

AGENDA PLACEMENT FORM

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

Date: 01/06/2025

Meeting Date: 01/13/2025

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>


Description:

Acknowledge the FY24 Q4 Audit Reports for the following list of Accts:

1. District Clerk - Registry Invested Accounts - 2 Findings
2. Elections Office
3. Justice of the Peace - 2 - 2 Findings
4. Juvenile Services
5. Treasurer's Office

(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) _____

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

Approved in CC on 9/11/2023



Outlook

RE: FY24 - DC Registry's Invested Accounts Audit Letter Draft

From David R. Lloyd <dlloyd@johnsoncountytexas.org>
Date Fri 06-Dec-24 10:51 AM
To Audit-Letters <audit-letters@johnsoncountytexas.org>
Cc Steven Watson <swatson@johnsoncountytexas.org>

Dear Mr. Watson:

I would like to express my appreciation for your prompt and thorough review of Auditor's Report – FY 24 District Clerk's Registry -Invested Accounts. I agree with your findings, and I am pleased that the review was conducted with minimal impact on my staff.

Your audit team, working together with my Chief Financial Officer and Management Staff is to be commended for a job well done.

Respectfully,

David R. Lloyd
DISTRICT CLERK
Johnson County, Texas
817.556.6105

David R. Lloyd
DISTRICT CLERK
Johnson County, Texas
817.556.6105

From: Audit-Letters <audit-letters@johnsoncountytexas.org>
Sent: Thursday, December 5, 2024 9:25 AM
To: David R. Lloyd <dlloyd@johnsoncountytexas.org>
Cc: Chris Taylor <cltaylor@johnsoncountytexas.org>
Subject: Fw: FY24 - DC Registry's Invested Accounts Audit Letter Draft

Mr. Lloyd,

This is a reminder that we need your approval or comments on the attached audit letter draft.

Please review and respond.

SW

From: Audit-Letters <audit-letters@johnsoncountytexas.org>
Sent: Friday, November 8, 2024 9:33 AM

To: David R. Lloyd <dlloyd@johnsoncountytexas.org>

Cc: Chris Taylor <ctaylor@johnsoncountytexas.org>; Dwight Crowe <dwightc@johnsoncountytexas.org>

Subject: FY24 - DC Registry's Invested Accounts Audit Letter Draft

Mr. Lloyd,

Please review the attached draft letter for this audit.

If you agree with this letter, Reply with your Approval.

Once approved, this will be submitted to Commissioners Court.

Thank you,

sw

Steve Watson

Johnson County Auditor

P: 817-556-6305

E: swatson@johnsoncountytexas.org



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

November 1st, 2024

The Honorable David Lloyd
District Clerk
Johnson County
204 South Buffalo
Cleburne, TX 76033

RE: Auditor's Report – FY 24 District Clerk's Registry - Invested Accounts

Dear Mr. Lloyd,

Summary

In accordance with Local Government Code, Section 115, the Auditor's Office performed a desk review of the District Clerk's Registry of the Court Invested Accounts for 2024.

Background

The District Clerk's Office is the official custodian of records, and is responsible for the care and safekeeping of all court records for the District Courts of Johnson County. It also maintains and manages the records and monies for court fees, custodial accounts which are invested for the benefit of many minor children, bail bond forfeitures and all tax lawsuits. The office also produces a substantial number of court documents including, but not limited to, civil citations, criminal warrants, criminal judgments and sentences and protective orders.

Scope

Our review was limited to the examination of the District Clerk's Registry Invested Accounts bank statements, disbursements, and Invested Trust Owners account balances for the 2024 fiscal year.

Objective

To accomplish this audit, we examined the Invested Trust Owners Account Report and verified that each account had a matching bank statement.

Findings

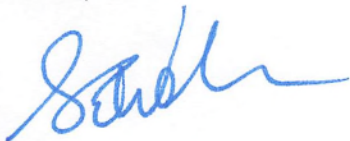
1. As of October 28, 2024, nine accounts have been verified to have been escheated to the Comptroller, with a total amount escheated being \$16,826.62.
2. As of October 28, 2024, three accounts that have been invested with Bank of America, have not been verified with bank statements, with a total amount being \$33,319.60.

Recommendations

1. Ensure that all Invested accounts are still being held for the Trust Owner at least on an annual basis.
2. Ensure that all Invested accounts are updated and accurate when a change happens at a bank where those accounts are held.

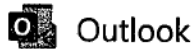
Thank you and your staff for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson
Johnson County Auditor

cc: Dwight Crowe, Senior Internal Auditor
cc: Kathy Rice, Audit Manager



RE: FY24 Q4 Elections Audit Letter Draft

From Joy Adams <JoyceA@johnsoncountytexas.org>

Date Tue 17-Dec-24 1:52 PM

To Audit-Letters <audit-letters@johnsoncountytexas.org>

Approved and thank you.

