

AGENDA PLACEMENT FORM

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

Date: 02/05/2024

Meeting Date: 02/12/2024

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



February 12, 2024

Description:

Acknowledge the Audit Report for FY23 Q4 Justice of the Peace Two

(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) Justice of the Peace 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 30th, 2023

The Honorable Jeff Monk
Justice of the Peace, Precinct #2
Johnson County
247 Elk Drive
Burleson, Texas 76028

Filed For Record 8:52 AM

FEB 13 2024

April Long
County Clerk, Johnson County Texas
BY acth DEPUTY

Dear Judge Monk,

RE: Auditor's Report - JP Precinct #2 - Q4

Summary

In accordance with Chapter 115 of the Local Government Code, on August 18, 2023, we completed the regular quarterly audit procedures for the Justice of the Peace, Precinct #2 office for the quarter April-June 2023.

Background

The Justice of the Peace has original jurisdiction in criminal matters of misdemeanor cases punishable by fine only, and such other jurisdiction as may be provided by law. A JP may issue warrants for search and arrest, conduct preliminary hearings, administer oaths, and perform marriages. The court also functions as a small claims court in civil matters in which exclusive jurisdiction is not, in district or county court, and the amount in controversy does not exceed \$20,000. They also deal with matters concerning foreclosure of mortgages and enforcement of liens on personal property.

Scope

To accomplish this audit, we examined various reports and their supporting documentation for accuracy; verified that daily cash, check and credit card deposits match to their corresponding



JOHNSON COUNTY, TEXAS
COUNTY CLERK'S OFFICE
JANUARY 1, 1900

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

BY April Long DEPUTY
County Clerk Johnson County Texas

FEB 1 1900

Filed For Record 8:25 AM

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

County Clerk Johnson County Texas

daily collections report; ensured that all funds collected and due to others had been accurately disbursed; and mailed confirmation letters to randomly selected defendants requesting independent verification of payments recorded by the JP-2 office for this time period.

Objective

We reviewed all collateral documents to ensure they were current, met statutory minimums, and were properly recorded.

Findings

There were no exceptions that would lead us to conclude that the balances and collections of the 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 this audit.

Sincerely,



Steven Watson
Johnson County Auditor

cc: Sherron Beard, Internal Auditor
cc: Kathy Rice, Audit Manager

RE: Q4 FY23 JP 2 Audit Letter DRAFT

Nikki Ashley <nashley@johnsoncountytexas.org>

Mon 05-Feb-24 10:55 AM

To: Steven Watson <swatson@johnsoncountytexas.org>; Jeff Monk <JMonk@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

The attached report looks good.

Nikki

From: Steven Watson <swatson@johnsoncountytexas.org>**Sent:** Monday, February 5, 2024 8:20 AM**To:** Jeff Monk <JMonk@johnsoncountytexas.org>**Cc:** Nikki Ashley <nashley@johnsoncountytexas.org>; Kathy Rice <krice@johnsoncountytexas.org>**Subject:** FW: Q4 FY23 JP 2 Audit Letter DRAFT

Judge Monk:

Attached is a draft of a letter regarding your most 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:** Tuesday, January 16, 2024 10:19 AM**To:** Steven Watson <swatson@johnsoncountytexas.org>**Subject:** Q4 FY23 JP 2 Audit Letter DRAFT

Steve,

Attached is the Draft Letter for this audit.
Please forward for approval.

*Thank you,**Kathy Rice**Audit Manager**Johnson County Auditor's Office**817-556-6953 x1618**KRice@JohnsonCountyTX.org*