

# MEMORANDUM

TO: All Fiscal Officers

FROM: Shelia Harper, Accountant

DATE: September 21, 2007

SUBJECT: Fiscal Year 2007/Audit of TJPC Funds

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For our review and to comply with contract requirements, we are requesting an independent audit of all funds received from the Texas Juvenile Probation Commission by your juvenile probation department, during fiscal year 2007. The audit must be performed by a Certified Public Accountant. The auditor selection process should include a proposal submitted by the independent auditor that reveals evidence of peer review and qualifications to do governmental audits. A copy of the audit must be forwarded to the Commission at the above address on or before March 1, 2008. If an audit has not been received by March 1, 2008, a Non-Compliance Citation Report (NCCR) will be issued for non-compliance and grant funds may be suspended.

Please note the following:

- Submit 2 copies of the audit report due on or before March 1, 2008
- Provide a copy of the management letter issued by the independent auditor.
- Catalog of Federal Domestic Assistance (CFDA) # 93.658

Confirmation of grant totals can be found on the TJPC website, which includes expenditure amounts, budget adjustments and disbursements. Instructions to access the website are below:

- TJPC website, [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us)
- Go to the "Search" drop down menu and click on "State Allocation Contract"
- Arrow down to the appropriate county and fiscal year
- Click on the contract number (i.e., A-287-07) to view and/or print the screen

The FY 2007 Audit Requirements can be found on TJPC's website:

- Go to "Publications", "Fiscal Services"
- Form #TJPC-FIS-11-08

If you have any questions, please contact me at (512) 424-6693 or [Shelia.Harper@tjpc.state.tx.us](mailto:Shelia.Harper@tjpc.state.tx.us)

# HIDALGO COUNTY JUVENILE CENTER


Juvenile Probation Department  
 Juvenile Detention Facility  
 Juvenile Boot Camp Facility  
 3100 S. Hwy. 281 • P.O. Box 267  
 Edinburg, Texas 78540-0267  
 (956) 381-8600 Fax (956) 383-4280



Israel "Buddy" Silva, Jr.  
 Director  
 Chief Juvenile Probation Officer

## M E M O

TO: Marty Salazar, Purchasing Agent

FROM: Israel "Buddy" Silva, Jr., Director/Chief 

DATE: September 27, 2007

SUBJECT: F.Y. 2007 Texas Juvenile Probation Commission Audit Notice

Marty, I have received the F.Y. 2007 audit notice from the Texas Juvenile Probation Commission. I am requesting that your office initiate the procurement process for these auditing services.

If you have any questions, please call.

xc: Ray Eufrazio, County Auditor  
 Elena Gaitan, JPD Accountant

### - HIDALGO COUNTY JUVENILE BOARD -

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 Judge, 332nd District Court

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