AUDIT REPORT

DALLAS COUNTY

FY2023 JUSTICE OF THE PEACE PRECINCT 1, PLACE 1 AUDIT

Timothy J. Hicks, CPA
County Auditor

ISSUED: 9/25/2024
RELEASED: OCTOBER 15, 2024

FY2023 Justice of the Peace Precinct 1, Place 1 Audit

TABLE OF CONTENTS

FY2023 Justice of the Peace Precinct 1, Place 1 Audit 2

MANAGEMENT LETTER 3

EXECUTIVE SUMMARY 4

INTRODUCTION 5

DETAILS 6

- Reversals and Reductions 6
- Credits Granted 8
- Dismissed Cases 9
- Disposed Cases 12
- Voided Computer Receipts 14
- Adjustments 15
- Receipt Deposits Delays 17
- Special Fund 18

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 Judge Thomas G. Jones
Justice of Peace, Precinct 1, Place 1
Dallas, Texas

Attached is the County Auditor's final report entitled "**FY2023 Justice of the Peace Precinct 1, Place 1 Audit**" Report. In order to reduce paper usage, a hard copy will not be sent through in-house mail.

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

Timothy J. Hicks, CPA
County Auditor

500 Elm Street, Suite 4200 Dallas, Texas 75202 TEL: 214-653-6472
FAX: 214-653-6440

EXECUTIVE SUMMARY

A review was performed in accordance with statutory guidelines on the records and reports of Justice of the Peace, Precinct 1, Place 1, for the fiscal year ending September 30, 2023.

Summary of Significant Observations

Special Fund Reconciliation: The department's special funds account reconciliation for fiscal year 2023 was requested. The following was identified:

- The special fund account was not reconciled for fiscal year 2023; as a result, we were unable to verify the accuracy of the special fund balance of $498,466.
- A limited review of cases with balances older than three years was performed. The following was identified:
    - Twenty-six previously stale dated checks totaling $3,588 are older than three years (as of March 1, 2020) and have not been researched for disbursement or escheatment to applicable parties.

Repeat Observations from Previous Audits:

- **Special Fund:** Case balances over three years were not escheated or returned to parties. Check disbursements and cancellations not posted to the case management system.
- **Disposed Cases and No Judgment/Plea:** The court does not update the docket screen consistently to reflect court activity.
- **Dismissed Cases:** Cases were dismissed without documented judicial approval.
- **Court Cost, Fine, and Collection Fee Assessment:** The court continues to assess and apply incorrect court costs and fees.

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. Ensure compliance with statutory requirements

2. Evaluate internal controls

3. Verification of accuracy and completeness of reporting

4. Review controls over safeguarding of assets

This audit covered the period of October 1, 2022, through September 30, 2023.

The audit procedures will include interviews with key process owners, observation of transaction processing, data analysis, and sample testing of transactions. The main system used will also be reviewed and incorporated as part of the transaction testing.

DETAILS

Reversals and Reductions

Criteria

Per CCP Article 45.017,"(a) the judge of each court shall keep a docket containing the judgment and sentence of the court, and the date each was given."

Per CCP Article 45.0491,"(a) the justice court may waive payment of all or part of a fine imposed on a defendant if the court determines."

Local Government Code (LGC) 115.901 states the county auditor shall examine the accounts, dockets, and records of each justice of the peace to determine if any money belonging to the county and in the possession of the officer has not been accounted for and paid over according to law.

According to the "Financial Authorization - Void, Reversal, Adjustment, Check Disbursement" QRG, an event and authorization form is to be generated in Odyssey for a financial void, charge reversal, check disbursement and a financial adjustment.

Per standard internal control procedures, financial transactions are processed such that proper segregation of duties are maintained (e.g. users with roles/rights to receipt or void payments are able to add additional charges, but not modify, reduce, or delete assessments). Reductions and reversals are ordered by the judge and/or approved by management/supervisors prior to processing the adjustment.

Adjustments to assessments are made so that both good internal control and audit trails are maintained. A comment describing the reason why a charge reduction or reversal was initiated is documented in the Comment field in Odyssey.

