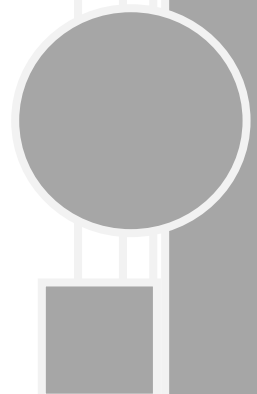




AUDIT REPORT

DALLAS COUNTY
LAW LIBRARY - FY 2022

Wessen B. Stefanos
First Assistant County Auditor
ISSUED: 12/18/2023
RELEASED: JANUARY 31, 2024



Law Library - FY 2022

TABLE OF CONTENTS

MANAGEMENT LETTER 3

EXECUTIVE SUMMARY..... 4

INTRODUCTION 5

DETAILS 6

This report is intended for the information and use of the agency/department. While we have reviewed internal controls and financial reports, this review will not necessarily disclose all matters of a material weakness. It is the responsibility of the department to establish and maintain effective internal control over compliance with the requirements of laws, regulations, and contracts applicable to the department.



DALLAS COUNTY
COUNTY AUDITOR

MANAGEMENT LETTER

Ms. Karen Dibble
Law Library Director
Dallas, Texas

Attached is the County Auditor's final report entitled "**Law Library - FY 2022**" Report. In order to reduce paper usage, a hard copy will not be sent through in-house mail except to the auditee.

If you prefer that released reports be emailed to a different (or additional) recipient, please inform me of the name and the change will be made.

Respectfully,

Wessen B. Stefanos

Wessen B. Stefanos
First Assistant County Auditor

EXECUTIVE SUMMARY

A review of Law Library for fiscal year 2022 revealed the significant observations listed below:

Summary of Significant Observations:

- None Identified

Repeat observations from Previous Audits:

- Computer receipt transactions were voided more than 20 minutes after the original transaction.
- Computer receipts were voided by the same person who issued the original receipt.
- Voided computer receipts were performed by non-supervisory employees.

Only those weaknesses which have come to our attention as a result of the audit have been reported. It is the responsibility of the department management to establish and maintain effective internal control over compliance with the requirement of laws, regulations, and contracts applicable to the department.

INTRODUCTION

Dallas County Auditor's Office mission is to provide responsible, progressive leadership by accomplishing the following:

- Comply with applicable laws and regulations
- Safeguard and monitor the assets of the County utilizing sound fiscal policies
- Assess risk and establish and administer adequate internal controls
- Accurately record and report financial transactions of the County
- Ensure accurate and timely processing of amounts due to County employees and vendors
- Set an example of honesty, fairness and professionalism for Dallas County government
- Provide services with integrity
- Work in partnership with all departments to resolve all issues of the County
- Strive to utilize the latest efficient and effective technology in the performance of tasks
- Provide technical support and training in the development, implementation, and maintenance of information systems
- Hold ourselves accountable to the citizens of the County at all times
- Be responsive to the elected officials and department heads of Dallas County

The objectives of this audit are to:

1. Ensure compliance with statutory requirements
2. Evaluate internal controls
3. Verification of accuracy and completeness of reporting
4. Review controls over safeguarding of assets

This audit covered the period of October 1, 2021 through September 30, 2022.

The audit procedures will include interviews with key process owners, observation of transactions processing, data analysis and sample testing of transactions. The main system used will also be reviewed and incorporated as part of the testing of transactions.



DETAILS

Computer Receipt Voids

Standard internal control procedures require that the processing of financial transactions reflect proper segregation of duties between personnel authorized to receipt, adjust, or void payments; no single user should be performing two or more business processes that could compromise the integrity of the process.

Additionally, voids should be properly voided, performed by supervisory personnel, and contain an adequate explanation of the void recorded to the computer system.

A sample review of 12 out of 69 (17.4%) voided computer receipts during fiscal year 2022 revealed:

- Four transactions totaling \$61.75 were voided between two and six hours after the original transaction.
- Four computer receipts totaling \$64.50 were issued and voided by the same user.
- Five receipts totaling \$80.75 were voided by non-supervisory employees.

A lack of segregation of duties and clerical errors increase the potential for funds to be misappropriated.

Recommendation

Computer Receipt Voids

Management should:

- Develop procedures and documentation incorporating controls such as the processing of voids and receipt corrections within 20 minutes.
- Establish business processes or system enforced roles that prevent an employee from having the ability to both enter and void a receipt.

Management Action Plan

- The observations have been noted. Management will work with staff on the timely processing of voids and receipt corrections. Management has already put into place processes that require a supervisor to void a receipt.

Auditor's Response

- None

cc: Darryl Martin, Commissioners Court Administrator