Kindest Regards,

Joy Adams

Johnson County Elections Administrator



From: Audit-Letters <audit-letters@johnsoncountytexas.org>

Sent: Tuesday, December 17, 2024 9:21 AM

To: Joy Adams <JoyceA@johnsoncountytexas.org>

Cc: Shauna Belloma <sbelloma@johnsoncountytexas.org>

Subject: FY24 Q4 Elections Audit Letter Draft

Ms. Adams,

Please review the attached draft letter for this audit.

If you agree with this letter, Reply with your Approval.

Once approved, this will be submitted to Commissioners Court.

Thank you,

SW

Steve Watson

Johnson County Auditor

P: 817-556-6305

E: swatson@johnsoncountytexas.org



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 10, 2024

Joy Adams
Elections Office
Johnson County
103 S. Walnut St.
Cleburne TX 76033

RE: Auditor's Report – FY24 Q4 Elections

Dear Ms. Adams,

Summary

In accordance with Chapter 115 of the Local Government Code, we completed the regular quarterly audit procedures for the Elections Department for the time period ended July-September 2024.

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

Our review was limited to the examination of all collateral documents, meet statutory minimums, and are properly recorded for this period

Objective

To accomplish this audit, we observed collection, receipting and office procedures for accuracy, verified receipts and their supporting documents, and performed random cash counts.

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.

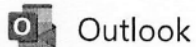
Thank you and your staff for your courtesy and cooperation shown during this audit.

Sincerely,



Steven Watson
Johnson County Auditor

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



Outlook

RE: FY24 Q4 Audit Letter Draft - 2 Findings

From Jeff Monk <JMonk@johnsoncountytexas.org>**Date** Tue 03-Dec-24 8:56 AM**To** Audit-Letters <audit-letters@johnsoncountytexas.org>**Cc** Nikki Ashley <nashley@johnsoncountytexas.org>; Sherron A. Beard <Sherron@johnsoncountytexas.org>

Good Morning Sir,

I do agree with your findings with the following comments.

I would like to bring to the attention that the clerk in questioned failed to follow pre set steps on processing the bonds and Nikki Ashley has added an additional step since the bond audit to assist with accountability and a quicker identification of errors made in the process of bond entries. This additional step, an automatic weekly report that will be generated will help in addressing any issues with bond processes as well as ensuring staff is entering the bonds correctly.

They clerk in question is no longer employed with the county and moving forward I hope that this error is never an issue during future audits of this office.

I thank you and your staff in the diligent work you all do to help to ensure that all county offices develop proper internal auditing procedures to ensure accountability of the funds we collect and process on a daily basis.

Respectfully,

Judge Jeff Monk

Judge Jeff Monk, Justice of the Peace, Pct. 2

247 Elk Drive, Suite 107

Burleson, TX 76028

817.558.0111 ext. 2543 Office

817.202.2953 Direct

817.447.5911 Fax



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817-558-0111 ext. 2543 immediately. Any email erroneously transmitted to you should be immediately returned to the sender by email and destroyed.

From: Audit-Letters <audit-letters@johnsoncountytexas.org>
Sent: Monday, December 2, 2024 3:50 PM
To: Jeff Monk <JMonk@johnsoncountytexas.org>
Cc: Nikki Ashley <nashley@johnsoncountytexas.org>; Sherron A. Beard <Sherron@johnsoncountytexas.org>
Subject: FY24 Q4 Audit Letter Draft - 2 Findings

Judge Monk,

Please review the attached draft letter for this audit.

If you agree with this letter, Reply with your Approval.

Once approved, this will be submitted to Commissioners Court.

Thank you,

sw

Steve Watson
Johnson County Auditor

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



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

November 22nd, 2024

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

Dear Judge Monk,

RE: Auditor's Report – FY24 Q4 JP Precinct Two

Summary

In accordance with Chapter 115 of the Local Government Code, we completed the regular quarterly audit procedures for the Justice of the Peace, Precinct Two office for the quarter ending September 2024.

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

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

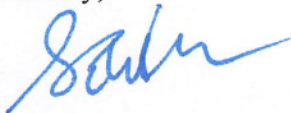
- 1) In March 2024 the Cash Bond account had a total of \$8,335.69, most of which had been entered incorrectly into the previous software used. The funds needed to be extracted from "Criminal Cash Bond" and entered correctly into either "Refund" or "Fees" in the current Odyssey software. These funds remained in "Criminal Cash Bonds" thru August 2024 when another request was issued to correct these entries before the conversion into the new software.
- 2) In August a clerk failed to enter check correctly or deposit the check. Said check was forwarded to the Auditor's office 18 days after the check was receipted with no payment type.

Recommendations

- 1) Review the cash bond account on a regular basis to ensure that these are cleared in a timely manner. Currently the majority of these issues were to be corrected with the help of the IT department, due to lack of access to the aged items. We recommend that you continue to work with IT to ensure these are cleared before the software conversion.
- 2) Work with staff to help them understand the importance of entering checks into the system on the day they are received, and in that day's deposit to the bank.