Review

A total of 21 reverse charges, charge reductions, and reverse charge reductions were reviewed for FY2023. The following was identified:

- The court was unable to locate the case file for two sampled cases.
- Sixteen cases in which no comment was noted in Odyssey for the charge reduction or reversal.
- The incorrect fee was reduced on four cases.
- The charge reduction reversal was not valid for seven cases.
- Six cases did not have a judgment/plea date.

- An event was not generated documenting authorization of the charge reduction or reversal for all 21 sampled cases.

Risks identified in the internal control walkthrough included:

The court's discount policy is not documented or posted anywhere in the court. Court staffs' application of the policy is not consistent and/or not communicated/offered to all defendants who qualify.

All clerks are able to perform charge reductions on costs and fine amounts and remove collection costs or Omni hold in Odyssey.

Cause/Effect

This occurred due to management not establishing appropriate internal control policies which include segregating duties and maintaining documentation for adjusting assessments. Additionally, management did not adhere to state statutes and established policies for financial adjustments.

This may result in incomplete financial records and a loss of revenue due to inappropriate adjustments/reversals.

Recommendation

Reversals and Reductions

Management should:

- Ensure comments are being added to the comment field in Odyssey documenting the reason for a reversal or reduction.
- Establish a process of supervisory review to ensure the correct fees are being reduced and that the reductions/reversals are valid and appropriate.
- Docket cases as events occur, including pleas, judgments and other requirements for disposition of the cases on the date each was taken/entered.
- Follow the Odyssey Quick Reference Guides and create the Financial Authorization forms for reversals and reductions.
- Locate the two missing case files.
- Train all court personnel and ensure they consistently follow court guidelines, Commissioners Court Orders (2004-1147), Texas Statutes (CCP Ch.45, 102, 103; LGC Ch.133, 134; and TC Ch.542 and 706), and Attorney General Opinion GA-0147.

Management Action Plan

- An implementation of ongoing staff training to ensure adherence to the Quick Reference Guides (QRGs) will enhance our documentation process.
- Management will verify all reductions for payment and the accountant will verify the payment plan reductions.

Auditor's Response

- None

Credits Granted

Criteria

Per CCP Article 45.017, "(a) the judge of each court shall keep a docket containing the judgment and sentence of the court, and the date each was given."

Per standard internal control procedures, the court dockets credit for waivers, community service, time served, DA motions (requests) to dismiss, and dismissals with the authorized approver's signature and date. A Request for Credit events, Credit Waiver Applied events, and Credit Disposed events are created for cases in which a community service or time credit were requested and granted.

Per standard operating procedures, upon a defendant's request previously paid cash bonds are applied to case balance by issuing a special fund disbursement, as opposed to granting credits for these amounts.

Standard internal control policies indicate that events are to be docketed as they occur, and events are not backdated.

Review

A sample review of 10 out of 44 credits granted during fiscal year 2023 revealed:

- The event date and financial credit date for six cases were different.
- A Request for Credit, Credit Waiver Applied, and/or Disposed Event was not added for seven cases.
- A judgment date was not added on five cases.
- The credit created was not valid for one case.
- The Order for Credit was not signed by the Judge for two cases.
- Events were backdated in Odyssey for three cases.
- One disposed case has an outstanding case balance.

An internal control walkthrough was performed. The following was identified:

Supervisors may add a comment stating that defendant was granted community service/time served credit and dispose the case in Odyssey with the judge's permission.

The judge's permission may not be evidenced by his signature but instead given orally. A case can be granted community service/time served without review or evidentiary support by the judge.

Cause/Effect
This occurred due to the lack of daily supervisory review of cases with pending credits, non-adherence to established policies for credits, and clerical errors.

This has resulted in incomplete case records, delayed dispositions and the granting of credits to ineligible cases.

Recommendation
Credits Granted

Management should:

- Ensure credits are reviewed by management and the appropriate judicial officer before they are granted.
- Ensure community service and time served requirements are met and the appropriate credit applied to the case management system.
- Adhere to the Justice of the Peace Quick Reference Guides (QRGs) associated with granting credits.
- Record events as they occur.

Management Action Plan
- All submissions for time served and community service are reviewed and approved by the Judge.
- Staff training to ensure adherence to the QRGs will enhance our documentation process. Comply with recommendations.

