

GALVESTON COUNTY



Office of County Auditor

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November 28, 2022

Honorable Mark A. Henry, County Judge, and
Members of the Commissioners Court
722 Moody Ave
Galveston, Texas 77550

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the internal audit report of the Community Supervision and Corrections Department Audit that covered the period October 1, 2021 through September 30, 2022. Also attached is the response letter from Willie Lacy, Director, dated November 16, 2022.

Sincerely,

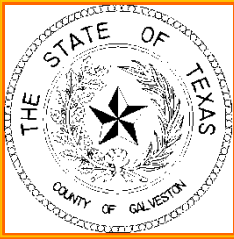
Randall Rice CPA

Digitally signed by Randall Rice
CPA
Date: 2022.11.17 10:52:22 -06'00'

Randall Rice CPA
County Auditor

cc: Willie Lacy, Director

Attachment: Community Supervision and Corrections Department Audit Report
Response Letter, Willie Lacy



Community Supervision and Corrections Department Audit

October 27, 2022

Galveston
County
Internal Audit
Division

Randall Rice CPA
CITP CISA CIO CBM DABFA CGMA
County Auditor

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Executive Summary

Reliability and Integrity of Information (page 3)

- Adequate controls are in place by CSCD to ensure proper separation of duties.
- Reliability and integrity of information can be improved by assessing and collecting all fees required per the judgement.
- The department is accounting for all funds being disbursed during the monthly sweep.

Safeguarding of Assets (page 4)

- Physical security over the assets (collections) is adequate. All collections were accounted for during the surprise cash count.
- No exceptions were noted in the review of the bank reconciliation.

Compliance with Statutes, Policies and Procedures (page 5 & 6)

- CSCD is in compliance with LGC §113.022 Time For Making Deposits.
- No material exceptions were found in reviewing voided receipts.
- All unclaimed restitution payments were escheated in compliance with GC §76.013 and TPC §77.
- All abandoned property (refunds) were escheated in compliance with TPC §72.101(a) and TPC §76.

Introduction

The Internal Audit Division conducted an internal audit of the Community Supervision and Corrections Department (CSCD), in accordance with Local Government Code (LGC) §115. The internal audit covered the period October 1, 2021 through September 30, 2022. The audit was performed from October 04, 2022 through October 27, 2022.

The primary objectives of the internal audit are to provide reasonable assurance concerning:

- Reliability and integrity of the information
- Safeguarding of assets
- Compliance with laws, regulations, contracts, policies, plans and procedures

The scope of the internal audit encompassed the financial records and administrative procedures related to CSCD. The internal audit included, but was not limited to, the books, accounts, reports, dockets and records of CSCD.

The internal audit included examining transactions on a test basis and required exercising judgment in the selection of such tests. As the internal audit was not a detailed examination of all transactions, there is a risk that errors or fraud were not detected during the internal audit. The official therefore retains the responsibility for the accuracy and completeness of the financial information.

Because of certain statutory duties required of the County Auditor, we are not independent with regard to the Galveston County Community Supervision and Corrections Department as defined by the AICPA professional standards. However, our internal audit was performed with objectivity and due professional care.

Jessica Gaul and Cynthia Hicks, Internal Auditors, performed the audit.

Reliability and Integrity of Information

Reliable information is accurate, timely, complete and useful. In order to achieve this, controls over record keeping and reporting must be adequate and effective.

Separation of Duties

One of the most important internal controls is to have proper separation of duties. No one person should authorize a transaction, record a transaction and have custody of the assets.

The cashier collects money, records the transaction and issues a receipt to the probationer. At the end of the day, the cashier counts the collections and creates a deposit slip with a supervisor present. The supervisor signs off on the deposit slip and the collections and deposit slip are stored in a sealed deposit bag until the deputy sheriff arrives to take the deposit bag to the bank. CSCD has a proper separation of duties.

Corrections Software Solutions (CSS)

The District Clerk and County Clerk offices forward all adult probation cases to CSCD. This includes the judgments, which list the associated probation, urinalysis and pre-intervention fees for each case. The cases and their judgments are recorded in CSCD's record keeping system, Corrections Software Solutions (CSS). A sample of cases recorded in CSS were tested for accuracy and completeness.

Finding: The judgement for one of the cases tested assessed \$1,440.00 in probation fees (\$60 per month for 2 years). The office only assessed and collected \$60.00 in total.

Recommendation CSCD-23-01: All assessed fees should be entered into CSS completely and accurately for each case, according to the judgment.

