



DALLAS COUNTY
COUNTY AUDITOR

MEMORANDUM

October 15, 2025

Brandon Wood, Executive Director
Texas Commission on Jail Standards
P.O. Box 12985
Austin, Texas 78711-2985

Dear Brandon Wood,

We are submitting Dallas County's Jail Commissary Operations Review Report for the quarter ending June 30, 2025, in accordance with V.T.C.A., Government Code 511.016. Our review included tracing revenue receipts to the general ledger and testing expenditure accounts for authorization and appropriateness. The third quarter exhibits and a cumulative operating summary are enclosed.

Respectfully,

Timothy J. Hicks, CPA

Timothy J. Hicks, CPA
Dallas County Auditor

Enclosures

cc: Darryl Martin, County Administrator

DALLAS COUNTY AUDITOR'S OFFICE
SHERIFF COMMISSARY FUND
REVENUES AND EXPENDITURES
QUARTER ENDING JUNE 30, 2025

Revenue

Commissary Commission

1,167,208

Total Receipts

\$ 1,167,208

Expenditures

Payroll & Benefits

122,026

Training & Education

27,114

Maintenance & Equipment

98,513

Other Expenses

443,328

Accruals

(74,835)

Total Expenditures

\$ 616,146

Net Change

\$ 551,062

DALLAS COUNTY AUDITOR'S OFFICE
SHERIFF COMMISSARY FUND
REVENUE AND EXPENSES - FY 2025

QUARTER ENDING

DESCRIPTION	DECEMBER 2024	MARCH 2025	JUNE 2025	SEPTEMBER 2025	FISCAL YEAR ACTIVITY
GL Revenue	\$ 1,009,760.11	T2 \$ 1,239,407.81	T2 \$ 1,172,486.03	T2 \$ -	\$ 3,421,653.95
Net Accruals	\$ 89,946.80	\$ (85,568.36)	\$ (5,277.93)	\$ -	\$ (899.49)
Adjusted General Ledger Total	\$ 1,099,706.91	\$ 1,153,839.45	\$ 1,167,208.10	\$ -	\$ 3,420,754.46
Payroll & Benefits	\$ 112,654.34	\$ 145,903.28	\$ 122,025.78	\$ -	\$ 380,583.40
Training & Education	\$ 41,296.54	\$ 15,953.92	\$ 27,113.87	T3 \$ -	\$ 84,364.33
Maintenance & Equipment	\$ 6,913.85	T3 \$ 73,649.83	T3 \$ 98,513.25	T3 \$ -	\$ 179,076.93
Other	\$ 280,239.31	T3 \$ 318,121.34	T3 \$ 443,327.62	T3 \$ -	\$ 1,041,688.27
Net Accruals	\$ (295,213.79)	\$ (2,641.35)	\$ (74,834.88)	\$ -	\$ (372,690.02)
Subtotal	\$ 145,890.25	\$ 550,987.02	\$ 616,145.64	\$ -	\$ 1,313,022.91
Excess Rev. Over/(Under) Expenditures	\$ 953,816.66	\$ 602,852.43	\$ 551,062.46	\$ -	\$ 2,107,731.55

T2 Revenue from Keefe Commissary is earned based on 44% of sales.

T3 Includes pending adjustments for various expenditure codes.