Auditor's Response
- None

Dismissed Cases

Criteria
Per the Code of Criminal Procedure (CCP) Article 32.02, no case shall be dismissed without the consent of the presiding judge. According to the Texas Court of Criminal Appeals, "A trial court has no "general authority" to dismiss a criminal case without the prosecution's consent except

as provided by statute, common law, or constitutional provision (See State v. Johnson, 821 S.W.2d 609, 613; Tex.Crim.App.1991)."

Per CCP Article 45.017 (a), "the judge of each court shall keep a docket containing the judgment and sentence of the court and the date each was given."

Per standard internal control procedures, adjustments, charge reductions, and credits are properly, accurately, and timely recorded to Odyssey in accordance with the judge's orders. Credits, assessment, collection, and prorating of court costs fines, and fees should be monitored for compliance with applicable state laws including Code of Criminal Procedure Chapters 42, 45 and 102 and Local Government Code Chapter 133, Transportation Code 521 and 706, judge's orders, or Commissioners Court orders, quick reference guides for Odyssey and applicable fee schedules based on the offense date and offense type for criminal offenses.

Review

A sample review of 15 out of 732 (2%) dismissed cases revealed:

- The court did not create "Proof of Financial Responsibility" and "Compliance Dismissal - Other Transportation Code - No Fine" events for two cases. This did not comply with operational practices.
- Five cases in which the court failed to properly reduce the financial balance of the case through an adjustment, charge reduction, or credit.
- Two dismissed cases that had an active warrant. **Status**: The active warrants were removed on 5/23/2024.
- Five cases that were dismissed without a State's Motion to Dismiss in the case file.
- One case file was destroyed and not available for review.
- Three cases in which the cash bonds paid were to be applied to the case balances or refunded but instead remain in the court registry.
- Two cases were dismissed although the defendant did not meet the requirements for dismissal.
- One case in which the OMNI hold was released in error.

A sample review of 20 DA dismissed cases revealed:

- Twelve cases in which the court dismissed the case prior to the collection of all court costs, fines, and fees.
- One case in which the OMNI hold was removed in error.
- Five cases in which the proper dismissal event, "Dismissed by Prosecution Prior to Court Appearance", was not created for the case to add a case status of dismissed, clear out all outstanding fees, and prepare the case for OCA reporting.
- One case in which the court used the incorrect dismissal event to close the case.

- Two cases in which the State's Motion to Dismiss was not signed by the Judge and/or District Attorney.

Cause/Effect

Court management did not adhere to LGC 115, LGC 133, CCP 32, CCP 42, CCP 45, CCP 102, Transportation Code 521.026 & 706.006, commissioners court orders, and Dallas County Code. Court management also did not follow standard operating procedures established by the court, review cases for appropriate bond, credit, and payment allocation, review cases for warrant status, did not prevent staff from dismissing cases outside of judicial procedure, and did not ensure all requested supporting documentation was reviewed for completeness and included in the case file.

The court was not in compliance with statutes or operational procedures which resulted in dismissing cases without prosecutorial approval or judicial review, not applying credits to cases as ordered, releasing OMNI holds, and dismissing cases with financial balances still due.

Recommendation

Dismissed Cases

Management should:

- Require that judicial decisions, including DA (prosecution) motions for dismissal, are authorized by the Judge with the Judge's signature as well as the prosecutor's authorization and signature.
- Comply with CCP Article 32, CCP Article 42, CCP Article 45, CCP Article 102, and Transportation Code 521.026 & 706.006.
- Ensure case records are accurate and reflect a complete account of case activities.
- Ensure case files are made available to the County Auditor for examination per LGC 115.
- Review cases to ensure proper compliance with dismissal and deferred disposition orders, and that the appropriate fees are assessed and collected on the case.
- Adhere to the Compliance Dismissal, Deferred Disposition, Bond Assignment, Dismissal - State's Motion to Dismiss Odyssey quick reference guides.
- Release the bonds for credit and or refund to cases JT2242972H, JT1941757H, JT2140328H.
- Ensure warrants are made inactive as warrants are recalled and returned.

Management Action Plan

- We acknowledge the discrepancies regarding the "Proof of Financial Responsibility" and "Compliance Dismissal" events.

