



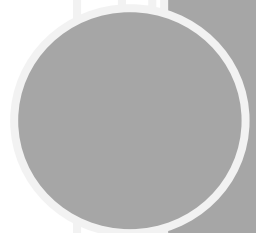
# AUDIT REPORT

DALLAS COUNTY

FY2021 Federal Forfeiture-Constable Pct 3

Darryl D. Thomas  
Dallas County Auditor

ISSUED: 1/25/2022  
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# FY2021 Federal Forfeiture-Constable Pct 3

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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**

Honorable Benjamin Joe Adamcik  
Constable Precinct No. 3  
Dallas, Texas

Attached is the County Auditor's final report entitled "FY2021 Federal Forfeiture-Constable Pct 3" Report. In order to reduce paper usage, a hard copy will not be sent through in house mail except to the auditee.

In 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,

*Darryl D. Thomas*

Darryl D. Thomas  
County Auditor

## EXECUTIVE SUMMARY

FY2021 Constable's Precinct No 3 use of Federal Forfeiture funds were performed according to requirements contained in the Guide to Equitable Sharing for State and Local Law Enforcement Agencies (Department of Justice) and the Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Department of Treasury). The federal equitable sharing audit includes a review of the shared funds and property received from federal agencies and federal forfeiture expenditures by Dallas County agencies. Internal Control weaknesses which need consideration by management are:

### **Summary of Significant Observations:**

None

### **Repeat observations from Previous Audits:**

Seven items that were not located in previous audits remain missing during FY 2020. **Status: Two out of Seven items were not located during the FY 2021 inventory.**

**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

This audit covered the period of October 1, 2020 through September 30, 2021

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

### Expenditure Coding Errors

A review of expenditures and billings by account code from October 2020 to August 2021 revealed one expenditure was posted to the wrong account code for law badges. **Status: A journal entry was processed on 10/8/2021 to move the total badge expense amount of \$3,512.00 from the GL code 2014-Other to GL code 2530-Law Badges and posted to the general ledger effective date 09/30/2021.**

Dallas County Code 90-373 states that all department heads and elected officials are responsible for maintaining the property to their department, proper inventory records, and making appropriate reports as required. They are further charged with the responsibility of following this article's provisions as the situation demands." As a best practice management should segregate the duties of authorizing, maintaining custody of assets, record keeping, and reconciling purchases.

A lack of supervisory oversight of expenditures and clerical posting error has resulted in decreased expenditure controls and general ledger reporting errors for federal forfeiture expenditures.

#### Recommendation

##### **Expenditure Coding Errors**

Management should develop and implement:

- Segregate the duties of authorizing, maintaining custody of assets, record keeping, and reconciling purchases.
- Periodically review expenditure reports to detect anomalies

#### Management Action Plan

- Constable 3 agrees with the findings

#### Auditors Response

- None

### Inventory

A review of 76 items purchased with Federal DOJ and Treasury Forfeiture funds revealed: two items could not be located during inventory. Capital and non-capital property should be tracked according to UGMS 2 CFR Section 200.313 and as a best practice, property should be maintained according to Dallas county Code chapter 90 article III. A lack of supervisory review and improper record-keeping of inventory has resulted in decreased inventory controls and incomplete records for forfeiture equipment.

#### Recommendation

##### **Inventory**

Management should maintain a proper record of forfeiture equipment.

#### Management Action Plan

# DALLAS COUNTY



# COUNTY AUDITOR

- Constable 3 agrees with the findings.

**Auditors Response**

- None

cc: Darryl Martin, Commissioners Court Administrator