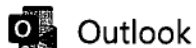
Thank you and your staff for your courtesy and cooperation shown during this audit.

Sincerely,



Steven Watson
Johnson County Auditor

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



RE: FY24 Q4 Juvenile Audit Letter Draft

From Steve G. Gant <SteveG@johnsoncountytexas.org>
Date Mon 02-Dec-24 2:54 PM
To Audit-Letters <audit-letters@johnsoncountytexas.org>

I agree.

Thank you,

Steve Gant
Director/Chief Juvenile Probation Officer
Johnson County Juvenile Services
1102 East Kilpatrick, Suite C
Cleburne, Texas 76031
Phone: 817-556-6880
steveg@johnsoncountytexas.org

MISSION: To promote public safety, support victims' rights, and increase the accountability of youth and families while providing quality services and resources.

VISION: Youth and families living in a safe and successful community.

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From: Audit-Letters <audit-letters@johnsoncountytexas.org>
Sent: Monday, December 2, 2024 2:19 PM
To: Steve G. Gant <SteveG@johnsoncountytexas.org>
Cc: Ellen Peveto <epeveto@johnsoncountytexas.org>; Sherron A. Beard <Sherron@johnsoncountytexas.org>
Subject: FY24 Q4 Juvenile Audit Letter Draft

Mr. Gant,

Please review the attached draft letter for this audit.

If you agree with this letter, Reply with your Approval.

Once approved, this will be submitted to Commissioners Court.

Thank you,

SW

Steve Watson
Johnson County Auditor

P: 817-556-6305

E: swatson@johnsoncountytexas.org



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

November 1, 2024

Steve Gant
Director Juvenile Services
Johnson County
1102 E. Kilpatrick Avenue
Cleburne, Texas 76031

RE: Auditor's Report – FY24 Q4 Juvenile Probation

Dear Mr. Gant,

Summary

In accordance with Chapter 115 of the Local Government Code, the Auditor's Office completed the regular quarterly audit procedures for the Juvenile Services Department for the time period ending September 2024.

Background

The Johnson County Juvenile Services supports victims' rights, promotes public safety, and works to increase the accountability of youth and their families while providing quality services and resources. Juvenile Services collects and disburses fees for Attorneys, Probation, Restitution, and Child Support.

Scope

Our review was limited to the examination of various reports and their supporting documentation to verify the collections made by cash, check, and credit cards were accurate for this period.

Objective

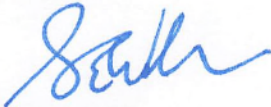
We ensured that funds collected on the receipt journal from JCMS, Texas Juvenile Information Center matched the monthly worksheet log of fees received, we examined bank reconciliations and their supporting documentation, reviewed a sample testing of receipts, voids and waivers and traced them to original receipts and court documents, and verified that funds collected and due to others had been accurately disbursed.

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: FY24 Q4 Treasurer Audit Letter Draft

From Kathy Blackwell <KathyB@johnsoncountytexas.org>
Date Thu 12-Dec-24 11:37 AM
To Audit-Letters <audit-letters@johnsoncountytexas.org>

Agree.....

From: Audit-Letters <audit-letters@johnsoncountytexas.org>
Sent: Thursday, December 12, 2024 10:48 AM
To: Kathy Blackwell <KathyB@johnsoncountytexas.org>
Cc: Melinda Horn <mhorn@johnsoncountytexas.org>; Sherron A. Beard <Sherron@johnsoncountytexas.org>
Subject: FY24 Q4 Treasurer Audit Letter Draft

Ms. Blackwell,

Please review the attached draft letter for this audit.

If you agree with this letter, Reply with your Approval.

Once approved, this will be submitted to Commissioners Court.

Thank you,

sw

Steve Watson
Johnson County Auditor

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



JOHNSON COUNTY AUDITOR

JOHNSON COUNTY COURTHOUSE

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CLEBURNE, TEXAS 76033

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

Steven E. Watson
County Auditor

Jennifer R. Lyon
First Assistant County Auditor

December 12th, 2024

The Honorable Kathy Blackwell
County Treasurer
Johnson County
2 North Main,
Cleburne TX 76033

RE: Auditor's Report – FY24 Q4 Treasurer's Office

Dear Ms. Blackwell,

Summary

In accordance with Chapter 115 of the Local Government Code, the Auditor's Office completed the regular quarterly audit procedures for the Treasurer's Office for the quarter ending September 2024.

Background

The County Treasurer is elected for a term of four years, and is the County's chief custodian of all county funds. The Treasurer is the chief liaison for all banks. The duties include receiving, keeping and accounting for, paying, applying, and disbursing all monies belonging to the county from whatever source derived according to law.

Scope

Our review was limited to the examination of collections, and receipting, as well as the office procedures for monies received for this period.

Objective

We ensured that funds collected on the Schedule of Receipts matched the daily deposit of monies received. We verified receipts and their supporting documents, performed random cash counts, and verified bank statements/collateral funds with their corresponding reconciliations for the period.

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