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Honorable John Warren
County Clerk
Dallas, Texas

RE: FINAL AUDIT REPORT **County Clerk Vitals - FY2025 (April 2025 to September 2025)**

The Dallas County Auditor's Office Internal Audit Division performed procedures for the period April 1, 2025 through September 30, 2025.

The objectives of the engagement were to:

1. Ensure all funds were accounted for at the time of the unannounced cash count.
2. Ensure all funds collected were receipted and deposited accurately, timely, and in compliance with statutory requirements.
3. Ensure court costs, fines, and fees were accurately assessed and recorded in compliance with statutory requirements.
4. Evaluate internal controls over financial transactions.

Overall Results

A review of County Clerk Vitals identified the State Birth Comptroller fee is being charged incorrectly. The fee has remained uncorrected in the Vitals system since 2022.

We appreciate the cooperation of the department and the staff during our review. 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,

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ISSUED: 7/13/2026
RELEASED: AUGUST 4, 2026

REPORTABLE FINDINGS

ISS.26-CC-7.01.01 Fee Compliance:

Risk Rating: Medium

Review of all 18,580 finalized transactions processed by Vitals identified that the department is incorrectly assessing the State Birth Comptroller fee for $1.83, instead of $1.80. This impacted an estimated 9,101 birth certificate transactions during the current audit period. The incorrect fee assessment has remained uncorrected in the Vitals system since 2022.

Suggested Actions

- Periodically review updates to the State Comptroller fees to determine if changes are needed.
- Ensure changes in fees are accurately and timely reflected in the receipting system.

Management Action Plan and Target Date

Target Date: 8/31/2026

Management acknowledges the audit finding. Upon notification of the discrepancy, the Vitals Division immediately verified that the State Birth Comptroller fee had been incorrectly configured in the receipting system at $1.83 instead of the statutory fee of $1.80. The fee configuration has been reviewed, and tickets have been submitted to correct the system configuration and ensure compliance with Health and Safety Code §191.022(f) and Local Government Code §118.015.

In addition, the Vitals Division has contacted the Texas Department of State Health Services (DSHS) to coordinate the correction and determine the appropriate process for reimbursing Dallas County for the excess State Comptroller fees collected since the configuration error occurred. Follow-up communications will continue until the matter is fully resolved.

To prevent similar issues in the future, the Vitals Division will implement a formal process to periodically review statutory fee schedules and State Comptroller fee updates. Any legislative or administrative fee changes will be promptly communicated to the appropriate Information Technology staff or system vendor to ensure the receipting system is updated prior to the effective date. Additionally, management will incorporate an annual review of all statutory fees into its internal control procedures to verify that all system-configured fees remain accurate and compliant with applicable state law.

Target Implementation Dates:

- Fee configuration correction: July 31, 2026
- Implementation of formal fee review and internal control process: August 31, 2026

cc: Darryl Martin, County Administrator

The 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 material weakness. It is the responsibility of the department to establish and maintain effective internal control over compliance with the requirements of law, regulations, and contracts applicable to the department.