- Additionally, we will address the cash bonds inappropriately held in the court registry, the incorrect dismissals, and the error in releasing the OMNI hold.
- Court will continue to monitor and recall warrants as needed.
- The court dismissed twelve cases that were thoroughly documented. A fee of $30.00 is owed for each dismissed case.
    - Keeping the case open would result in ongoing fee accumulation.
    - An open case will remain on the Dallas County wanted list.
    - Proper documentation and closure of cases are crucial to avoid further penalties.
- We will train employees on practices noted above and comply with recommendations.

Auditor's Response

- None

Disposed Cases

Criteria

Per Code of Criminal Procedure (CCP) Article 45.051, on a plea of guilty or nolo contendere by a defendant or on a finding of guilt in a misdemeanor case punishable by fine only and payment of all court costs, the judge may defer further proceedings without entering an adjudication of guilt and place the defendant on probation.

Per CCP Chapter 45.017, the JPAS Docket screens should be updated with the verdict, the date the judgment is rendered, the date warrants are issued and returned, and orders entered by the judge.

The Texas Judicial Court Training Center provides an "Order of Dismissal" form that lists compliance dismissals under the Transportation or Parks and Wildlife Code.

Local Government Code (LGC) 115.901 states the county auditor shall examine the accounts, dockets, and records of each justice of the peace. Per Dallas County Code Sec. 98-6 (a) elected officials who designate themselves as the records management officer for their office will cooperate with the Commissioners Court and the county records management officer on records management issues.

Review

A sample review of 20 disposed cases in fiscal year 2023 revealed:

- One case that was disposed in error. **Status: The case was reactivated on May 16, 2024.**

- Four cases where the court could not locate the case files for review, we could not verify whether the case disposals were approved by the Judge.
- Four cases in which the judgment date was not added to the case.
- Six cases which a financial credit was not added to the case.
- One case in which an order for community service was not signed, and the case file did not contain a signature or stamp approving the dismissal.

Cause/Effect

The court does not review to ensure a case is appropriately docketed, did not prevent staff from dismissing cases without judicial approval, and did not ensure all requested documentation was received and included in the file and uploaded to Odyssey prior to case disposition.

As a result, the case management system, Odyssey, may not reflect accurate and complete information and cases can be disposed without management's review for accuracy and completeness. In addition, the court may not be able to collect the appropriate amount of court costs and fines if credits are being given without judicial approval.

Recommendation

Disposed Cases

Management should:

- Obtain the DA's (prosecution) signed motion for dismissal, ensure orders are authorized by the judge with the judge's signature in compliance with CCP Chapter 32 and Chapter 45, and AG Opinion JH-386.
- Ensure the community service hours and the date they are to be completed are specified on an order, signed by the judge, and hours are completed prior to case disposition in compliance with CCP 45.049.
  - Obtain proof of completion of community service.
- Post the date when the DA files the motion to dismiss and judicial dismissed date in compliance with CCP 45.
- Locate the three missing case files or supporting community service and dismissal documentation for examination by the County Auditor per LGC 115.
- Review case records and dockets for accuracy and completeness before disposing the case.
- Retain court files and records for the five-year minimum required retention period for criminal cases per Local Schedule LC of the Texas State Library and Archives Commission.
  - Communicate records management issues to the Records Management Officer.

Management Action Plan

- We will ensure that training is provided and that the Quick Reference Guides (QRGs) are followed to address the issues and comply with recommendations.

Auditor's Response

- None

Voided Computer Receipts

Criteria

Per Local Government Code § 113.022, all monies received should be promptly receipted and deposited with the county treasurer on or before the next regular business day after the date on which the money is received. Receipts should be verified for accuracy, including the amount, tender type, transaction date and payer name fields before issuing to a customer.

Per the Code of Criminal Procedure (C.C.P.) Art. 45, "A justice or judge shall recall an arrest warrant for the defendant's failure to appear if the defendant voluntarily appears to resolve the amount owed and the amount owed is resolved." The court shall recall a capias pro fine under the same conditions.

Court costs, fines, and fees should be assessed, collected, and prorated in compliance with applicable state laws including Code of Criminal Procedure (CCP) Chapters 45, and 102. Court costs should be assessed based on offense date and offense type.

