

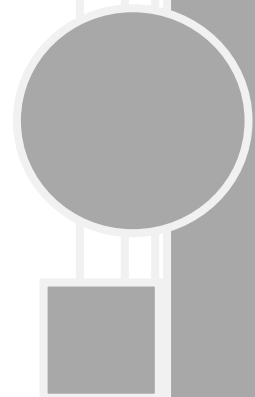


# AUDIT REPORT

DALLAS COUNTY

HHS WELFARE ICQ REVIEW

Darryl D. Thomas  
Dallas County Auditor  
ISSUED: January 30, 2019  
RELEASED: January 30, 2019



# HHS WELFARE ICQ REVIEW

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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**

Ganesh Shivaramaiyer  
HHS Interim Director  
Dallas, Texas

Attached is the County Auditor's final report entitled "**HHS Welfare ICQ Review**" 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,

A handwritten signature in blue ink, reading "Darryl D. Thomas".

Darryl D. Thomas  
County Auditor

## **EXECUTIVE SUMMARY**

Dallas County Health and Human Services (HHS) Welfare Services provides short-term emergency financial assistance to eligible Dallas County residents. DCHHS' program functions as a safety net for indigent residents. The county's welfare program is temporary and serves to assist residents until they are able to return to work or until they are able to gain assistance from other resources. A review of department responses to an Internal Control Questionnaire about non-grant related processes in place during fiscal year 2018 revealed no significant internal control weaknesses.

### **Summary of Significant Observations**

- None

**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. Evaluate internal controls.
2. Review responses to the Internal Control Questionnaire.

This Internal Control Questionnaire (ICQ) covered the processes in place during fiscal year 2018.

The audit procedures will include interviews with key process owners, observation of processes, and review of responses to ICQ.

## **DETAILS**

### **HHS Welfare ICQ Review**

As part of an ongoing review of HHS Welfare Services' compliance with statutory regulations and best practices, a review of the department's responses to an Internal Control Questionnaire related to non-grant related processes in place during fiscal year 2018 revealed no significant issues related to receipting, disbursements, client services, and system usage.

All monies received should be promptly receipted and deposited consistent with Local Government Code, § 113.022 and Code of Criminal Procedure, § 103.004. Receipts should be verified for accuracy of amount, payment type, case number, and payer before issuing to a customer. Operational practices and review steps relevant to cash management should include procedural controls that requires proper separation of duties with limited access. Official Dallas County receipts should be issued when accepting funds, and dual process should be in place when opening the safe. HHS Welfare Services' management has established policies and procedures to strengthen the internal control environment and limited the potential for the loss of Dallas County resources through waste or misappropriation.

### **Recommendation**

#### **HHS Welfare ICQ Review**

The management of HHS Welfare Services should:

- Continue their current processes as listed in the Internal Control Questionnaire.
- Stay aware of changes in their operational and statutory environment that may necessitate changes to current controls.

### **Management Action Plan**

### **Auditors Response**

cc: Darryl Martin, Commissioners Court Administrator