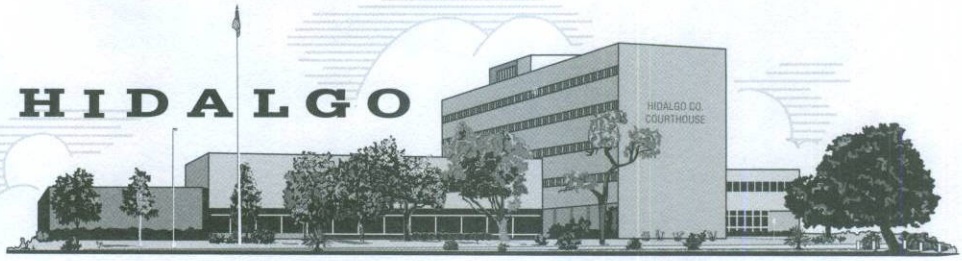
COUNTY of HIDALGO

COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 24, 2013

The Honorable Ramon Garcia
Hidalgo County Judge
1615 S. Closner Suite J
Edinburg, Texas 78539

Dear Judge Garcia:

Pursuant to Local Government Code Section 114.044 and Local Government Code Section 115.0035 (c), we are requesting approval of the monthly reports for the months of January 2013 through April 2013 as follows:

Department	Fees/Costs	Description
The Hon. Pablo Villarreal, Jr., RTA Tax Assessor/Collector	$ 62,969,850.77	January 2013 Monthly Report
The Hon. Pablo Villarreal, Jr., RTA Tax Assessor/Collector	$ 15,093,142.66	February 2013 Monthly Report
Mr. Juan Martinez, Fire Marshal	$ 7,586.25	Feb. 2013 Monthly Report/Letter
The Hon. A.C. Cuellar, Jr. Comm. Pct. 1, Delta Lake	$ 2,342.00	March 2013 Monthly Report/Letter
Ms. Angie Chapa, Law Librarian	$ 1,634.75	March 2013 Monthly Report/Letter
The Hon. Celestino Avila, Constable Pct. No. 1	$ 1,520.00	March 2013 Monthly Report/Letter
The Hon. Martin Cantu, Constable Pct. No. 2	$ 700.00	March 2013 Monthly Report/Letter
The Hon. Lazaro Gallardo, Constable Pct. No. 3	$ 3,900.00	March 2013 Monthly Report/Letter
The Hon. Eddie Guerra, Constable Pct. No. 4	$ 1,120.00	March 2013 Monthly Report/Letter
Mr. Eduardo Olivarez, Chief Administrator Officer	$ 29,340.00	March 2013 Monthly Report/Letter
Mr. Juan Martinez, Fire Marshal	$ 4,422.33	March 2013 Monthly Report/Letter
The Hon. A.C. Cuellar, Jr. Comm. Pct. 1, Delta Lake	$ 656.00	April 2013 Monthly Report/Letter
The Hon. Celestino Avila, Constable Pct. No. 1	$ 1,510.00	April 2013 Monthly Report/Letter
The Hon. Martin Cantu, Constable Pct. No. 2	$ 840.00	April 2013 Monthly Report/Letter
The Hon. Jose M. Flores, Comm. Pct. 3, Anzalduas	$ 2,744.00	April 2013 Monthly Report/Letter
Ms. Angie Chapa, Law Librarian	$ 1,516.00	April 2013 Monthly Report/Letter

Pursuant to Local Government Code Section 115.0035(c), we are requesting approval of the following reports:

Department	Description
Mr. Rolando Garza, Chief Appraiser Hidalgo County Appraisal District	2013 Fred Loya Tax Abatement (729314)
Commissioners Court	Audit of the Urban County Program Audit No. 2012-22
The Hon. Norma Garcia, County Treasurer Mr. Sergio Cruz, Budget Officer	Audit of the 2013 Approved Salary Schedule Audit No. 2013-03
Mr. Rolando Garza, Chief Appraiser Hidalgo County Appraisal District	2013 Tax Roll Abatement-RBC Manufacturing Corp. Report No. 2013-30

The Hon. Pablo Villarreal, Jr., RTA Tax Assessor/Collector	Review of Delinquent Tax Attorney Payment Request-March 2013 Report No. 2013-38

Thank you for your consideration in this matter.

Respectfully,

Ray Eufracio, CPA
Hidalgo County Auditor

Attachments

THE COUNTY OF HIDALGO TEXAS

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Prepared By: Abigail G.
Date: 04/11/13

Hidalgo County Tax Office
Collections Summary
For the Month ended January 31, 2013

Hidalgo County Tax Collections	62,966,026.85	M1-1
Administrative Fees Collected	3,754.82	M1-1
Road District # 2 Collections	-	M2-1
Road District # 5 Collections	62.85	M3-1
Road District # 11 Collections	-	M4-1
Road District # 15 Collections	6.25	M5-1
State District Collections	-	M6-1
Total Collections	62,969,850.77	

PREPARED BY: MARIA FIGUEROA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
HIDALGO COUNTY TAXES COLLECTED
JANUARY 2013 - REVISED

PBC

COMPARATIVE RATE OF COLLECTIONS

HIDALGO COUNTY GHD	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
2012 TAX ROLL	159,570,083.70 MI-13	123,748,215.78 MI-13	-	(78,484.81) MI-13	35,743,383.11 MI-13	77.59%	78.14%
2011 & PRIOR YRS	34,855,949.11 MI-13	6,911,378.79 MI-13	-	(747,849.38) MI-13	27,196,720.94 MI-13	20.26%	21.49%
ROLLBACK	238,615.50 MI-14	202,431.33 MI-14	-	142,625.73 MI-14	178,809.90 MI-14	53.10%	39.54%
TOTALS	194,664,648.31 MI-15	130,862,025.90 MI-15	-	(683,708.46) MI-15	63,118,913.95 MI-15		
					-	#DIV/0!	

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2013

			MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	61,549,812.66 d MI-6		(23,775.83) CURRENT MI-13
CURRENT YEAR-P&I	0.38 d		
PRIOR YEARS-BASE TAX	788,116.37 d MI-5		(69,242.98) PRIOR MI-13
PRIOR YEARS-P&I	320,802.55 d		
ROLLBACK BASE	143,442.96 d MI-8		(8,377.61) ROLLBACK MI-1
ROLLBACK P&I	1,592.24 d		
ATTORNEY FEES	162,259.69 d MI-11		
TAX CERTIFICATE FEES	-	590.00 d MI-28	
SERVICE CHG FEES	-	1,391.72 d MI-31	
MISC FEES	-	1,773.10 d MI-35	
TOTAL COLLECTIONS	62,966,026.85 d MI-11	3,754.82	(101,396.42)
LESS HCAD COMM REND. PEN. (CURR)	2,554.42 d MI-27		
LESS HCAD COMM REND. PEN. (DELQ)	7.93 d		
LESS TRANSFERRED	22,596,261.14 d MI-2; MI-50	-	
LESS IN TRANSIT	40,204,943.67 d MI-2; MI-50	3,754.82 d MI-48	
LESS DUE TO DEL TAX ATTY FEES	162,259.69 d MI-2; MI-48		
LESS DUE TO CO TREASURER	-		
	-		
BALANCE	-	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JANUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal Jr.

