

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 Elections 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) Elections

**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 20th, 2024

Patty Bourgeois
Elections Office
Johnson County
103 S. Walnut St.
Cleburne, Texas 76033

RE: Auditor's Report – FY24 Q2 Cash Count of the Elections Office

Dear Ms. Bourgeois,

Summary

In accordance with Local Government Code, 112 and 115, the Auditor's Office performed a surprise cash count of the Elections Office till as of March 20th, 2024. To accomplish the audit, the Auditor's office, alongside the clerk, manually counted the cash on hand in the till, completing the cash log and reconciling the cash on hand to the receipt report.

Background

The Johnson County Elections Office conducts all of the voting, voting procedures, copies of voter rolls, and maps of voting areas in Johnson County. They also handle the reimbursement monies for the State Primaries and funds allocated to defray county registration expenses. This office is governed by the States Election Code Chapter 19.

Scope

To complete the regular audit procedures for the Election Office Cash Receipts for this period.

Objective

To accomplish this audit, we examined various reports and their supporting documentation, and verified that collections made by cash, check and credit cards were accurate for this period. We ensured that funds collected on the manual receipts, matched the funds deposited.

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

RE: Approval Needed - Elections Office Cash Count FY24 Q2

Patty Bourgeois <patty@johnsoncountytexas.org>

Tue 02-Apr-24 4:18 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>; Joyce Adams <JoyceA@johnsoncountytexas.org>

Steven,

The Auditors Report-FY24 Q2 Cash count of the Elections office is good.

Kind regards,

Patty Bourgeois

Johnson County Elections Administrator, REO

103 S. Walnut St

Cleburne, Texas 76033

817.556.6197

817.556.6048 (fax)



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From: Steven Watson <swatson@johnsoncountytexas.org>

Sent: Tuesday, April 2, 2024 11:26 AM

To: Patty Bourgeois <patty@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Subject: FW: Approval Needed - Elections Office Cash Count FY24 Q2

Patty,

Here is the most recent cash count letter draft. Please review and respond for commissioners court record.

SW

From: Kathy Rice <krice@johnsoncountytexas.org>

Sent: Thursday, March 21, 2024 2:36 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Subject: Approval Needed - Elections Office Cash Count FY24 Q2

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