



AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 12/1/2023
Meeting Date: 01-08-2024
Submitted By: Steve Watson
Department: County Auditor
Signature of Elected Official/Department Head:


Court Decision:
This section to be completed by County Judge's Office



January 8, 2024

Description:
Acknowledge and Approve the Audit Report for FY24 Q1 Constable Precinct
Two's Cash Count

(May attach additional sheets if necessary)

Person to Present: Steve 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: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) Constable Precinct Two

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



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 Adam Crawford
Constable, Precinct Two
Johnson County
247 Elk Dr.
Burlison, Texas 76028

Filed For Record 10:31 AM

JAN 09 2024

April Long
County Clerk, Johnson County Texas

BY April Long DEPUTY

RE: Auditor's Report – FY24 Q1 Cash Count of Constable Precinct 2

Dear Constable Crawford,

Summary

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

Background

The primary mission of Johnson County Constable Office Precinct Two, is to professionally serve all civil and criminal court dockets with diligence, enforcing all local, state and federal laws with equal fairness. Constables specialize in the enforcement of Civil Law. They enforce judgments rendered in civil cases, such as evictions, divorces, child custody and property disputes; conduct seizures and coordinate the sale of personal property of defendants and apply the proceeds of those sales towards judgements awarded to plaintiffs; and manage the sale of property seized for non-payment of taxes.

Scope

To complete the regular audit procedure for the Constable's 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,

A handwritten signature in black ink, appearing to read 'S. Watson', with a long, sweeping horizontal line extending to the right.

Steven Watson
Johnson County Auditor

cc:Kathy Rice, Audit Manager

RE: Con 2 Cash Count Q1-Const.2 Burleson

Adam S. Crawford <AdamC@johnsoncountytexas.org>

Tue 05-Dec-23 12:42 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Looks good. Thank you.

Stay Safe,

Adam S. Crawford

Texas Constable
Burleson Sub-Courthouse
247 Elk Drive, Room 209
Burleson, Texas 76028-5545
Office (817) 202-2967



- [Johnson County Website, Constable Pct. Two](#)
- [Johnson County Civil Paper Status Search](#)
- [Johnson County Constable Fees](#)
- [Johnson County Precinct Address Lookup - Searchable Map](#)

From: Steven Watson <swatson@johnsoncountytexas.org>
 Sent: Tuesday, December 5, 2023 11:31 AM
 To: Adam S. Crawford <AdamC@johnsoncountytexas.org>
 Cc: Kathy Rice <krice@johnsoncountytexas.org>
 Subject: Con 2 Cash Count Q1-Const.2 Burleson

Attached is a draft of a letter regarding your next recent audit. I sent a memo in April of 2023 highlighting the new process that I would have for this, which includes sending a draft for your review. When we agree on the draft, you may offer a written response to include when this goes to commissioners court. Please let me know if you have any questions!

sw

From: Kathy Rice <krice@johnsoncountytexas.org>
 Sent: Thursday, November 2, 2023 9:51 AM
 To: Steven Watson <swatson@johnsoncountytexas.org>
 Subject: Fw: Con 2 Cash Count Q1 Const.2 Burleson

From: Jennifer R. Lyon <jennl@johnsoncountytexas.org>
 Sent: Thursday, November 2, 2023 9:39 AM
 To: Kathy Rice <krice@johnsoncountytexas.org>
 Subject: Con 2 CC Q1

This ones good!

Forgive me for sending separately, but it's easier for me since I'm not at my desk

Thanks,

12/5/23, 12:43 PM

Mail - Kathy Rice - Outlook

jen

Jennifer Lyon
1st Assistant County Auditor
Johnson County Auditor's Office
817-556-6308 (ext 1613)