ASSESSOR-COLLECTOR OF TAXES FOR HIDALGO COUNTY, TEXAS

ASSESSOR & COLL. OF TAXES HIDALGO COUNTY TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS 27TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
APR - 4 2013
HIDALGO COUNTY AUDITOR'S OFFICE

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/05/13

MI-1

RECEIVED
3/1/13 CAP

PREPARED BY: MARIA FIGUEROA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 2 TAXES COLLECTED
JANUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 2 RD2	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1981 & PRIOR YRS	61.38	-	-	-	61.38	0.00%	0.00%
TOTALS	61.38 ✱M2-3	- ✱M2-3	-	- ✱M2-3	61.38 ✱1 M2-4		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2013

		MONTHLY MODIFICATIONS	
CURRENT YEAR-BASE TAX	-	-	CURRENT
CURRENT YEAR-P&I	-		
PRIOR YEARS-BASE TAX	-	-	PRIOR
PRIOR YEARS-P&I	-		
ROLLBACK BASE	-	-	ROLLBACK
ROLLBACK P&I	-		
ATTORNEY FEES	-		
TOTAL COLLECTIONS	- dM2-2	-	dM2-4
LESS HCAD COMM REND. PEN.	-		
LESS TRANSFERRED	-		
LESS IN TRANSIT	-		
LESS DUE TO DEL TAX ATTY FEES	-		
LESS DUE TO CO TREASURER	-		
	-		
BALANCE	- dM2-2		

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JANUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 2

TAX ASSESSOR & COLL. OF TEXAS ★ HIDALGO COUNTY

SWORN AND SUBSCRIBED BEFORE ME THIS 11TH DAY OF FEBRUARY 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 03/01/13 4/07/13

M2-1

RECEIVED
3/1/13 CAP

PREPARED BY: MARIA FIGUEROA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 5 TAXES COLLECTED
JANUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 5 RD5	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1999 & PRIOR YRS	11,604.10	218.14	-	(142.52)	11,243.44	1.90%	3.92%
ROLLBACK	-	-	-	-	-	0.00%	0.00%
TOTALS	11,604.10 *M3-5 ✓	218.14 *M3-5 ✓	-	(142.52) *M3-5 ✓	11,243.44 *A	M3-6 ✓	

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d	- CURRENT
CURRENT YEAR-P&I	- d	
PRIOR YEARS-BASE TAX	18.41d ✓ M3-3	- PRIOR
PRIOR YEARS-P&I	37.88d ✓	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	6.56d M3-4	
TOTAL COLLECTIONS	62.85d	- d M3-6
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	25.08d M3-2; M1-50 ✓	
LESS IN TRANSIT	31.21d M3-2; M1-50 ✓	
LESS DUE TO DEL TAX ATTY FEES	6.56d M3-2; M1-48 ✓	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	- d	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JANUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal Jr.

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 5

ASSESSOR & COLL. OF TEXAS ★ HIDALGO COUNTY

SWORN AND SUBSCRIBED BEFORE ME THIS 11TH DAY OF FEBRUARY 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: YG YA
DATE: 03/06/13 4/27/13

M3-1

RECEIVED
3/1/13 CAP

PREPARED BY: MARIA FIGUEROA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 11 TAXES COLLECTED
JANUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 11 RD11	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1979 & PRIOR YRS	69.28	-	-	(65.95)	3.33	0.00%	0.00%
TOTALS	69.28 d M4-3	- d M4-3	-	(65.95) d M4-3	3.33 d M4-4		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	- CURRENT
CURRENT YEAR-P&I	-	
PRIOR YEARS-BASE TAX	-	- PRIOR
PRIOR YEARS-P&I	-	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	-	
TOTAL COLLECTIONS	- d M4-2	- d M4-4
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	- d M4-2	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JANUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 11

HIDALGO COUNTY ASSESSOR & COLLECTOR OF TAXES

SWORN AND SUBSCRIBED BEFORE ME THIS 11TH DAY OF FEBRUARY 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible] 4/27/13
DATE: 03/06/13

M4-1

RECEIVED
3/1/13 CAP

PREPARED BY: MARIA FIGUEROA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 15 TAXES COLLECTED
JANUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 15
RD15

	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1993 & PRIOR YRS	1,539.78	21.51	-	(124.12)	1,394.15	1.52%	4.96%
ROLLBACK	-	-	-	-	-	0.00%	0.00%
TOTALS	1,539.78 ✓ MS-5	21.51 ✓ MS-5	-	(124.12) ✓ MS-5	1,394.15 ✓ MS-6		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d	- CURRENT
CURRENT YEAR-P&I	- d	
PRIOR YEARS-BASE TAX	1.60 d MS-3	- PRIOR
PRIOR YEARS-P&I	3.84 d ✓	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	0.81 d MS-4	
TOTAL COLLECTIONS	6.25 d	- d MS-6
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	0.88 d MS-2; MI-50 ✓	
LESS IN TRANSIT	4.56 d MS-2, MI-50 ✓	
LESS DUE TO DEL TAX ATTY FEES	0.81 d MS-2; MI-48 ✓	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JANUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 15

SWORN AND SUBSCRIBED BEFORE ME THIS 11TH DAY OF FEBRUARY 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible]
DATE: 03/06/13 4/07/13

MS-1

RECEIVED
3/1/13 CAP

PREPARED BY: MARIA FIGUEROA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
STATE DIST TAXES COLLECTED
JANUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

STATE DIST TEX	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1979 & PRIOR YRS	50.75	-	-	(25.98)	24.77	0.00%	0.00%
TOTALS	50.75 d M6-3	- d M6-3	-	(25.98) d M6-3	24.77 d M6-4		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JANUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	- CURRENT
CURRENT YEAR-P&I	-	
PRIOR YEARS-BASE TAX	-	- PRIOR
PRIOR YEARS-P&I	-	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	-	
TOTAL COLLECTIONS	- d M6-2	- d M6-4
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	- d M6-2	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF JANUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR STATE DIST TAXES

STATE OF TEXAS * HIDALGO COUNTY ASSESSOR & COLLECTOR

SWORN AND SUBSCRIBED BEFORE ME THIS 11TH DAY OF FEBRUARY 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: LB
DATE: 03/06/13 4/27/13

M6-1

Prepared By: Abigail G.
Date: 05/10/13

Hidalgo County Tax Office
Collections Summary
For the Month ended February 28, 2013

Hidalgo County Tax Collections	15,088,299.83	M1-1
Administrative Fees Collected	4,763.44	M1-1
Road District # 2 Collections	-	M2-1
Road District # 5 Collections	79.11	M3-1
Road District # 11 Collections	-	M4-1
Road District # 15 Collections	0.28	M5-1
State District Collections	-	M6-1
Total Collections	15,093,142.66	

PREPARED BY: GABRIEL G. OCHOA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
HIDALGO COUNTY TAXES COLLECTED
FEBRUARY 2013 - REVISED
PBC

COMPARATIVE RATE OF COLLECTIONS

HIDALGO COUNTY GHD	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
2012 TAX ROLL	159,570,083.70 MI-11	136,811,630.86 MI-11	-	(156,239.63) MI-11	22,602,213.21 MI-11	85.82%	85.56%
2011 & PRIOR YRS	34,855,949.11 MI-11	7,797,417.47 MI-11	-	(765,981.09) MI-11	26,292,550.55 MI-11	22.87%	24.95%
ROLLBACK	238,615.50 MI-12	208,679.08 MI-12	-	219,341.11 MI-12	249,277.53 MI-12	45.57%	28.92%
TOTALS	194,664,648.31 MI-13	144,817,727.41 MI-13	-	(702,879.61) MI-13	49,144,041.29 MI-13		
					-	#DIV/0!	

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF FEBRUARY 2013

			MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	13,063,415.08	12,354,335.01 d MI-3 / 709,080.07 d MI-6	(77,754.82) CURRENT MI-11
CURRENT YEAR-P&I	587,345.78	431,510.26 d MI-3	
PRIOR YEARS-BASE TAX	886,038.68 d	165,835.52 d MI-6	(18,131.71) PRIOR MI-11
PRIOR YEARS-P&I	363,297.38 d	MI-5	
ROLLBACK BASE	6,247.75 d	MI-7	76,715.38 ROLLBACK MI-12
ROLLBACK P&I	41.58 d		
ATTORNEY FEES	181,913.58 d	MI-10	
TAX CERTIFICATE FEES	-	1,020.00 d MI-24	
SERVICE CHG FEES	-	1,602.24 d MI-28	
MISC FEES	-	2,141.20 d MI-32	
TOTAL COLLECTIONS	15,088,299.83 d MI-10	4,763.44	(19,171.15)
LESS HCAD COMM REND. PEN. (CURR)	731.20 d	MI-23 #1	#1
LESS HCAD COMM REND. PEN. (DELQ)	166.83 d		
LESS TRANSFERRED	11,215,238.36 d	MI-2 : MI-48 -	
LESS IN TRANSIT	3,690,249.86 d	MI-2 : MI-48 4,763.44 d MI-46	
LESS DUE TO DEL TAX ATTY FEES	181,913.58 d	MI-2 ; MI-46	
LESS DUE TO CO TREASURER	-		
	-		
BALANCE	- ^	- ^	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF FEBRUARY 2013 IS CORRECT.

