

AGENDA PLACEMENT FORM

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

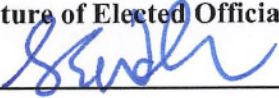
Date: 04/03/24

Meeting Date: 04/22/24

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:



Court Decision: <small>This section to be completed by County Judge's Office</small>

April 22, 2024

Description:

Acknowledge the Audit Report for FY24 Q2 County Clerk - Burleson's Office

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) County Clerk's Office

**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

March 28th, 2024

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

RE: Auditor's Report – FY24 Q2 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 March 28th, 2024. 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: Approval Needed - FY24 Q2 Burleson Clerk's Office Cash Count Draft

Steven Watson <swatson@johnsoncountytexas.org>

Tue 02-Apr-24 3:44 PM

To: Kathy Rice <krice@johnsoncountytexas.org>

SW

From: April Long <along@johnsoncountytexas.org>

Sent: Tuesday, April 2, 2024 2:37 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Subject: RE: Approval Needed - FY24 Q2 Burleson Clerk's Office Cash Count Draft

Received, thank you

Thank you,

April Long

Johnson County Clerk

(817)556-6323 ext. 2602



From: Steven Watson <swatson@johnsoncountytexas.org>

Sent: Tuesday, April 2, 2024 11:02 AM

To: April Long <along@johnsoncountytexas.org>

Subject: FW: Approval Needed - FY24 Q2 Burleson Clerk's Office Cash Count Draft

SW

From: Kathy Rice <krice@johnsoncountytexas.org>

Sent: Tuesday, April 2, 2024 9:52 AM

To: Steven Watson <swatson@johnsoncountytexas.org>

Subject: Approval Needed - FY24 Q2 Burleson Clerk's Office Cash Count 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