



Audit Report
DISTRICT CLERK
OCTOBER 1, 2015 – SEPTEMBER 30, 2016
Status: Final

For action:

Lynne Finley

District Clerk

For information:

Jeff May

Linda Riggs

County Auditor

First Assistant Auditor

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Report Summary

As part of the 2016 Compliance Audit Plan, an audit of the District Clerk was conducted in accordance with Texas Local Government Code §115.002.

The overall objective of the audit was to provide assurance that internal controls are in place to ensure:

- The officer has collected all the money they are obligated to collect
- The money collected was properly remitted to the appropriate party
- All funds are properly managed
- All money is properly accounted for, accurately reported, and adequately safeguarded
- The operations of the office conform to prescribed procedures
- Exposure to potential risk is minimized

The audit scope included an audit of banking, cash receipts and internal controls. The time period audited was October 1, 2015 through September 30, 2016.

Refer to the Observations and Recommendations section, as well as the Appendix for the results of the audit.

This review was not intended to provide absolute assurance on all procedures, activities, or controls. We will continue to examine aspects of the office in compliance with statutes and to provide reasonable assurance that County assets are safeguarded and appropriately managed.

An exit conference with the District Clerk was held on Wednesday, November 29, 2017 to discuss this report.

The time and assistance provided by the District Clerk and the staff during this engagement is greatly appreciated.

Observations and Recommendations

Observation	Recommendation	Management Response
FINDING NUMBER: 160		
<p>Condition: The Prosecutor Fee of \$25, per Texas State Statute CCP Art. 102.008(a) was assessed and collected; however the fee was not included on the FY2016 approved fee schedule for the District Clerk's office. Additionally the Judicial Fund Court Cost Fee of \$15 per Texas State Statute GC 51.702, was assessed and collected; however the fee was not applicable to cases in the District Courts.</p> <p>Effect: Inconsistencies between the fees identified on the approved fee schedule and actual assessment and collection of fees. In addition, improper assessments and collections thereby generating overpayments.</p> <p>Cause: Fees were not properly reviewed to ensure applicability and completeness prior to submission for approval.</p> <p>Criteria: Internal Controls should be in place to ensure that the appropriate fees are approved, assessed and collected.</p>	<p>A. Transaction Required: A request should be initiated for approval to add the Prosecutor Fee to the previously approved fee schedule. Also the fee schedule within the Odyssey system should be corrected by removing the Judicial Fund Fee from the schedule.</p> <p>B. Internal Control Change: Procedures should be implemented to ensure that fee schedules are reviewed for accuracy and completeness prior to submission for annual approval.</p>	<p>A. Response: Changed fee schedule at Commissioners Court May 22, 2017 Prosecutor Fee was added and the Judicial Fee was removed from the District Clerk case management fee schedule. Past cases where Judicial fee was added staff will get with the Finance office to have fee removed prior to completing payment.</p> <p>B. Response: Management will work together to assure all fee schedules are up to date.</p> <p>Status of Recommendation: \$15 Judicial fund fee is no longer being assessed on Felony Criminal Cases and the Prosecutor Fee has been added to the District Clerk's Fee schedule.</p>