Pablo Paul Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR HIDALGO COUNTY, TEXAS

ASSESSOR & COLL. OF TEXAS — HIDALGO COUNTY

SWORN AND SUBSCRIBED BEFORE ME THIS 27TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
APR - 4 2013
HIDALGO COUNTY AUDITOR'S OFFICE

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/19/13 5/17/13

MI-1

PREPARED BY: GABRIEL G. OCHOA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 2 TAXES COLLECTED
FEBRUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 2 RD2	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1981 & PRIOR YRS	61.38	-	-	-	61.38	0.00%	0.00%
TOTALS	61.38 ✱ M2-3 ✓	- ✱ M2-3	-	- ✱ M2-3	61.38 ✱^	M2-4 ✓	

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF FEBRUARY 2013

		MONTHLY MODIFICATIONS	
CURRENT YEAR-BASE TAX	-	-	CURRENT
CURRENT YEAR-P&I	-		
PRIOR YEARS-BASE TAX	-	-	PRIOR
PRIOR YEARS-P&I	-		
ROLLBACK BASE	-	-	ROLLBACK
ROLLBACK P&I	-		
ATTORNEY FEES	-		
TOTAL COLLECTIONS	- d M2-2	- d M2-4	
LESS HCAD COMM REND. PEN.	-		
LESS TRANSFERRED	-		
LESS IN TRANSIT	-		
LESS DUE TO DEL TAX ATTY FEES	-		
LESS DUE TO CO TREASURER	-		
	-		
BALANCE	- d M2-2		

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF FEBRUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal Jr.

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 2

HIDALGO COUNTY ASSESSOR & COLL OF TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

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NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/17/13 5/16/13

PREPARED BY: GABRIEL G. OCHOA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 5 TAXES COLLECTED
FEBRUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 5 RD5	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1999 & PRIOR YRS	11,604.10	240.49	-	(142.52)	11,221.09	2.10%	4.46%
ROLLBACK	-	-	-	-	-	0.00%	0.00%
TOTALS	11,604.10 ✓ M3-7	240.49 ✓ M3-7 ✓	-	(142.52) ✓ M3-7	11,221.09 ✓ M3-8 #1		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF FEBRUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d } M3-4	- CURRENT
CURRENT YEAR-P&I	- d }	
PRIOR YEARS-BASE TAX	X 22.35 d } M3-3	- PRIOR
PRIOR YEARS-P&I	X 46.79 d }	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	✓ 9.97 d } M3-5	
TOTAL COLLECTIONS	79.11 d }	- d M3-8
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	✓ 21.69 d M3-2; M1-48	
LESS IN TRANSIT	✓ 47.45 d M3-2; M1-48	
LESS DUE TO DEL TAX ATTY FEES	✓ 9.97 d M3-2; M1-46	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	- d	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF FEBRUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal Jr.

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 5

HIDALGO COUNTY ASSESSOR & COLL. OF TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

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My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/16/13 5/17/13

M3-1

PREPARED BY: GABRIEL G. OCHOA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 11 TAXES COLLECTED
FEBRUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 11 RD11	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1979 & PRIOR YRS	69.28	-	-	(65.95)	3.33	0.00%	0.00%
TOTALS	69.28 ✱M4-3	- ✱M4-3	-	(65.95) ✱M4-3	3.33 ✱A M4-4		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF FEBRUARY 2013

		MONTHLY MODIFICATIONS	
CURRENT YEAR-BASE TAX	-	-	CURRENT
CURRENT YEAR-P&I	-		
PRIOR YEARS-BASE TAX	-	-	PRIOR
PRIOR YEARS-P&I	-		
ROLLBACK BASE	-	-	ROLLBACK
ROLLBACK P&I	-		
ATTORNEY FEES	-		
TOTAL COLLECTIONS	- d M4-2	- d M4-4	
LESS HCAD COMM REND. PEN.	-		
LESS TRANSFERRED	-		
LESS IN TRANSIT	-		
LESS DUE TO DEL TAX ATTY FEES	-		
LESS DUE TO CO TREASURER	-		
	-		
BALANCE	- d M4-2		

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF FEBRUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 11

ASSESSOR & COLL. OF TEXAS — HIDALGO COUNTY

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
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MELINDA MENDOZA
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My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/10/13 5/16/13

M4-1

PREPARED BY: GABRIEL G. OCHOA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 15 TAXES COLLECTED
FEBRUARY 2013
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 15 RD15	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1993 & PRIOR YRS	1,539.78	21.58	-	(124.12)	1,394.08	1.52%	6.18%
ROLLBACK	-	-	-	-	-	0.00%	0.00%
TOTALS	1,539.78 ✓ MS-5	✓ 21.58 ✓ MS-5	-	(124.12) ✓ MS-5	1,394.08 ✓ MS-6		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF FEBRUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d	- CURRENT
CURRENT YEAR-P&I	- d	
PRIOR YEARS-BASE TAX	0.07d ✓ MS-3	- PRIOR
PRIOR YEARS-P&I	0.17d	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	0.04d ✓ MS-4	
TOTAL COLLECTIONS	0.28d	- d MS-6
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	✓ 0.24d MS-2 · MI-48	
LESS IN TRANSIT	- d MS-2 ; MI-48	
LESS DUE TO DEL TAX ATTY FEES	✓ 0.04d MS-2 ; MI-46	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF FEBRUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 15

ASSESSOR & COLL. OF TEXAS ★ HIDALGO COUNTY

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
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HIDALGO COUNTY AUDITOR'S OFFICE

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/10/13 5/11/13

MS-1

PREPARED BY: GABRIEL G. OCHOA

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
STATE DIST TAXES COLLECTED
FEBRUARY 2013

PBC

COMPARATIVE RATE OF COLLECTIONS

STATE DIST TEX	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2012/2013	COLLECTED 2011/2012
1979 & PRIOR YRS	50.75	-	-	(25.98)	24.77	0.00%	0.00%
TOTALS	50.75 ✱ M6-3	-	-	(25.98) ✱ M6-3	24.77 ✱ M6-4		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF FEBRUARY 2013

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	- CURRENT
CURRENT YEAR-P&I	-	
PRIOR YEARS-BASE TAX	-	- PRIOR
PRIOR YEARS-P&I	-	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	-	
TOTAL COLLECTIONS	- d M6-2	- d M6-4
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
	-	
BALANCE	- d M6-2	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF FEBRUARY 2013 IS CORRECT.

Pablo (Paul) Villarreal Jr.

ASSESSOR-COLLECTOR OF TAXES FOR STATE DIST TAXES

ASSESSOR & COLL. OF TEXAS HIDALGO COUNTY

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF MARCH 2013 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
APR - 4 2013
HIDALGO COUNTY AUDITOR'S OFFICE

NOTARY PUBLIC STATE OF TEXAS
MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
08-17-2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 04/16/13 5/16/13