Per standard internal control procedures, void receipts should be marked with a comment explaining why a void occurred in the system. All voids should be made timely, as well as the subsequent re-receipt, and done within the department's office hours.

Review

A review of all 31 computer receipts voided in fiscal year 2023 revealed:

- Three cases in which the void did not have a comment noted in Odyssey explaining why the void was processed.
- Fifteen cases where the void occurred more than 30 minutes after the original transaction.
- One case in which the clerk who processed the void was not clocked in to the Kronos time-clock system.
- One case in which the transaction was re-receipted after more than one day.
- Two disposed cases that have active warrants. **Status: On June 6, 2024, the case warrants were removed.**
- One case in which the court did not collect the appropriate transaction fees.

Risks identified in the internal control walkthrough included:

- There is no system control that requires the void authorization form to be generated and scanned into Odyssey, potentially disrupting the audit trail.

Cause/Effect
These instances occurred due to management oversight related to receipt voids, and inadequate case review.

As a result, there was a delay in revenue recognition and an increased risk that funds may be misappropriated.

Recommendation
Voided Computer Receipts

Management should:

- Periodically review computer receipts to ensure voids were appropriate.
- Ensure that voids and receipt corrections are processed in a timely manner following the original transaction.
- Provide additional training to reduce the number of voids.
- Periodically review system reports and daily work for accuracy and staff compliance to established policies and procedures.

Management Action Plan
- The new system, Odyssey, allows payments to be voided/adjusted in the system and stores all clerical notes as to the reason for the change.
- We will ensure that training is provided and that the Quick Reference Guides (QRGs) are followed to address the issues and comply with recommendations.
- We are unable to review one case due to an invalid case number.

Auditor's Response
- None

Adjustments

Criteria
Per CCP Article 45.017 (a) "the judge of each court shall keep a docket containing...the date the warrant, if any, was issued and the return made thereon."

Court costs and fees should be assessed in compliance with Code of Criminal Procedure 102.011, Local Government Code 133.104, and Commissioners Court orders.

Per standard operating procedures, a Dismissal After Deferred Disposition event is created after the requirements of a deferred disposition agreement are met, to properly close out the case for OCA (Office of Court Administration) reporting.

Per standard operating procedures, a comment and reason are noted in Odyssey when processing an adjustment. Additionally, a Financial Authorization Granted and Financial Authorization Finalized event is generated before processing an adjustment. Adjustments to assessments are made such that both good internal controls and audit trails are maintained including the use of compensating controls such as dual sign-off on adjustments, supervisor review and pre-approval.

Review

A sample review of 24 adjustments done in fiscal year 2023 revealed:

- The adjustments for 21 cases were done improperly due to the lack of required documentation.
- The Dismissal After Deferred Disposition event was not generated for deferred disposition on one case as required for OCA reporting.
- One case in which money payable to DISD was held in escrow.
- One case in which funds were returned to a plaintiff for a bond that was never paid.
- A warrant was still active on a case that was paid in full and disposed. **Status: On May 15, 2024, the court updated the warrants tab to show that the warrant was Returned Not Served. Warrant is no longer active**.

Risks identified in the internal control walkthrough included:

Adjustments can be made when a defendant receives a deferred disposition or meets the requirements for a compliance dismissal, and the clerk creates the event adjusting the case balance. An event can be erroneously created by a clerk adjusting the fine and court costs assessed to the case to zero.

Cause/Effect

These instances occurred due to non-compliance with the court's policies and procedures, local governments codes and statutes, and inadequate review of cases by management.

This may result in an increased risk of errors, lack of an audit trail, and poses a potential liability to the County for persons arrested in error.

Recommendation

Adjustments

Management should:

- Adhere to the Record Deferred Disposition Completion, Financial Authorization - Void, Adjustment, Check Disbursement, and Financial Adjustment quick reference guides for Odyssey.
- Ensure comments and reasons specifying why an adjustment was made are noted in Odyssey.
- Ensure funds owed to agencies are disbursed in a timely manner per CCP 102.011 and LGC 133.104
- Review cases with active warrants for recalls and returns.

