



Date: August 27, 2014

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

From: Jeff May, County Auditor

Subject: Sheriff's Convicted Offender Reentry Effort FY13 Audit - Final

An examination of the Sheriff's Convicted Offender Reentry Effort program (SCORE) was conducted as required by The Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD). The audit is required by TDCJ-CJAD for vendors whose total funding from CSCD exceeds \$100,000 for the fiscal year.

This review covered the period between September 1, 2012 and August 31, 2013. The audit procedures included a review of the SCORE program and related documents.

During the review, no substantive reportable problems were identified with the financial controls within the audit period. This review was not intended to be a comprehensive examination of every procedure, activity, or control. Accordingly, the results of this report should not be considered all-inclusive of the areas where improvements may be needed.

The time and assistance provided by the CSCD Director and the Sheriff during this engagement is greatly appreciated

1. Report Summary

The annual audit of the SCORE program was conducted per the Texas Department of Justice and the CSCD Director's request. The period audited was from September 1, 2012 to August 31, 2013, which corresponds to the state fiscal year. 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 Rates
- Administrative Expenditures
- Invoices and Housing Days
- Transportation Vehicles
- Inmates' Case Files
- Licenses and Certifications
- State Guidelines

2. Introduction

The Collin County SCORE program is partially funded by the TDCJ-CJAD. The audit of the SCORE program is 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. The program was designed to partially fund the SCORE inmate housing. CSCD agreed to pay the sum of \$16,839.75 per month for FY13 for salaries and fringe benefits for employment of three detention officers assigned to the S.C.O.R.E program and Restitution Center Program, that is, a total of \$202,077.00. Vendor invoices should be presented to the Department by the 10th day of each month. The SCORE contract is renewable annually and must be approved by Commissioners Court.

3. Purpose and Scope

The audit was limited to certain areas addressed in the SCORE contract for FY13 and to the TDCJ-CJAD audit scope and guidelines. The purpose of this annual audit is to examine the aforementioned key areas in the SCORE program to determine if Collin County complied with the SCORE contract for FY13, 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.
- Compared actual expenditures to actual invoice paid expenditures.
- Collected 12 months invoices and resident listings for FY13 and analyzed the data in terms of amounts, billing dates, due dates and resident numbers and compared the actual invoices to payments.
- 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 of CSCD for the SCORE Housing Inmate Cost and ensure that the invoices were accurate in terms of the number of resident amounts and the billing dates.
- To verify that billing dates complied with the FY13 contract due date; which is by the 10th day of each month, and examine 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 matched.
- Verified statements for accuracy of billing.
- Verified billing dates complied with the contract due date.

Finding: None

Recommendations: None

Response: Not required

Revenue

Objective:

- To determine if the amounts billed and received to fund the SCORE program matched the amount allowed per the contract.

Procedures:

- Verified the amounts billed and received with the amount documented in the contract.
 - Total allowed residents per contract = 36
 - The department shall pay the sum of $\$16,839.75 \times 12 = \$202,077.00$ for salaries and fringe benefits for employment of three detention officers assigned to the SCORE Program.
 - Total bed days billed = 13,261 (Invoices from September 2012 to August 2013)
 - Actual residents (average per month) = $13,261 / 365 \text{ days} = 36$
 - Total amount allowed per contract = $\$202,077.00$
 - The actual revenue billed = $\$187,307.48$

Findings: None

Recommendations: None

Response: Not Required

Expenditure

Objective:

- To verify if expenditures match the amount allowed under the contract.

Procedures:

- Verified the amount under the contract allowed for expenditures in the amount of $\$202,077.00$
- Added up all the actual salary and benefit expenses from the account activity listing and deducted the overtime payment for county jobs and the longevity payment and the actual payment was $\$183,264.68$.
- Subtracted the actual expenditure for salary/benefit from the amount allowed under the SCORE contract.

Finding: None

Recommendation: None

Response: Not required

Transportation Vehicles

Objective:

- To verify that all vehicles for transporting the SCORE inmates were documented on the FY13 SCORE Contract Agreement.

Procedure:

- Identified the vehicles listed on the SCORE contract at Minimum Security.

Findings: None

Recommendation: None

Response: Not required

Inmates' Case Files

Objective:

- To verify that files of participants in the SCORE program contain the required supporting documents.

Procedure:

- SCORE inmates' case files were randomly selected and reviewed for the following items: Court Order, Data Sheet, Criminal History, Supervision Plan, Medical Information, Progress Report and Court-ordered Community Service Restitution History.

Finding: None

Recommendation: None

Response: Not required

Licenses and Certifications

Objective:

- To verify that all SCORE program staff maintained the required licenses and certifications per the contract.

Procedure:

- Training records of employees assigned to the SCORE program were reviewed.

Finding: None

Recommendation: None

Response: Not required