M6-1

HIDALGO COUNTY FIRE MARSHAL MONTHLY REPORT

For the Month Ending February 2013 PBC

DATE	APPLICANT NAME	RECEIPT NUMBER	Cash	Check	MO	TYPE OF SERVICE	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
2/5/2013	Edmundo Sandoval	6388		X		Business Occupancy	162551	$50.00
2/5/2013	Juan Antonio Guevara	6389		X		Business Occupancy	162551	$50.00
2/6/2013	Alejandro Gonoz	6390		X		Building Permit	162674	$200.00
2/6/2013	Carol A. Schmitt	6391	X			Business Occupancy	162674	$50.00
2/6/2013	Adolfo Cortez, Jr.	6392	X			Business Occupancy	162674	$50.00
2/6/2013	Ruben Delgado	6393	X			Building Permit	162674	$200.00
2/6/2013	Susana Martinez	6394		X		Group Home	162674	$50.00
2/6/2013	Oneydia Garcia	6395	X			Business Occupancy	162674	$50.00
2/6/2013	Luis Gallegos	6396	X			Building Permit	162674	$200.00
2/6/2013	Julie Torres	6397		X		Building Permit	162674	$200.00
2/6/2013	VOID	6398				VOID	162674	VOID
2/6/2013	Santiago Salinas	6399	X			Business Occupancy	162674	$50.00
2/6/2013	Leticia I. Lopez	6400		X		Business Occupancy	162674	$50.00
2/6/2013	Samuel Basilio	6401	X			Business Occupancy	162674	$50.00
2/6/2013	Eva Zamora	6402	X			Business Occupancy	162674	$50.00
2/6/2013	Juliana C. Quintanillo	6403		X		Building Permit	162674	$200.00
2/6/2013	Veronica Lopez	6404	X			Business Occupancy	162674	$50.00
2/6/2013	Jose Velez	6405	X			Business Occupancy	162674	$50.00
2/6/2013	Omar M. Hadroune	6406	X			Business Occupancy	162674	$50.00
2/6/2013	Jose Reyes	6407	X			Business Occupancy	162674	$50.00
2/6/2013	Nereyda Garcia	6408	X			Day Care	162674	$50.00
2/6/2013	Lil Tykes Learning Adventures	6409		X		Business Occupancy	162674	$50.00
2/6/2013	David Villarreal	6410		X		Business Occupancy	162674	$50.00
2/6/2013	Macario Montelongo	6411		X		Business Occupancy	162674	$50.00
2/6/2013	Hoon Lee	6412		X		Business Occupancy	162674	$50.00
2/8/2013	Gloria E. Gonzalez	6413	X			Business Occupancy	162676	$50.00
2/11/2013	Jose A. Cantu	6414		X		Building Permit	162677	$200.00
2/11/2013	Daniel Ramirez/Tonie Ramirez	6415	X			Business Occupancy	162677	$50.00
2/13/2013	VOID	6416				VOID	162756	VOID
2/13/2013	Edith Martinez	6417	X			Business Occupancy	162756	$50.00
2/13/2013	Mona Urillo/Juan Trevino	6418	X			Business Occupancy	162756	$50.00
2/13/2013	Ari Binstein	6419		X		Fixed Pipe System	162756	$50.00
2/13/2013	Maria J. Posadas	6420	X			Business Occupancy	162756	$50.00
2/13/2013	Martha Bermejo	6421		X		Day Care	162756	$50.00
2/13/2013	Martha Bermejo	6422		X		Day Care	162756	$50.00
2/13/2013	Efren E. Garcia	6423	X			Business Occupancy	162756	$50.00
2/13/2013	Moreno, Guadalupe	6424	X			Business Occupancy	162756	$50.00
2/13/2013	Antonia Sanchez	6425	X			Foster Home	162756	$50.00

EXHIBIT A

2/13/2013	Maria de Jesus Vega	6426		X		Business Occupancy	162756	$50.00
2/13/2013	Aide Villarreal	6427		X		Business Occupancy	162756	$50.00
2/13/2013	Arturo B. Ortega	6428	X			Business Occupancy	162756	$50.00
2/13/2013	Janie Garza	6429		X		Business Occupancy	162756	$50.00
2/13/2013	Felicitas Cantu/Blanca Sanchez	6430	X			Building Permit	162756	$200.00
2/13/2013	Adolfo Lumbreras	6431	X			Building Permit	162756	$200.00
2/13/2013	Cindy Guajardo	6432	X			Business Occupancy	162756	$50.00
2/13/2013	Rosalba Gomez	6433	X			Business Occupancy	162756	$50.00
2/15/2013	Willard Genoway/Esperanza Marti	6434		X		Building Permit	162829	$200.00
2/19/2013	Malissa Guerra	6435		X		Business Occupancy	162906	$50.00
2/20/2013	Lindolfo Burrons	6436	X			Building Permit	162909	$200.00
2/20/2013	Micro Tech LCC	6437		X		Building Permit	162909	$200.00
2/20/2013	Emeralda Garcia	6438	X			Business Occupancy	162909	$50.00
2/20/2013	Dagoberto Magallan	6439		X		Building Permit	162909	$200.00
2/20/2013	Felipe Cruz	6440	X			Business Occupancy	162909	$50.00
2/20/2013	Elias Perez, Jr.	6441		X		Building Permit	162909	$278.75
2/20/2013	Jose De La Puente	6442	X			Business Occupancy	162909	$50.00
2/20/2013	Coty Cantu	6443		X		Business Occupancy	162909	$50.00
2/20/2013	Irma Jimenez	6444	X			Building Permit	162909	$200.00
2/20/2013	Fernando Ramirez	6445		X		Business Occupancy	162909	$50.00
2/21/2013	Rosa Flores	6446	X			Building Permit	162928	$200.00
2/25/2013	Rafaela Villasana	6447	X			Business Occupancy	163010	$50.00
2/25/2013	Pedro Espinosa	6448	X			Business Occupancy	163010	$50.00
2/25/2013	Celia Cortina	6449	X			Business Occupancy	163010	$50.00
2/26/2013	Jose L. Granados	6450	X			Business Occupancy	163029	$50.00
2/26/2013	Jose L. Granados	6451	X			Business Occupancy	163029	$50.00
2/27/2013	Brenda Banda	6452	X			Business Occupancy	163124	$50.00
2/27/2013	Alma Ramos	6453	X			Business Occupancy	163124	$50.00
2/27/2013	Melissa Garcia	6454	X			Business Occupancy	163124	$50.00
2/27/1930	Hector Ruetza	6455	X			Business Occupancy	163124	$50.00
2/27/2013	Maria Garcia	6456		X		Business Occupancy	163124	$50.00
2/27/2013	Maria Gonzalez	6457	X			Business Occupancy	163124	$50.00
2/27/2013	Guadalupe Martinez	6458	X			Business Occupancy	163124	$50.00
2/27/2013	Orlando Galvan	6459	X			Business Occupancy	163124	$50.00
2/27/2013	Nancy Olivo	6460	X			Business Occupancy	163124	$50.00
2/27/2013	Jesus Navarro	6461		X		Business Occupancy	163124	$50.00
2/27/2013	Americo Trevino	6462	X			Business Occupancy	163124	$50.00
2/27/2013	Luis E. Montemayor	6463		X		Business Occupancy	163124	$50.00
2/27/2013	Luis Montemayor	6464		X		Business Occupancy	163124	$50.00
2/27/2013	Americo Trevino	6465	X			Business Occupancy	163124	$50.00
2/27/2013	Elvia Garcia	6466	X			Business Occupancy	163124	$50.00

XI

~~EXHIBIT A~~

2/27/2013	Patricia Gaytan	6467		X		Business Occupancy	163124	$50.00
2/27/2013	Jose Manroy	6468	X			Business Occupancy	163124	$50.00
2/27/2013	Ramon Blanco	6469	X			Business Occupancy	163124	$50.00
2/27/2013	Mirna E. Luera	6470	X			Day Care	163124	$50.00
2/27/2013	N.T.C. Drug Testing Center	6471		X		Business Occupancy	163124	$50.00
2/27/2013	Reyna Molina	6472	X			Building Permit	163124	$200.00
2/27/2013	Maria Salinas	6473		X		Business Occupancy	163124	$50.00
2/27/2013	VOID	6474				VOID	163124	VOID
2/27/2013	Jorge Ruiz	6475	X			Business Occupancy	163124	$50.00
2/27/2013	Irma Jasso	6476		X		Business Occupancy	163124	$50.00
2/27/2013	Carlos Lopez	6477	X			Building Permit	163124	$200.00
2/27/2013	GOHU LCC	6478		X		Building Permit	163124	$357.50
2/27/2013	ASG Security	6479		X		Fire Alarm System	163124	$100.00
2/27/2013	ASG Security	6480		X		Fire Alarm System	163124	$100.00
2/27/2013	Hector Lugo	6481	X			Business Occupancy	163124	$50.00
							Page Total	$7,586.25
							Grand Total	$7,586.25

X22a

This report has been personally reviewed by me and I certify the above to be true and correct to the best of my knowledge.

