

AGENDA PLACEMENT FORM

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

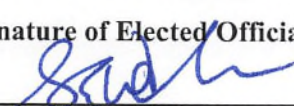
Date: 02/03/2025


Meeting Date: 02/10/2025

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>	
	2-10-25

Description:

Acknowledge the FY25 Q1 Audit Reports for the following list of Accts:

1. County Attorney - Hot Check Collections
2. District Attorney - Hot Check Collections
3. District Clerk - Jury Services
4. District Clerk - Registry
5. Payroll - General - 2 Findings
6. Tax Office - Auto Registration

(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 _____

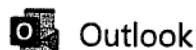
Check All Departments That Have Been Notified:

☐ 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



RE: FY25 Q1 Audit Letter Draft

From Bill Moore <BillM@johnsoncountytexas.org>
Date Thu 30-Jan-25 1:02 PM
To Audit-Letters <audit-letters@johnsoncountytexas.org>
Cc Amy Pardo <AmyP@johnsoncountytexas.org>; Susan Rossee <srossee@johnsoncountytexas.org>

Approved

Thanks,

Bill Moore
County Attorney
Guinn Justice Center
204 South Buffalo Avenue, Suite 410
Cleburne, Texas 76033
Phone: 817-556-6330
Fax: 817-556-6331
Email: billm@johnsoncountytexas.org

CONFIDENTIALITY NOTICE

The information contained in and transmitted with this email is (1) SUBJECT TO THE ATTORNEY/CLIENT PRIVILEGE; (2) ATTORNEY WORK PRODUCT; OR (3) CONFIDENTIAL. It is intended only for the individual or entity designated above. Any distribution, copying, or use of, or reliance upon the information contained in and transmitted with this email by or to anyone other than the recipient designated above by the sender is prohibited. If you have received this email in error, please notify the Johnson County Attorney's Office at 817-556-6330 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: Thursday, January 30, 2025 12:53 PM
To: Bill Moore <BillM@johnsoncountytexas.org>
Cc: Amy Pardo <AmyP@johnsoncountytexas.org>; Susan Rossee <srossee@johnsoncountytexas.org>
Subject: FY25 Q1 Audit Letter Draft

Mr. Moore

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

January 30th, 2025

The Honorable Bill Moore
County Attorney
Johnson County
204 S. Buffalo
Cleburne, TX 76033

RE: Auditor's Report – FY25 Q1 County Attorney Hot Check Collections

Dear Mr. Moore,

Summary

In accordance with Chapter 115 of the Local Government Code, we reviewed the County Attorney Hot Check Collection account and the County Attorney/District Attorney Deposit and Trust for the quarter ending December 31st, 2024.

Background

The County Attorney is responsible for prosecuting adults charged with misdemeanor criminal offenses such as family violence assault, driving while intoxicated and theft; prosecuting juveniles charged with misdemeanor and felony criminal offenses; representing the Texas Department of Family and Protective Services (also known as Child Protective Services) in child welfare cases protecting the rights of abused and neglected children; representing victims of family violence who seek a protective order as provided by the Texas Family Code; representing applicants who apply through Johnson County Mental Health and Mental Retardation (MHMR) for mental health treatment at a hospital; and advising the Commissioners Court and other elected officials and department heads on legal matters.

Scope

To complete the regular audit procedures for the County Attorney's Hot Check Collection account and the County Attorney/District Attorney Deposit and Trust for the months of October, November and December 2024.

Objective

We examined bank reconciliations and supporting documentation, traced a sampling of receipts and disbursements, verified fees charged for processing sight order, and mailed confirmation letters at random to verify defendant payments.

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: Susan Rossee, Internal Auditor
cc: Kathy Rice, Audit Manager



Outlook

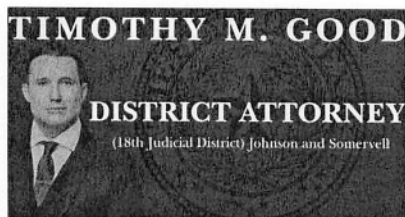
RE: FY25 Q1 Audit Letter Draft

From Timothy Good <tgood@johnsoncountytexas.org>
Date Fri 31-Jan-25 8:04 AM
To Audit-Letters <audit-letters@johnsoncountytexas.org>

Received. Reviewed. Approved.

