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Honorable Felicia Pitre
District Clerk
Dallas, Texas

RE: FINAL AUDIT REPORT **District Clerk Passports - 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.

Audit Objectives

The Internal Audit Division reviewed District Clerk Passport operations to:

- Verify funds were properly accounted for during unannounced cash counts
- Confirm collections were receipted and deposited accurately and timely
- Ensure compliance with statutory requirements for fees and transactions
- Evaluate internal controls over financial processes

Overall Results

The audit identified that six former employees still had active access roles in the County Wide Receipting (CWR) system, including Passport Inquiry, Cashier, and/or Supervisor permissions.

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

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ISSUED: 4/28/2026
RELEASED: MAY 20, 2026

REPORTABLE FINDINGS

ISS.26-IA-DC-11.01 System Access:

A review of the District Clerk Passport's authorized users and their assigned rights and roles in County Wide Receipting (CWR) revealed six employees no longer with the department or assigned to another division in the District Clerk's Office had active Passport Inquiry, Cashier, and/or Supervisor roles assigned in CWR.

Status: On April 2, 2026, the department submitted a ticket to remove former employees' access.

Suggested Actions

Internal Audit recommends the following:

- Conduct periodic reviews of user access
- Disable access immediately for separated or transferred employees
- Implement follow-up procedures to confirm account deactivation

Management Action Plan

- A full review of active user accounts has been conducted. All employees no longer with Dallas County have been promptly removed for all systems.
- Moving forward the Dallas County District Clerk Passport department will ensure timely removal of access for all departing employees within 72 hours of separation.
- Exception for Cross-Departmental support, the department does maintain active access for a limited number of employees who are assigned to other departments but provide support to the Passport division as needed.

cc: Darryl Martin, County Administrator