Approved by: _____ 3/11/13

Print Name: Juan Martinez

Prepared by: Yolanda Orozco 3/7/13

Print Name: Yolanda Orozco

This report is due in the Office of the County Auditor on or before the fifth (5th) business day after the end of the month.

County Auditor's Form: ARS-FM-001
Revised 10/04

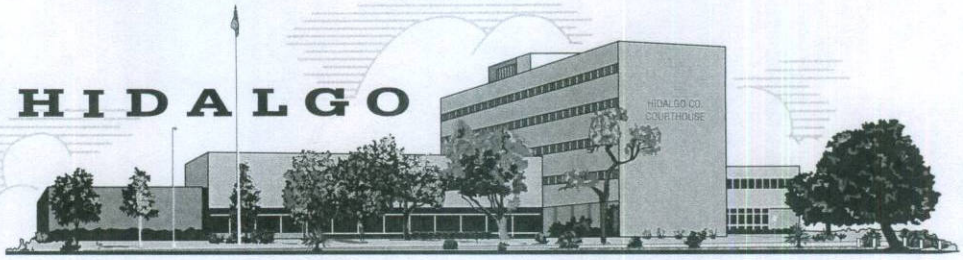
HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____
DATE: 3/20/13 3/27/13

RECEIVED BY
COUNTY AUDITOR
2013 MAR 12 AM 10 11

X

EXHIBIT A

COUNTY of HIDALGO
HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

April 29, 2013

Mr. Juan Martinez
Hidalgo County Fire Marshal
1124 N. M Road
Edinburg, Texas 78539

Ref: Review of *Monthly Report* and Supporting Documentation
For the Month of February 2013

Dear Mr. Martinez:

We conducted a limited scope review of the *Monthly Report* and all supporting documentation for the month of February 2013 pursuant to Local Government Code §115.002 (a), and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope and Methodology:
The scope of our review was limited to collections reported by the Fire Marshal's Office on the *Monthly Report* for the month of February 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine whether proper fee amounts were collected and reported.
- Verified that receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittance Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the seventh business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Daily Remittance Reports*, and the *Monthly Report* to verify proper completion.

Conclusion:
Total collections for the month of February 2013 were $7,586.25. Based on the results of our review, we have concluded that generally fees collected were properly accounted and reported; however, improvements could be made to the system of internal controls as noted in the following observations.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Observation No. 1:
We noted during our review that *Part III Acknowledgment and Approval* of the *Daily Remittance Reports* was not properly completed. The reports, at times, did not contain the signature of the individual responsible for reconciling the cash on hand to the receipts issued and the approved change fund.

The County Auditor's Office requires that collections on hand be reconciled to receipts issued and the approved change fund utilizing the *Daily Remittance Report.* The individual responsible for conducting the reconciliation must provide their signature on the appropriate line of *Part III Acknowledgment and Approval* of the *Daily Remittance Report.*

Formal monitoring procedures were not in place to ensure the *Daily Remittance Reports* were properly completed. This may result in the loss or misuse of County revenues.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure that the *Daily Remittance Reports* are properly completed. At a minimum, the individual responsible for conducting the reconciliation must provide their signature on the appropriate line of *Part III Acknowledgment and Approval* of the *Daily Remittance Report.*

Observation No. 2:
We noted during our review that, at times, receipts were not properly completed. Receipts, at times, were missing the form of payment (e.g., cash, check, etc).

The County Auditor's Office requires that official receipt forms contain sufficient information to create an adequate audit trail. At a minimum, the official receipt must include the date, payer name, address, name of business, city, form of payment (e.g., cash, check, or credit card), check number, amount, account name to be credited, description (e.g., account number, owner name, etc.), and the initials or signature of the cashier.

Formal procedures have not been implemented to ensure that official receipt forms contain sufficient information to create an adequate audit trail. This may result in the loss or misuse of County funds.

Recommendation:
Management should implement formal procedures to ensure that official receipt forms contain sufficient information to create an adequate audit trail. At a minimum, the procedures noted above should be implemented.

Please provide written management responses to the observations noted above by May 17, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

HIDALGO COUNTY FIRE MARSHAL MONTHLY REPORT

For the Month Ending February 2013

PBC

DATE	APPLICANT NAME	RECEIPT NUMBER	Cash	Check	MO	TYPE OF SERVICE	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
2/5/2013	Edmundo Sandoval	6388		X		Business Occupancy	162551	$50.00
2/5/2013	Juan Antonio Guevara	6389		X		Business Occupancy	162551	$50.00
2/6/2013	Alejandro Gonoz	6390		X		Building Permit	162674	$200.00
2/6/2013	Carol A. Schmitt	6391	X			Business Occupancy	162674	$50.00
2/6/2013	Adolfo Cortez, Jr.	6392	X			Business Occupancy	162674	$50.00
2/6/2013	Ruben Delgado	6393	X			Building Permit	162674	$200.00
2/6/2013	Susana Martinez	6394		X		Group Home	162674	$50.00
2/6/2013	Oneydia Garcia	6395	X			Business Occupancy	162674	$50.00
2/6/2013	Luis Gallegos	6396	X			Building Permit	162674	$200.00
2/6/2013	Julie Torres	6397		X		Building Permit	162674	$200.00
2/6/2013	VOID	6398				VOID	162674	VOID
2/6/2013	Santiago Salinas	6399	X			Business Occupancy	162674	$50.00
2/6/2013	Leticia I. Lopez	6400		X		Business Occupancy	162674	$50.00
2/6/2013	Samuel Basilio	6401	X			Business Occupancy	162674	$50.00
2/6/2013	Eva Zamora	6402	X			Business Occupancy	162674	$50.00
2/6/2013	Juliana C. Quintanillo	6403		X		Building Permit	162674	$200.00
2/6/2013	Veronica Lopez	6404	X			Business Occupancy	162674	$50.00
2/6/2013	Jose Velez	6405	X			Business Occupancy	162674	$50.00
2/6/2013	Omar M. Hadroune	6406	X			Business Occupancy	162674	$50.00
2/6/2013	Jose Reyes	6407	X			Business Occupancy	162674	$50.00
2/6/2013	Nereyda Garcia	6408	X			Day Care	162674	$50.00
2/6/2013	Lil Tykes Learning Adventures	6409		X		Business Occupancy	162674	$50.00
2/6/2013	David Villarreal	6410		X		Business Occupancy	162674	$50.00
2/6/2013	Macario Montelongo	6411		X		Business Occupancy	162674	$50.00
2/6/2013	Hoon Lee	6412		X		Business Occupancy	162674	$50.00
2/8/2013	Gloria E. Gonzalez	6413	X			Business Occupancy	162676	$50.00
2/11/2013	Jose A. Cantu	6414		X		Building Permit	162677	$200.00
2/11/2013	Daniel Ramirez/Tonie Ramirez	6415	X			Business Occupancy	162677	$50.00
2/13/2013	VOID	6416				VOID	162756	VOID
2/13/2013	Edith Martinez	6417	X			Business Occupancy	162756	$50.00
2/13/2013	Mona Urillo/Juan Trevino	6418	X			Business Occupancy	162756	$50.00
2/13/2013	Ari Binstein	6419		X		Fixed Pipe System	162756	$50.00
2/13/2013	Maria J. Posadas	6420	X			Business Occupancy	162756	$50.00
2/13/2013	Martha Bermejo	6421		X		Day Care	162756	$50.00
2/13/2013	Martha Bermejo	6422		X		Day Care	162756	$50.00
2/13/2013	Efren E. Garcia	6423	X			Business Occupancy	162756	$50.00
2/13/2013	Moreno, Guadalupe	6424	X			Business Occupancy	162756	$50.00
2/13/2013	Antonia Sanchez	6425	X			Foster Home	162756	$50.00