Thank you.

Sincerely,



**GUINN JUSTICE CENTER
DISTRICT ATTORNEY'S OFFICE**
204 S Buffalo St #209,
Cleburne, TX 76033
Mainline-(817) 556-6802

CONFIDENTIALITY NOTICE

The information contained in and transmitted with this email is (1) SUBJECT TO THE ATTORNEY/CLIENT PRIVILEGE; (2) ATTORNEY WORK PRODUCT; OR (3) CONFIDENTIAL. It is intended only for the individual or entity designated above. Any distribution, copying, or use of, or reliance upon the information contained in and transmitted with this email by or to anyone other than the recipient designated above by the sender is prohibited. If you have received this email in error, please notify the Johnson County District Attorney's Office at 817-556-6800 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: Thursday, January 30, 2025 12:52 PM
To: Timothy Good <tgood@johnsoncountytexas.org>
Cc: Teresa Heath <theath@johnsoncountytexas.org>; Susan Rossee <srossee@johnsoncountytexas.org>
Subject: FY25 Q1 Audit Letter Draft

Mr. Good,

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

January 30th, 2025

The Honorable Tim Good
District Attorney
Johnson and Somervell Counties
204 S. Buffalo
Cleburne, TX 76033

RE: Auditor's Report – FY25 Q1 District Attorney Hot Check Collections

Dear Mr. Good,

Summary

In accordance with Chapter 115 of the Local Government Code, we reviewed the District Attorney Hot Check Collection Account for the quarter ending December 31st, 2024.

Background

The district attorney represents the state in criminal and felony cases. These public prosecutors determine whether prosecution in any given case should be instituted and, if instituted, pushed to a successful conclusion.

Scope

To complete the regular audit procedures for the District Attorney's Hot Check Collection account for the months of October, November and December 2024.

Objective

We examined bank reconciliations and supporting documentation and traced a sampling of

receipts and disbursements.

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.

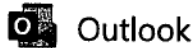
Sincerely,



Steven Watson
Johnson County Auditor

cc: Susan Rossee, Internal Auditor

cc: Kathy Rice, Audit Manager



Outlook

Re: FY25 Q1 Jury Audit Letter Draft

From David R. Lloyd <dllloyd@johnsoncountytexas.org>**Date** Tue 21-Jan-25 3:57 PM**To** Audit-Letters <audit-letters@johnsoncountytexas.org>**Cc** Sally VanSlyke <svanslyke@johnsoncountytexas.org>; Marya Garren <mgarren@johnsoncountytexas.org>; Kaylee Hill <khill@johnsoncountytexas.org>; Alison Farquhar <afarquhar@johnsoncountytexas.org>

1 attachment (36 KB)

District Clerk Jury FY25-Q1.docx;

Dear Mr. Watson:

I would like to express my appreciation for your prompt and thorough review of District Clerk's Audit Report, FY25 Q1 District Clerk Jury Fund Account. 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

[Get Outlook for iOS](#)

From: Audit-Letters <audit-letters@johnsoncountytexas.org>**Sent:** Tuesday, January 21, 2025 3:15 PM**To:** David R. Lloyd <dllloyd@johnsoncountytexas.org>**Cc:** Sally VanSlyke <svanslyke@johnsoncountytexas.org>**Subject:** FY25 Q1 Jury 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

January 21st, 2025

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

RE: Auditor's Report – FY25 Q1 District Clerk, Jury Fund

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 Jury Services from October through December 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.

In accordance with Texas Government Code 61.001(a)(1), as of September 1st, 2023, a person who reports for jury service is entitled to receive reimbursement for travel and expenses for amounts not less than \$20 for the first day of service and \$58 for any additional days. The State of Texas reimburses Johnson County, per Government Code, Sec. 61.0015(a), \$14 a day for the amounts paid to a person who reports for jury service in response to a summons for the first day or fraction of the first day, and \$52 a day for the amounts paid to a person who reports for jury

service in response to a summons for each day or fraction of each day *after* the first day of attendance.