Management Action Plan

- Management will verify all adjustments.
- We will ensure that training is provided and that the Quick Reference Guides (QRGs) are followed to address the issues and comply with recommendations.

Auditor's Response

- None

Receipt Deposits Delays

Criteria

All monies should be promptly receipted and deposited consistent with Local Government Code, § 113.022. Receipts should be verified for accuracy of amounts, payment type, case number, and payer before issuing to a customer. All tills should be reconciled daily and included in an Odyssey deposit through the Odyssey Deposit Management functionality.

Review

A review of deposits processed in fiscal year 2023 revealed:

- One till was closed on 9/23/2023 and deposited on 10/4/2023, exceeding the five-business day deposit requirement.
- Six point-of-sale and internet payment receipt batches were deposited more than five business days after the initial receipt date.
- Five check receipt batches exceeded the five-business day deposit requirement. The court accepted checks with errors including missing account and routing number information and a stale-dated check.

Risks identified in the internal control walkthrough included:

The supervisor does not recount or verify the accuracy of till balances. Funds could be misappropriated or deposited with errors and go undetected.

The bookkeeper/accountant III is responsible for receipting all cash and check payments and preparing the deposits.

Cause/Effect
These instances occurred due to clerical errors, inconsistent management oversight, and inadequate training related to Odyssey.

As a result, delays in revenue recognition and collection occurred. Funds could be misappropriated or deposited with errors and go undetected.

Recommendation
Receipt Deposit Delays

Management should:

- Ensure tills are closed and deposits are sent to the Treasurer on time.
- Review pending deposit reports and resolve any issues promptly.
- Ensure segregation of duties for the receipting and depositing function.

Management Action Plan

- The court adheres to the Quick Reference Guides (QRGs) for bookkeeping procedures and financial processes setup by the JP team This is a standard practice and process followed by all JP courts.
- The clerk ensures checks match the receipt, and both the accountant and backup bookkeeper review the checks before submitting the deposit.

Auditor's Response

- None

Special Fund

Criteria
Per Local Government Code Section 113.008, an official with special funds shall reconcile all balances and transactions in the statement of activity against the balances of the official's records (Odyssey, case jackets, and bank statement) each month. Management should escheat funds per Property Code, § 72 and § 76 and cash bonds should be forfeited per Code of Criminal Procedure § 22.

Per Local Government Code Section 113.008(f), an official with special funds shall reconcile all balances and transactions in the statement of activity against the balances of the official's records each month.

Review

The department's fiscal year 2023 special fund reconciliation was requested for review. The following were identified:

- The special fund balance for fiscal year 2023 was not reconciled.
- Prior special fund reports were no longer available due to the implementation of a new case management system in October 2023.
  - A comparable report was not available in the new case management system.
  - The department's reconciliation of the special fund is pending until report becomes available and staff is trained on its usage.

Status: We were unable to verify the status of the special fund balance of $498,466.45, of which $485,571.23 is for case balances eligible for escheatment (older than three years as of the 3/1/2022 reporting date). These amounts were identified during the fiscal year 2022 audit.

A limited review of cases with balances older than three years was performed and the following was identified:

- Twenty-six previously stale dated checks totaling $3,588.07 are older than three years (as of March 1, 2020) and have not been researched to applicable parties or escheated to the County Treasurer or State Comptroller.

Cause/Effect

These instances occurred due to non-compliance with Local Government Code § 113.008(f) and 117.121 and the lack of special fund reporting capabilities after the implementation of a new case management system.

This may result in disbursement checks being sent to the incorrect payee and financial records in Odyssey may be incomplete or posted with errors.

Recommendation

Special Fund

Management should:

- Ensure management reviews each monthly reconciliation and disbursement checks and cancellations are accurately, completely, and timely posted to cases in JPAS after the completion of monthly reconciliations.

- Reconcile Special Fund balances and transactions from the General Ledger against Odyssey each month per Local Government Code Section 113.008(f).
- Review Special Fund reports and routinely escheat Special Funds in accordance with unclaimed property statutes, Property Code, § 72 and § 76

Management Action Plan

- We are unable to complete special fund reconciliation due to not having an Odyssey process at this time to retrieve the necessary reports.

Auditor's Response

- None

cc: Darryl Martin, Commissioners Court Administrator