



AGENDA PLACEMENT FORM

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: 11-01-2023

Meeting Date: 11-27-2023

COMMISSIONERS COURT

Submitted By: Steven Watson

Department/Office: County Auditor

NOV 27 2023

Signature of Director/Official: _____

Agenda Title: Receive and File Auditor's Report for Burleson Clerk's Office Cash Count

Acknowledged

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Receive and File Audit Report for FY24 Q1 Burleson Clerk's Office Cash Count

(May attach additional sheets if necessary)

Person to Present: Steven Watson

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL _____

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: N/A minutes

Session Requested: Consent (Action Item, Workshop, Consent, Executive)

Check All Departments Requiring Notification:

County Attorney _____ IT _____ Purchasing _____ Auditor _____

Personnel _____ Public Works _____ Facilities Management _____

Other Department/Official (list) County Clerk's Office



JOHNSON COUNTY AUDITOR

JOHNSON COUNTY COURTHOUSE

#2 N. MAIN

CLEBURNE, TEXAS 76033

Telephone (817) 556-6305 ~ Fax (817) 556-6075

Steven E. Watson
County Auditor

Jennifer R. Lyon
First Assistant County Auditor

October 25th, 2023

The Honorable April Long
County Clerk
Johnson County
247 Elk Dr. Ste. 107
Burleson, Texas 76028

RE: Auditor's Report – FY24 Q1 Cash Count Burleson County Clerk's Office

Dear Ms. Long,

Summary

In accordance with Local Government Code, 112 and 115, the Auditor's Office performed a surprise cash count of the Clerk's Office cash drawers as of October 25th, 2023. To accomplish the audit, the auditor, alongside the clerk, manually counted the cash on hand in each drawer, completing the cash log and reconciled cash on hand to the receipt report.

Background

The County Clerk's Office serves as clerk and custodian of record for the commissioner's court, constitutional county court and statutory county courts, and holds funds in trust at the direction of the court. Additionally, the office acts as a recorder and custodian of important public records, including all bonds, deeds, birth and death certificates, assumed names and livestock brands, ensuring that records are maintained in a secure, archival manner, and issues marriage licenses.

Scope

To complete the regular audit procedures for the County Clerk Cash Receipts for this period.

Objective

To accomplish this audit, we examined various reports and their supporting documentation and verified collections made by cash, check and credit cards were accurate for this period. We ensured funds collected on the receipt journal from Odyssey matched the funds received.

Findings

There were no exceptions that would lead us to conclude that the balances and collections of this office for this period were not, in all material respects, appropriately charged, remitted and reported.

Thank you and your staff for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson
Johnson County Auditor

cc: Kathy Rice, Audit Manager

FW: Draft - Auditor's Report – FY24 Q1 Cash Count Burleson County Clerk's Office

Steven Watson <swatson@johnsoncountytexas.org>

Wed 15-Nov-23 10:06 AM

To:Kathy Rice <krice@johnsoncountytexas.org>

sw

From: April Long <along@johnsoncountytexas.org>
Sent: Thursday, November 9, 2023 1:26 PM
To: Steven Watson <swatson@johnsoncountytexas.org>
Subject: RE: Draft - Auditor's Report – FY24 Q1 Cash Count Burleson County Clerk's Office

I see no issue with this audit, no response necessary.

Thank you,

April Long

Johnson County Clerk
(817)556-6323 ext. 2602



From: Steven Watson <swatson@johnsoncountytexas.org>
Sent: Thursday, November 9, 2023 1:10 PM
To: April Long <along@johnsoncountytexas.org>
Subject: Draft - Auditor's Report – FY24 Q1 Cash Count Burleson County Clerk's Office

April,

Attached is a draft of a letter regarding your most recent audit for your review.

sw

Steve Watson
Johnson County Auditor

P: 817-556-6305
E: swatson@johnsoncountytexas.org

This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material that is protected by both state and federal law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please immediately destroy the contents and notify Steve Watson by telephone at 817-556-6305.