XI

EXHIBIT A

2/13/2013	Maria de Jesus Vega	6426		X		Business Occupancy	162756	$50.00
2/13/2013	Aide Villarreal	6427		X		Business Occupancy	162756	$50.00
2/13/2013	Arturo B. Ortega	6428	X			Business Occupancy	162756	$50.00
2/13/2013	Janie Garza	6429		X		Business Occupancy	162756	$50.00
2/13/2013	Felicitas Cantu/Blanca Sanchez	6430	X			Building Permit	162756	$200.00
2/13/2013	Adolfo Lumbreras	6431	X			Building Permit	162756	$200.00
2/13/2013	Cindy Guajardo	6432	X			Business Occupancy	162756	$50.00
2/13/2013	Rosalba Gomez	6433	X			Business Occupancy	162756	$50.00
2/15/2013	Willard Genoway/Esperanza Marti	6434		X		Building Permit	162829	$200.00
2/19/2013	Malissa Guerra	6435		X		Business Occupancy	162906	$50.00
2/20/2013	Lindolfo Burrons	6436	X			Building Permit	162909	$200.00
2/20/2013	Micro Tech LCC	6437		X		Building Permit	162909	$200.00
2/20/2013	Emeralda Garcia	6438	X			Business Occupancy	162909	$50.00
2/20/2013	Dagoberto Magallan	6439		X		Building Permit	162909	$200.00
2/20/2013	Felipe Cruz	6440	X			Business Occupancy	162909	$50.00
2/20/2013	Elias Perez, Jr.	6441		X		Building Permit	162909	$278.75
2/20/2013	Jose De La Puente	6442	X			Business Occupancy	162909	$50.00
2/20/2013	Coty Cantu	6443		X		Business Occupancy	162909	$50.00
2/20/2013	Irma Jimenez	6444	X			Building Permit	162909	$200.00
2/20/2013	Fernando Ramirez	6445		X		Business Occupancy	162909	$50.00
2/21/2013	Rosa Flores	6446	X			Building Permit	162928	$200.00
2/25/2013	Rafaela Villasana	6447	X			Business Occupancy	163010	$50.00
2/25/2013	Pedro Espinosa	6448	X			Business Occupancy	163010	$50.00
2/25/2013	Celia Cortina	6449	X			Business Occupancy	163010	$50.00
2/26/2013	Jose L. Granados	6450	X			Business Occupancy	163029	$50.00
2/26/2013	Jose L. Granados	6451	X			Business Occupancy	163029	$50.00
2/27/2013	Brenda Banda	6452	X			Business Occupancy	163124	$50.00
2/27/2013	Alma Ramos	6453	X			Business Occupancy	163124	$50.00
2/27/2013	Melissa Garcia	6454	X			Business Occupancy	163124	$50.00
2/27/1930	Hector Ruetza	6455	X			Business Occupancy	163124	$50.00
2/27/2013	Maria Garcia	6456		X		Business Occupancy	163124	$50.00
2/27/2013	Maria Gonzalez	6457	X			Business Occupancy	163124	$50.00
2/27/2013	Guadalupe Martinez	6458	X			Business Occupancy	163124	$50.00
2/27/2013	Orlando Galvan	6459	X			Business Occupancy	163124	$50.00
2/27/2013	Nancy Olivo	6460	X			Business Occupancy	163124	$50.00
2/27/2013	Jesus Navarro	6461		X		Business Occupancy	163124	$50.00
2/27/2013	Americo Trevino	6462	X			Business Occupancy	163124	$50.00
2/27/2013	Luis E. Montemayor	6463		X		Business Occupancy	163124	$50.00
2/27/2013	Luis Montemayor	6464		X		Business Occupancy	163124	$50.00
2/27/2013	Americo Trevino	6465	X			Business Occupancy	163124	$50.00
2/27/2013	Elvia Garcia	6466	X			Business Occupancy	163124	$50.00

XIa

~~EXHIBIT A~~

2/27/2013	Patricia Gaytan	6467		X		Business Occupancy	163124	$50.00
2/27/2013	Jose Manroy	6468	X			Business Occupancy	163124	$50.00
2/27/2013	Ramon Blanco	6469	X			Business Occupancy	163124	$50.00
2/27/2013	Mirna E. Luera	6470	X			Day Care	163124	$50.00
2/27/2013	N.T.C. Drug Testing Center	6471		X		Business Occupancy	163124	$50.00
2/27/2013	Reyna Molina	6472	X			Building Permit	163124	$200.00
2/27/2013	Maria Salinas	6473		X		Business Occupancy	163124	$50.00
2/27/2013	VOID	6474				VOID	163124	VOID
2/27/2013	Jorge Ruiz	6475	X			Business Occupancy	163124	$50.00
2/27/2013	Irma Jasso	6476		X		Business Occupancy	163124	$50.00
2/27/2013	Carlos Lopez	6477	X			Building Permit	163124	$200.00
2/27/2013	GOHU LCC	6478		X		Building Permit	163124	$357.50
2/27/2013	ASG Security	6479		X		Fire Alarm System	163124	$100.00
2/27/2013	ASG Security	6480		X		Fire Alarm System	163124	$100.00
2/27/2013	Hector Lugo	6481	X			Business Occupancy	163124	$50.00
						Page Total		$7,586.25
						Grand Total		$7,586.25

X22a

This report has been personally reviewed by me and I certify the above to be true and correct to the best of my knowledge.

Approved by: _____ 3/11/13

Print Name: Juan Martinez

Prepared by: Yolanda Orozco 3/7/13

Print Name: Yolanda OROZCO

This report is due in the Office of the County Auditor on or before the fifth (5th) business day after the end of the month.

County Auditor's Form: ARS-FM-001
Revised 10/04

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMZ 47
DATE: 3/20/13 3/27/13

RECEIVED BY
COUNTY AUDITOR
2013 MAR 12 AM 10 11

X1b

EXHIBIT A

HIDALGO COUNTY, TEXAS
DELTA LAKE PARK, PRECINCT 1
MONTHLY REPORT FOR THE MONTH ENDING
March 2013

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	COUNTY TREASURER DATE OF DEPOSIT	COUNTY TREASURER RECEIPT NUMBER	DEPOSIT SLIP NUMBER
1	3/1/2013				$ -	$ -			211 0
2	3/2/2013				$ -	$ -			211 0
3	3/3/2013	304240	304340	101	$ 202.00	$ 202.00	3/4/2013	163190	211 02321
4	3/4/2013				$ -	$ -			211 0
5	3/5/2013				$ -	$ -			211 0
6	3/6/2013				$ -	$ -			211 0
7	3/7/2013				$ -	$ -			211 0
8	3/8/2013				$ -	$ -			211 0
9	3/9/2013				$ -	$ -			211 0
10	3/10/2013	304341	304397	57	$ 114.00	$ 114.00	3/13/2013	163501	211 02322
11	3/11/2013				$ -	$ -			211 0
12	3/12/2013				$ -	$ -			211 0
13	3/13/2013				$ -	$ -			211 0
14	3/14/2013				$ -	$ -			211 0
15	3/15/2013				$ -	$ -			211 0
16	3/16/2013				$ -	$ -			211 0
17	3/17/2013	304398	304488	91	$ 182.00	$ 182.00	3/19/2013	163610	211 02323
18	3/18/2013				$ -	$ -			211 0
19	3/19/2013				$ -	$ -			211 0
20	3/20/2013				$ -	$ -			211 0
21	3/21/2013				$ -	$ -			211 0
22	3/22/2013				$ -	$ -			211 0
23	3/23/2013				$ -	$ -			211 0
24	3/24/2013	304489	304538	50	$ 100.00	$ 100.00	3/26/2013	163812	211 02324
25	3/25/2013				$ -	$ -			211 0
26	3/26/2013				$ -	$ -			211 0
27	3/27/2013				$ -	$ -			211 0
28	3/28/2013				$ -	$ -			211 0
29	3/29/2013				$ -	$ -			211 0
30	3/30/2013				$ -	$ -			211 0
31	3/31/2013	304539	304887	349	$ 698.00				211
	3/31/2013	304888	304900	skipped					
	3/31/2013	304901	305423	523	$ 1,046.00	$1,746.00	4/2/2013	163971	211 O2325
				1171	$42,342.00	$2,344.00			

