

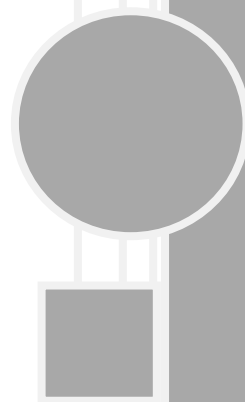


AUDIT REPORT

DALLAS COUNTY

2019 SHERIFF'S PHOTO LAB INVENTORY

Darryl D. Thomas
Dallas County Auditor
ISSUED: October 25, 2019
RELEASED: December 12, 2019



2019 SHERIFF'S PHOTO LAB INVENTORY

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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 Marian Brown
Dallas County Sheriff
Dallas, Texas

Attached is the County Auditor's final report entitled "**2019 Sheriff's Photo Lab Inventory**" Report. In order to reduce paper usage, a hard copy will not be sent through in-house mail except to the auditee.

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,

A handwritten signature in blue ink that reads "Darryl D. Thomas". The signature is fluid and cursive, with the first name being the most prominent.

Darryl D. Thomas
County Auditor

EXECUTIVE SUMMARY

The Dallas County Digital Imaging (Photo) Lab is operated by the Sheriff's Office and supported by Dallas County IT Services. The lab is managed and staffed by civilian employees. The lab is responsible for providing most of the digital imaging (photographic) needs of Dallas County and other outside law enforcement agencies. As a part of ongoing reviews of county departments and testing year-end financial, we performed a physical inventory on August 9, 2019 of the Dallas County Digital Imaging (Photo) Lab located at 2121 French Settlement for Fiscal Year ended 2019.

Summary of Significant Observations

- None noted from testing.

Repeat observations from Previous Audits:

- Photo Lab job tickets are not matched to invoices and amounts collected per the general ledger.

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, 2018 through August 31, 2019.

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

Accounts Receivable

Photo Lab job tickets are not matched to invoices and amounts collected per the general ledger. Management is responsible for designing, implementing and conducting internal control, and in assessing its effectiveness is emphasized in the COSO framework. As a best practice, management should reconcile accounts receivable of unpaid customer billings to the receivable total stated in the general ledger to justify balances. Furthermore, orders should be supported by job tickets and invoices and matched to corresponding receipts. This occurred because a reconciliation of accounts receivable is not completed. As a result, an aging of accounts receivable cannot be completed and the department may not detect errors.

Recommendation

Accounts Receivable

Management should make production reports based on the submission and completion dates and ensure invoices are reconciled to the production reports by staff. All invoices and job tickets should reconcile to payments received and posted to the general ledger. An electronic copy file of all invoice billings should be retained and archived to a secure and accessible back-up system.

Management Action Plan

We agree with your Recommendation. Invoice billings will be electronically saved on a shared office drive. The purchase of upgraded software in Docterra to allow for production reporting may be of useful assistance. Receipts are currently being attached to the job tickets and reconciled to the billing spreadsheet, but payments need to also be researched. A review of how to produce aging accounts receivable reports in the current software will also be explored.

Auditors Response

None

cc: Darryl Martin, Commissioners Court Administrator