Disbursement of Collections

CSCD "sweeps" the bank account once a month. The purpose of the bank sweep is to disburse the collections for the previous month. The funds are sent to the appropriate parties (Treasurer's Office, victim restitution, crime stopper organizations and defendant refunds).

The department is accounting for all funds being disbursed during the monthly sweep.

Safeguarding of Assets

Safeguarding of assets has three basic aspects: 1) physical security of assets 2) minimal exposure to loss and 3) proper management of the assets.

Physical Security

Physical security encompasses any method to physically secure the collections from loss. Monies collected should be kept in a locked drawer or safe until they are deposited.

As part of the audit, a surprise cash count was conducted on October 04, 2022 at the Galveston location. All collections were accounted for at the time of the surprise cash count. Controls are in place to ensure the staff uses a lockable safe to secure collections until ready to be deposited. The safe remains locked when not in use.

The Texas City location does not accept cash. Money orders and cashier's checks collected are placed in a lock box until a supervisor brings payments to the Galveston location every Tuesday and Thursday. The Galveston office places these collections in a lockable safe until ready to be deposited.

Management of Collections

Properly prepared and adequately supported bank reconciliations are one of the best methods of cash management available to any office. The reconciliation process identifies any discrepancies in the bank account and assists in preventing the misuse of funds. CSS has a module that reconciles the transactions recorded in the system (payments and disbursements) with the bank statement information. In addition, the system performs a zero-out of the ending bank balance. The bank reconciliation and proper support documentation are submitted to the Auditor's Office each month. No exceptions were noted in the review of the bank reconciliation.

Compliance with Statutes, Policies and Procedures

Adequate internal controls have been implemented in order to ensure compliance with applicable statutes, policies and procedures.

Timeliness of Deposits

LGC §113.022 Time For Making Deposits requires that money received shall be deposited “on or before the fifth business day after the day on which the money is received”. CSCD’s policy is to deposit daily.

A sample of deposits was tested for compliance with LGC §113.022. No exceptions were noted.

Voided Receipts

CSCD policy dictates only the Director, Deputy Directors or Administrative Supervisor have the authority to void receipts in CSS. The Cashier notifies management of which receipt needs to be voided and provides an explanation for the void. The Director, Deputy Director or Administrative Supervisor voids the receipt and documents the reason in CSS. Copies of the original and voided receipt are retained with the daily receipts.

No material exceptions were found in reviewing voided receipts.

Escheatment of Restitution

According to Government Code (GC) §76.013(b-2), “If a victim who is entitled to restitution does not make a claim for payment before the fifth anniversary... any unclaimed restitution payments being held by the department for payment to the victim are presumed abandoned. The department shall report and deliver to the comptroller all unclaimed restitution payments presumed abandoned... in the manner provided by Chapter 77, Property Code”.

All unclaimed restitution payments were escheated in compliance with GC §76.013 and Chapter 77 of the Texas Property Code (TPC).

Compliance with Statutes, Policies and Procedures (continued)

Escheatment of Refunds

According to TPC §72.101(a), “personal property is presumed abandoned if, for longer than three years: (1) the existence and location of the owner of the property is unknown to the holder of the property; and (2)...a claim to the property has not been asserted.”

TPC §76 states if the holder of a property is a county and the property is presumed abandoned under Chapter 72 or 75 and is valued at \$100 or less, abandoned property shall be delivered to the treasurer.

Abandoned property that meets TPC §72.101(a) and is valued at \$100 or less shall be escheated to the Treasurer’s Office; abandoned property valued over \$100 shall be escheated to the State.

All abandoned property (refunds) were escheated in compliance with TPC §72.101(a) and TPC §76.

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
GALVESTON COUNTY

715 19TH STREET
409-766-2425

GALVESTON, TEXAS 77550
FAX: 409-770-5530



Willie Lacy, Director

Francesco Coppola, Deputy Director
Shelly Thompson, Deputy Director

November 16, 2022

Mr. Rice,

This letter is in response to the internal audit report received on November 15, 2022, which covered the period of October 1, 2021 through September 30, 2022.

Galveston County Community Supervision and Corrections Department will strive to continue maintaining compliance with laws, regulations, contracts, policies, plans and procedures.

Our auditors, Jessica Gaul and Cynthia Hicks, were very professional and courteous throughout this process. Thank you for continuing to help this department improve our financial and management controls.

Sincerely,

A handwritten signature in black ink that reads "Willie Lacy". The signature is written in a cursive style.

Willie Lacy
GCCSCD Director