

Timothy J. Hicks, CPA
Dallas County Auditor



500 Elm Street
Suite 4200
Dallas, TX 75202

Tel: (214) 653-6472
Fax: (214) 653-6440

Honorable Michael Orozco
Constable Precinct No. 5
Dallas, Texas

RE: FINAL AUDIT REPORT Constable Precinct No 5 Audit - 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

Review identified non-adherence to statutory guidelines related to the reconciliation of the special fund, maintenance of the property and evidence inventory, and timely deposit of funds received. Additionally, there were instances in which incorrect judgment amounts were used to calculate commissions and fees.

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,

Timothy J. Hicks, CPA
County Auditor

ISSUED: 4/20/2026
RELEASED: MAY 4, 2026

REPORTABLE FINDINGS

ISS.26-Constable5-21.01-01 Special Fund:

A review of special fund activity identified that the special fund reconciliation was not performed correctly by the start of the audit January 7, 2026. Additionally, two disbursements totaling \$1,411 were issued without sufficient funds being available in the special fund account. One of the disbursements was a duplicate check for \$1,301 that has been cashed.

Status: The precinct partially completed the reconciliation on January 30, 2026, matching the receipts to disbursements. On February 24, 2026, the duplicate payment for \$1,301 was recovered.

Suggested Actions

- Verify fund availability prior to issuing disbursements to prevent duplicate check issuance.
- Contact payee to return the duplicate disbursement.
- Perform monthly reconciliations of special fund receipts and disbursements to the Oracle general ledger balance, consistent with Local Government Code §113.008.
- Ensure the completed reconciliation is reviewed by a supervisor.

Management Action Plan

The Chief Clerk concurs with the findings. She will apply the recommendations made by the auditors. The Chief Clerk will take the following action:

- Conduct a review one or two days every month, to verify, and reconcile the previous months activity to prevent errors such as loss of funds or duplicate funds or any other findings that do not match.
- This will also include reviewing each account from the general ledger against receipts and Forvus.

ISS.26-Constable5-21.01-02 Commissions:

A review of commission calculations for all four sales and a sample of ten non-sale collections identified that two commissions for the satisfaction of judgement by sale were over-collected by \$1,066, and the commission for one collection on a judgement without a sale was over-collected by \$44.

Suggested Actions

- Refund overpayments to the appropriate party.
- Calculate the commission amount in accordance with the language specified in the Writ of Execution or Order of Sale, using the judgment amount, interest, and attorney fees collected while excluding any court cost.

REPORTABLE FINDINGS

- Ensure all calculations are reviewed and verified by supervisory personnel to confirm accuracy.
- Maintain detailed records of case payments, judgment documents, and supporting calculations.

Management Action Plan

The Chief Clerk concurs with the findings. She will apply the recommendations made by the auditors. The office will also take the following actions:

- Refund all identified overpayments to the appropriate parties.
- Ensure commissions are calculated only on the judgment amount, interest, and attorney fees collected, excluding court costs.
- Require supervisory review and approval of all commission and interest calculations prior to final processing.
- Provide training to all staff responsible for calculation of writ fees, commissions, and interest.
- Maintain complete documentation for each case, including payment records, judgment documents, and calculation worksheet.

ISS.26-Constable5-21.01-03 Credit Cards:

Three online credit card payments were not receipted and deposited within five business days as required by Local Government Code Sec. 113.022(a). The transactions were receipted to the County Wide Receipting (CWR) system between six and 20 days after the initial transactions occurred.

Suggested Actions

- Review Credit Card Settlement reports against payments posted to the Constable Civil System and CWR daily to ensure all payments are timely posted.

Management Action Plan

We concur with the findings. We will apply the recommendations made by the auditors.

ISS.26-Constable5-21.01-04 Property/Evidence Room:

The precinct no longer maintains an inventory list of items stored in the property/evidence room. Additionally, two chain of custody forms did not indicate whether the items were evidence or found property, one form listed the incorrect count of gun magazines, one form was missing the date items were received, and one chain of custody form could not be located.

Suggested Actions

REPORTABLE FINDINGS

- Establish a standardized inventory list for all items stored in the property/evidence room.
- Conduct periodic reviews to ensure accuracy and compliance with the Code of Criminal Procedures and established internal controls.
- Develop and document written procedures for recording, updating, and disposing of property and evidence items to ensure consistency, accountability, and proper chain-of-custody practices.

Management Action Plan

No management action plan provided.

cc: Darryl Martin, County Administrator