DALLAS COUNTY AUDITOR'S OFFICE
SHERIFF COMMISSARY FUND - TOTAL EXPENSES
QUARTER ENDING JUNE 30, 2025

Expense Category/Description	Account Number	1st Qtr Expenses	Payroll & Benefits	Training & Education	Maint. & Eqpmnt	Other Expenses	Accruals
Salaries Assistants	61020	\$ 92,168.77	\$ 92,168.77				\$ -
Supplemental Pay	61025	\$ (3,750.00)	\$ (3,750.00)				\$ -
Salaries Overtime	61050	\$ -	\$ -				\$ -
Compensatory Payouts	61065	\$ -	\$ -				\$ -
Automobile Allowance	61070	\$ 3,397.08	\$ 3,397.08				\$ -
FICA	61111	\$ 5,327.75	\$ 5,327.75				\$ -
Medicare	61112	\$ 1,246.00	\$ 1,246.00				\$ -
Sick Payoff	61120	\$ -	\$ -				\$ -
Group Hospitalization	61140	\$ 11,565.42	\$ 11,565.42				\$ -
Employee Retirement	61150	\$ 11,987.11	\$ 11,987.11				\$ -
Workers Compensation	61190	\$ 83.65	\$ 83.65				\$ -
Classified Advertising	62011	\$ -				\$ -	\$ -
Equipment Rental (Copier)	62022	\$ -			\$ -		\$ -
Other Rental	62024	\$ -				\$ -	\$ -
Business Travel	62026	\$ -				\$ -	\$ -
Conference Travel	62027	\$ 11,438.04		\$ 11,438.04			\$ -
Recruiting Travel	62029	\$ -		\$ -			\$ -
School/Recreation	62042	\$ 5,118.10				\$ 5,118.10	\$ -
Dues & Subscriptions	62080	\$ -				\$ -	\$ -
Organizational Dues	62081	\$ -				\$ -	\$ -
Subscriptions	62082	\$ 96,347.23				\$ 96,347.23	\$ -
Property less than \$10,000	62090	\$ 39,594.00			\$ 20,763.78		\$ 18,830.22
Computer Hardware less than \$10,000	62093	\$ 803.42			\$ 803.42		\$ -
Software as a service	62094	\$ -			\$ -		\$ -
Computer Software	62095	\$ -			\$ -		\$ -
Licenses & Permits	62150	\$ -				\$ -	\$ -
Notary Bonds	62156	\$ -				\$ 106.57	\$ (106.57)
Office Supplies	62160	\$ 6,380.91				\$ 6,512.90	\$ (131.99)
Postage	62170	\$ -				\$ -	\$ -
Printing/Imaging Expense	62175	\$ 3,412.74				\$ 3,412.74	\$ -
Publications	62189	\$ -				\$ -	\$ -
Shipping & Handling	62210	\$ 1,105.50				\$ 756.00	\$ 349.50
Cellular Phones	62212	\$ 415.47				\$ 415.47	\$ -
Pagers	62213	\$ -				\$ -	\$ -
Telecommunications	62217	\$ -				\$ -	\$ -
Other Professional Fees	62225	\$ 23,660.00			\$ 800.00		\$ 22,860.00
Incentives	62240	\$ -				\$ -	\$ -
Lumber	62254	\$ -				\$ -	\$ -
Steel & Iron	62255	\$ -				\$ -	\$ -
Death/Burial Expense	62269	\$ -				\$ -	\$ -
Fuel	62285	\$ -				\$ -	\$ -
Cable Television	62353	\$ 3,336.94				\$ 2,448.96	\$ 887.98
Maintenance Contracts	62356	\$ -			\$ -		\$ -
Other Contractual Services	62367	\$ -			\$ -		\$ -
Classroom Training	62440	\$ (75.00)		\$ 172.20			\$ (247.20)
Training Fees	62460	\$ -		\$ -			\$ -
Registration Fees - Training	62462	\$ 3,255.00		\$ 3,255.00			\$ -
Household Utensils	62545	\$ -				\$ -	\$ -
Kitchen Supplies	62550	\$ -				\$ -	\$ -
Detention Supplies	62555	\$ 81,649.99				\$ 76,554.55	\$ 5,095.44
Professional Services	62567	\$ -				\$ -	\$ -
Bedding	62573	\$ 134,035.48				\$ 134,035.48	\$ -
Clothing	62575	\$ (5,308.76)				\$ 117,063.50	\$ (122,372.26)
County Auto Maintenance	62590	\$ -			\$ -		\$ -
Radio Parts & Supplies	62630	\$ -			\$ -		\$ -
Materials & Supplies	62635	\$ -			\$ -		\$ -
Maint./Labor on Bldg/Office Equip	62640	\$ -			\$ -		\$ -
Maintenance	62670	\$ -			\$ -		\$ -
Building Material	62680	\$ -			\$ -		\$ -
Hardware & Electrical	62690	\$ 327.75			\$ 327.75		\$ -
Plumbing Supplies	62710	\$ -			\$ -		\$ -
Janitorial Supplies	62720	\$ 556.12				\$ 556.12	\$ -
Small Tools	62730	\$ -			\$ -		\$ -
Painting Supplies	62740	\$ -			\$ -		\$ -
Welding Supplies	62750	\$ -			\$ -		\$ -
Groceries - Other	62810	\$ -				\$ -	\$ -
Agricultural	62820	\$ -				\$ -	\$ -
Animal & Livestock	62825	\$ -				\$ -	\$ -
Chemicals	62845	\$ -				\$ -	\$ -
Drugs & Medical	62920	\$ -				\$ -	\$ -
Photo Supplies	62930	\$ -				\$ -	\$ -
Laundry & Cleaning Supplies	62940	\$ -				\$ -	\$ -
Books & Supplements	62950	\$ 12,248.63		\$ 12,248.63			\$ -
Training Supplies	62960	\$ -		\$ -			\$ -
Uniforms	62970	\$ -				\$ -	\$ -
Professional/Consulting Fees	68020	\$ -				\$ -	\$ -
Building Improvements	68130	\$ -				\$ -	\$ -
Furniture & Equipment	68410	\$ -			\$ -		\$ -
General Equipment	68418	\$ -			\$ -		\$ -
Special Equipment	68610	\$ -			\$ -		\$ -
Computer Hardware	68630	\$ -			\$ -		\$ -
Computer Software Equal or Over \$10,000	68640	\$ 75,818.30			\$ 75,818.30		\$ -
Property - Kitchen Equipment	68713	\$ -			\$ -		\$ -
Transfer to Other Funds	69031	\$ -				\$ -	\$ -
TOTALS		\$ 616,145.64	\$ 122,025.78	\$ 27,113.87	\$ 98,513.25	\$ 443,327.62	\$ (74,834.88)