TOTAL RECEIPTS AND FUNDS COLLECTED: 1171 x $2.00 $ 2,342.00

TOTAL AMOUNT DUE TO GENERAL FUND-----**1100-347-40-121-000-0-000**----------	$	2,342.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND----------	$	2,344.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER----------	$	(2.00)

PREPARED BY: Thelma L. Cantu DATE:. **4/15/13**

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A.C. CUELLAR, JR.
COMMISSIONER PRCT NO. 1

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 4/16/13 4/23/13

4/15/13
DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT.#1-002 REVISED:4/10

Revised on 4/16/13

COUNTY of HIDALGO

EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

April 29, 2013

The Honorable A.C. Cuellar, Jr.
Hidalgo -County Commissioner Pct. No. 1
1902 Joe Stephens Suite 101
Weslaco, Texas 78596

RE: Review of Delta Lake *Monthly Fees Report* and Supporting Documentation
For the Month of March 2013

Dear Commissioner Cuellar:

We conducted a limited scope review of the Delta Lake *Monthly Fees Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code §115.002 (a), and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported on the *Monthly Fees Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Verified tickets issued followed sequential order.
- Reviewed *Cashier's Daily Close-Out Report/Daily Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Verified that collections per the *Monthly Fees Report* agreed to total tickets issued and the deposits made with the County Treasurer.
- Verified the *Monthly Fees Report* was submitted in a timely manner to the County Auditor's Office.
- Verified the *Cashier's Daily Close-Out Report/Daily Remittance Forms* and *Monthly Fees Report* were properly completed.

Conclusion:
Total collections for the month of March 2013 were 2,342.00. Based on our results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
According to the Delta Lake Park staff, effective July 21, 2012 the park entrance fees have been waived from Monday through Saturday. The park entrance fee is only collected on Sundays.

Local Government Code Sec. 316.001(4) states "the commissioners court of a county may set and collect fees for admission to a county park, if approved by a majority of the qualified voters of the county voting on the issue at a referendum election, which the commissioners court may order and hold for that purpose. Local Government Code Sec.316.004 further states that "the commissioners court may set and collect the fees in different amounts or may waive the fees in consideration of the following factors: (1) the time of the day at which or the day of the week on which a facility or service is used; (2) the size of a group wishing to use a facility or service; (3) the special circumstances of certain classes of persons, including elderly persons and indigent persons; or (4) other factors that the court considers to justify a different fee or the waiver of a fee".

Commissioner's Court approval to waive the park entrance fee was not obtained.

Recommendation:
Commissioners Court approval to waive the park entrance fee should be obtained.

Observation No 2:
An overage of $2.00 was noted on the Cashier's Daily Close-Out Report/Daily Remittance Form dated March 31, 2013. According to the Parks Director, the overage possibly resulted from failure to issue a park entrance ticket when the $2.00 park entrance fee was collected.

The County Auditor Office requires that an official county receipt (park entrance ticket) be issued for each payment received. The cashier must count currency and coins in front of the customer prior to issuing a receipt.

Formal monitoring procedures have not been implemented to ensure an official county receipt (park entrance ticket) issued for each payment received.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure an official county receipt (park entrance ticket) is issued for each payment received. At a minimum, the procedures noted above should be implemented.

Please provide a written management response to the observations noted above by March 22, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY, TEXAS
DELTA LAKE PARK, PRECINCT 1
MONTHLY REPORT FOR THE MONTH ENDING
March 2013

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	COUNTY TREASURER DATE OF DEPOSIT	COUNTY TREASURER RECEIPT NUMBER	DEPOSIT SLIP NUMBER
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22	3/22/2013				$ -	$ -			211 0
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27	3/27/2013				$ -	$ -			211 0
28	3/28/2013				$ -	$ -			211 0
29	3/29/2013				$ -	$ -			211 0
30	3/30/2013				$ -	$ -			211 0
31	3/31/2013	304539	304887	349	$ 698.00				211
	3/31/2013	304888	304900	skipped					
	3/31/2013	304901	305423	523	$ 1,046.00	$1,746.00	4/2/2013	163971	211 O2325
				1171	$2,342.00	$2,344.00			

TOTAL RECEIPTS AND FUNDS COLLECTED: 1171 x $2.00 $ 2,342.00

TOTAL AMOUNT DUE TO GENERAL FUND------**1100-347-40-121-000-0-000**----------	$	2,342.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND----------	$	2,344.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER----------	$	(2.00)

PREPARED BY: Thelma L. Cantu DATE:. **4/15/13**

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A.C. CUELLAR, JR.
COMMISSIONER PCT NO. 1

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 4/16/13 4/23/13

4/15/13
DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT.#1-002 REVISED:4/10

Revised on 4/16/13

HIDALGO COUNTY LAW LIBRARY
MONTHLY FEES REPORT
FOR THE MONTH ENDED March 31, 2013

PBC

PART I: SUMMARY OF MONTHLY COLLECTIONS

A	B	C	D	E	F	G	H	I
		Law Library Receipt # Sequence			COUNTY TREASURER			
	Receipt Date	BEG #	END #	Total Collected	Receipt Amount	Receipt No.	Receipt Date	OVER/ (SHORT)
1	1-Mar-13	51919	51924	$ 52.75	$ 52.75	163186	03/05/13	-
2	2-Mar-13	0	0	$ -				-
3	3-Mar-13	0	0	$ -				-
4	4-Mar-13	51925	51932	$ 56.75	56.75	163187	03/05/13	-
5	5-Mar-13	51933	51938	$ 51.25	51.25	163281	03/08/13	-
6	6-Mar-13	51939	51954	$ 121.50	121.50	163282	03/08/13	-
7	7-Mar-13	51955	51968	$ 174.50	174.50	163283	03/08/13	-
8	8-Mar-13	51969	51977	$ 66.50	66.50	163510	03/15/13	-
9	9-Mar-13	0	0	$ -				-
10	10-Mar-13	0	0	$ -				-
11	11-Mar-13	51978	51981	$ 73.00	73.00	163511	03/15/13	-
12	12-Mar-13	51982	51984	$ 31.00	31.00	163512	03/15/13	-
13	13-Mar-13	51985	51993	$ 102.75	102.75	163513	03/15/13	-
14	14-Mar-13	51994	51999	$ 101.50	101.50	163514	03/15/13	-
15	15-Mar-13	52000	52006	$ 88.25	88.25	163556	03/18/13	-
16	16-Mar-13	0	0	$ -				-
17	17-Mar-13	0	0	$ -				-
18	18-Mar-13	52007	52011	$ 54.00	54.00	163572	03/19/13	-
19	19-Mar-13	52012	52022	$ 68.25	68.25	163602	03/20/13	-
20	20-Mar-13	52023	52033	$ 83.75	83.75	163671	03/22/13	-
21	21-Mar-13	52034	52045	$ 84.25	84.25	163672	03/22/13	-
22	22-Mar-13	52046	52053	$ 55.25	55.25	163687	03/25/13	-
23	23-Mar-13	0	0	$ -				-
24	24-Mar-13	0	0	$ -				-
25	25-Mar-13	52054	52056	$ 73.75	73.75	163747	03/27/13	-
26	26-Mar-13	52057	52062	$ 46.25	46.25	163748	03/27/13	-
27	27-Mar-13	52063	52070	$ 147.00	147.00	163824	03/28/13	-
28	28-Mar-13	52071	52083	$ 102.50	102.50	~~102.5~~	04/03/13	-
29	29-Mar-13	Holiday	0	$ -		163910		-
30	30-Mar-13	0	0	$ -				-
31	31-Mar-13	0	0	$ -				-

TOTAL RECEIPTS AND FUNDS COLLECTED	1,634.75		0.00
LESS: REIMBURSEMENTS	0.00	FOR RECEIPT #(s):	
TOTAL REVENUE COLLECTIONS	1,634.75		

PART II: SUMMARY OF YEARLY COLLECTIONS:

January	$ 1,288.25	July	$ -		
February	$ 1,388.75	August	$ -	HIDALGO COUNTY AUDITOR'S OFFICE	
March	$ 1,634.75	September	$ -	APPROVED BY:	
April	$ -	October	$ -	DATE: 4/30/13	5/7/13
May	$ -	November	$ -		
June	$ -	December	$ -		
(1) Subtotal	$ 4,311.75	(2) Subtotal	$ -	Total (1+2)	$ 4,311.75