Jury Services has a dedicated manager and is staffed by an Administrative clerk, and two Associate clerks.

Scope

Our review was limited to the examination of District Clerk Jury Service processes, juror disbursements, and juror donations, for the quarter ended December 2024.

Objective

We examined a sampling of juror forms, which were completed and signed by each juror, against the 'Payment Edit Report'. The forms direct the disbursement at the end of the juror's service period. If the juror chose to donate their funds, they did so by selecting a recipient or recipients from a preapproved list. Disbursements to jurors and to donation recipients were verified against juror forms. We also verified the bank fund transfers reconciled to the total paid per juror forms by batch.

We determined that controls were adequate, to reasonably ensure payments made to jurors were authorized, accurate, and properly paid during this three (3) month period.

Findings

There were no exceptions that would lead us to conclude that the collections and disbursements for this period were not, in all material respects, appropriately charged, remitted and reported.

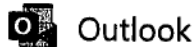
Thank you and your staff for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson
Johnson County Auditor

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



Outlook

RE: FY25 Q1 Registry Audit Letter Draft

From David R. Lloyd <dlloyd@johnsoncountytexas.org>**Date** Wed 22-Jan-25 11:00 AM**To** Audit-Letters <audit-letters@johnsoncountytexas.org>**Cc** Sally VanSlyke <svanslyke@johnsoncountytexas.org>; Alison Farquhar <afarquhar@johnsoncountytexas.org>; Marya Garren <mgarren@johnsoncountytexas.org>; Kaylee Hill <khill@johnsoncountytexas.org>

Dear Mr. Watson:

I would like to express my appreciation for your prompt and thorough review of District Clerk's Audit Report, FY25 Q1 District Clerk Registry Account. 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: Wednesday, January 22, 2025 8:17 AM
To: David R. Lloyd <dlloyd@johnsoncountytexas.org>
Cc: Sally VanSlyke <svanslyke@johnsoncountytexas.org>
Subject: FY25 Q1 Registry 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

January 22nd, 2025

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

RE: Auditor's Report – FY 25 Q1 District Clerk's Registry Account

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 from October through December 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 bank statements, disbursements, and Trust Owners account balances for the quarter ended December 2024.

Objective

1. 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 receipt journal from Odyssey matched the monthly worksheet log of fees received.
2. The accuracy of the bank reconciliation was confirmed by comparing the Odyssey Trust Account Owner's Report to the book balance on the bank reconciliation.
3. To ensure the liability account funds were properly disbursed, per Local Government Code 117, we verified that a signed Court Order authorized the payments.

Findings

There were no exceptions that would lead us to conclude that the collections and disbursements 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: Dwight Crowe, Senior Internal Auditor
cc: Kathy Rice, Audit Manager

LACY BRUTON
PERSONNEL CLERK
MAIN (817) 556-6350

DARLA MEDFORD
HR GENERALIST/
BENEFITS COORDINATOR
(817) 556-6349

CHRIS BROOKS
WORKER'S COMP/
SAFETY COORDINATOR
(817) 556-6350



LAURA BAXTER
PERSONNEL ASSISTANT/
PAYROLL ADMINISTRATOR
(817) 556-6162

JOVELYN HERSICK
PAYROLL ADMINISTRATOR
(817) 556-6350

JOHNSON COUNTY

RANDY GILLESPIE
PERSONNEL DIRECTOR

January 31, 2025

Mr. Steve Watson
County Auditor
Johnson County
2 N. Main St.
Cleburne, Texas 76033

RE: Auditor's Report – FY25 Q1 Payroll - General

Dear Mr. Watson,

After reviewing the findings of the above indicated audit report, I am sending this letter to show my agreement with the audit findings. I appreciate you and your staff for providing this important County function.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Gillespie", is written over a horizontal line.

