Precinct 3-2 personnel were extremely helpful and courteous in assisting with this review. An exit conference was held on June 6, 2012.

Please feel free to contact this office with any questions.

Report Verification

Findings:

1. There was a \$2,870 deposit recorded in the Odyssey Financial Manager Fee Account for a transfer from the Escrow Account, but only \$2,690 was transferred at the bank. The remaining \$180 still needs to be transferred.
2. A case was dismissed on 5/20/11, but still had a financial balance of \$200. This case was dismissed per the Assistant District Attorney (ADA) on 5/20/11; the financial balance was never adjusted.
3. On one case, the total due was changed from \$160 to \$80 per the Judge. However, there is no documentation in the case files that verifies this change in total amount due.

Recommendations:

1. A total of \$180 needs to be moved from the Escrow Account to the Fee Account.
2. The financial balance of the case needs to be adjusted per the ADA.
3. When a financial amount due is changed per the judge, proof of approval from the judge needs to be included in the case files to verify the adjusted amount due.

Response:

1. The remaining \$180 has been corrected on May 11, 2012.
2. Case has been adjusted.
3. Judge's order has been signed and case updated.

Disbursements

Findings:

1. Check #2174 was disbursed twice: once as a manual check on February 15, 2011 and again as a disbursement on July 5, 2011 with the note "adjust case manager balance-manual check from OFM."
2. On one case, the bond amount was \$150; \$127 should have been applied to court costs and \$23 refunded to defendant. The \$23 was refunded on check #1677; the \$127 was not converted from the bond account to the general account and applied to the court costs on case.

Recommendation:

1. The February 15, 2011 manual disbursement should be voided or reversed, leaving the July 5, 2011 disbursement with a check from the case.
2. The case needs \$127 applied to the fee account from the bond account in Odyssey. The case should be closed.

Response:

1. Check # 2174 was actually deducted only one time from the General account in order to refund monies receipted on an Eviction filed in the wrong precinct. Manual check was voided on 07/27/2012.
2. The \$127 conversion has been taken care of. This was inadvertently omitted from a conversion list. Case has been closed.