Randy Gillespie
Personnel Director

cc: Laura Baxter, Personnel Assistant

2 NORTH MAIN STREET ROOM 215
CLEBURNE, TEXAS 76033
FAX (817) 556-6899



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

January 16th, 2025

Mr. Randy Gillespie
Personnel Director
Johnson County
2 N. Main St.
Cleburne, Texas 76033

RE: Auditor's Report – FY25 Q1 Payroll – General

Dear Mr. Gillespie,

Summary

In accordance with Local Government Code, Sections 112 and 115, the Auditor's Office performed a review of transactions in the Kronos Payroll software (Kronos) for the Payroll Audit, for the period ending December, 2024.

Background

The Personnel office organizes, maintains and secures each employee's records and documentation for the county. Services include, staffing and employment, training and development, compensation administration, employee services and benefits, along with processing the County's payroll on a bi-weekly basis, utilizing the Kronos.

Scope

Our review was limited to the examination of the Kronos payroll register reports, for the same time period, matching pay period payroll recap & funding reports from the bi-weekly payroll.

Objective

The objective of this audit was to compare reports from Kronos to the processed bi-weekly payroll reports for accuracy. We ran payroll register, vendor, and job change reports from Kronos. These reports and supporting documents were examined and verified for Medicare rates, FICA rates, retirement rates for both employee and county contributions, and payroll vendors paid. We also examined the personnel action forms (PAF's) for all new hires, position transfers and rate changes.

Findings

We found two employees had differences between their W-4 and their actual deduction.

- A. EE #2565 did not request additional child credit deduction on their W-4, yet there was \$2,000 processed in the system. Verification from the ee was later requested and received.
- B. EE #635 did not properly complete section '1.c.' and it was put into the system without a note of authorization. No verification email was provided to back-up the with-holding.

There were no other exceptions that would lead us to conclude that the salaries and vendors paid were not, in all material respects, appropriately charged, remitted and reported.

Recommendations

Insure that all data entered during onboarding, and/or any other updates to deductions are reviewed and verified for accuracy.

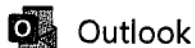
Thank you and your staff for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson
Johnson County Auditor

cc: Kathy Rice, Audit Manager



RE: FY25 Q1 Auto Audit Letter Draft

From Nelda K. Morris <Nelda@johnsoncountytexas.org>
Date Wed 29-Jan-25 3:56 PM
To Audit-Letters <audit-letters@johnsoncountytexas.org>

Scott & I have reviewed.
This all looks good.

Thank you.

Nelda K. Morris
Chief Deputy
Johnson County Tax Office
817-558-0122

From: Audit-Letters <audit-letters@johnsoncountytexas.org>
Sent: Wednesday, January 29, 2025 10:16 AM
To: Scott Porter <ScottP@johnsoncountytexas.org>
Cc: Nelda K. Morris <Nelda@johnsoncountytexas.org>
Subject: FY25 Q1 Auto Audit Letter Draft

Mr. Porter,

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

January 29th, 2025

The Honorable Scott Porter
Tax Assessor-Collector
Johnson County
2 North Mill St.
Cleburne, Texas 76033

RE: Auditor's Report – FY25 Q1 Tax Office Auto Registrations

Dear Mr. Porter,

Summary

In accordance with Local Government Code, Sections 112 and 115, the Auditor's Office performed a review of the Quickbooks (QB) reconciliations of the Auto Registrations bank account for the quarter ending December 2024.

Background

The Tax Assessor-Collector assesses and collects ad valorem taxes for Johnson County and other taxing entities. Once the tax rates are set, the property tax statements are sent out yearly in October. Additionally, the Tax Office is tasked with collecting various taxes and fees related to motor vehicles, trailers, boats, beer and wine as well as liquor.

Scope

Our review was limited to the examination of the Tax Offices QB's reports, Texas Department of Motor Vehicle (TDMV) reports, and bank reports for this period.

Objective

To accomplish this audit, we examined the QB reconciliation reports, daily deposit slips, and TDMV reports to the bank statement for this period. We ensured that funds collected on the QB deposit report matched the monthly TDMV report.

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 the audit.

Sincerely,



Steven Watson
Johnson County Auditor

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