THIS REPORT HAS BEEN PERSONALLY PREPARED & REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

Angie Chapa

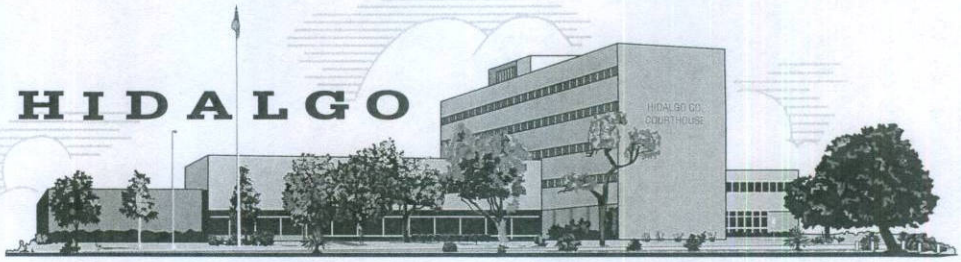
LAW LIBRARIAN OF HIDALGO COUNTY, TX

This report is due in the Office of the County Auditor before the (5th) workday of the following month.

COUNTY AUDITOR'S FORM: RE- CLL-001 REVISED: 2/10

X1

COUNTY of HIDALGO
HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 17, 2013

Ms. Angie Chapa, Law Librarian
Hidalgo County Law Library
100 N. Closner
Edinburg, Texas 78539

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the Month of March 2013

Dear Ms. Chapa:

We have conducted a limited scope review of the *Monthly Fees Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code §115.002 (a) and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittance/Close-Out Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Daily Remittance/Close-Out Forms,* and *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Conclusion:
Total collections for the month of March 2013 were $1,634.75. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Law Library Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

HIDALGO COUNTY LAW LIBRARY
MONTHLY FEES REPORT
FOR THE MONTH ENDED March 31, 2013

PBC

PART I: SUMMARY OF MONTHLY COLLECTIONS

A	B	C	D	E	F	G	H	I
	Receipt Date	Law Library Receipt # Sequence BEG #	Law Library Receipt # Sequence END #	Total Collected	COUNTY TREASURER Receipt Amount	COUNTY TREASURER Receipt No.	COUNTY TREASURER Receipt Date	OVER/ (SHORT)
1	1-Mar-13	51919	51924	$ 52.75	$ 52.75	163186	03/05/13	-
2	2-Mar-13	0	0	$ -				-
3	3-Mar-13	0	0	$ -				-
4	4-Mar-13	51925	51932	$ 56.75	56.75	163187	03/05/13	-
5	5-Mar-13	51933	51938	$ 51.25	51.25	163281	03/08/13	-
6	6-Mar-13	51939	51954	$ 121.50	121.50	163282	03/08/13	-
7	7-Mar-13	51955	51968	$ 174.50	174.50	163283	03/08/13	-
8	8-Mar-13	51969	51977	$ 66.50	66.50	163510	03/15/13	-
9	9-Mar-13	0	0	$ -				-
10	10-Mar-13	0	0	$ -				-
11	11-Mar-13	51978	51981	$ 73.00	73.00	163511	03/15/13	-
12	12-Mar-13	51982	51984	$ 31.00	31.00	163512	03/15/13	-
13	13-Mar-13	51985	51993	$ 102.75	102.75	163513	03/15/13	-
14	14-Mar-13	51994	51999	$ 101.50	101.50	163514	03/15/13	-
15	15-Mar-13	52000	52006	$ 88.25	88.25	163556	03/18/13	-
16	16-Mar-13	0	0	$ -				-
17	17-Mar-13	0	0	$ -				-
18	18-Mar-13	52007	52011	$ 54.00	54.00	163572	03/19/13	-
19	19-Mar-13	52012	52022	$ 68.25	68.25	163602	03/20/13	-
20	20-Mar-13	52023	52033	$ 83.75	83.75	163671	03/22/13	-
21	21-Mar-13	52034	52045	$ 84.25	84.25	163672	03/22/13	-
22	22-Mar-13	52046	52053	$ 55.25	55.25	163687	03/25/13	-
23	23-Mar-13	0	0	$ -				-
24	24-Mar-13	0	0	$ -				-
25	25-Mar-13	52054	52056	$ 73.75	73.75	163747	03/27/13	-
26	26-Mar-13	52057	52062	$ 46.25	46.25	163748	03/27/13	-
27	27-Mar-13	52063	52070	$ 147.00	147.00	163824	03/28/13	-
28	28-Mar-13	52071	52083	$ 102.50	102.50	~~102.5~~	04/03/13	-
29	29-Mar-13	Holiday	0	$ -		163910		-
30	30-Mar-13	0	0	$ -				-
31	31-Mar-13	0	0	$ -				-
	TOTAL RECEIPTS AND FUNDS COLLECTED			1,634.75	123			0.00
	LESS: REIMBURSEMENTS			0.00	FOR RECEIPT #(s):			
	TOTAL REVENUE COLLECTIONS			1,634.75				

PART II: SUMMARY OF YEARLY COLLECTIONS:

January	$	1,288.25	July	$ -	
February	$	1,388.75	August	$ -	
March	$	1,634.75	September	$ -	
April	$	-	October	$ -	
May	$	-	November	$ -	
June	$	-	December	$ -	
(1) Subtotal	$	4,311.75	(2) Subtotal	$ -	Total (1+2) $ 4,311.75

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Pono M
DATE: 4/30/13 5/7/13

THIS REPORT HAS BEEN PERSONALLY PREPARED & REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

Angie Chapa
LAW LIBRARIAN OF HIDALGO COUNTY, TX

This report is due in the Office of the County Auditor before the (5th) workday of the following month.

COUNTY AUDITOR'S FORM: RE- CLL-001 REVISED: 2/10

X1

Constable Celestino Avila Jr. Monthly Report

For the Month Ending MARCH 2013 PBC

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Tuesday, March 05, 2013	Texas Medical Distributors, Inc.	Alejandro Villeda	010620-1	CV35,620	Civil Claims	Out-County ~~In County~~	District Clerk	163368	$70.00
Tuesday, March 05, 2013	Graciela Ramos	Presiliano Bryan	010621-1	SC13-019JM	Small Claims	In County	Justice Clerk	163368	$70.00
Wednesday, March 06, 2013	VRM (vendor resources management) Duly	Elihu Villareal and all other occupants- not served	010622-1	FED13-036JM	FED	In County	Justice Clerk	163370	$70.00
Thursday, March 07, 2013	LACK'S VALLEY STORES,LTD	Claudia Arreola	010623-1	CC12-195GS	Civil Claims	In County	Justice Clerk	163373	$70.00
Thursday, March 07, 2013	LACK'S VALLEY STORES,LTD	Reyna Cordoba	010624-1	CC12-224GS	Civil Claims	In County	Justice Clerk	163373	$70.00
Friday, March 08, 2013	Steven R. Campos	Eduardo Martinez and all occupants	010625-1	FED13-037JM	FED	In County	Justice Clerk	163374	$70.00
Tuesday, March 12, 2013	The Bechtel Family Revocable Trust Roger A.	Paulino Hinijosa Zuniga and all othe occupants	010626-1	FED13-487	FED	In County	Justice Clerk	163525	$70.00
Tuesday, March 12, 2013	Jose. A. Trevino	Enrique Alvalos	010627-1	CC13-047JM	Civil Claims	In County	Justice Clerk	163525	$70.00
Tuesday, March 12, 2013	Gonzalez Furniture Co. Inc.	Marcos Sandoval 111	010628-1	C-0398-13-21	Civil Claims	In County	Justice Clerk	163525	$70.00
Tuesday, March 12, 2013	Rogelio Snell	Quiroz Welding (Blas)	010629-1	SC13-020JM	Small Claims	In County	Justice Clerk	163525	$70.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1* *Prepared by:* _____ *Chief Deputy*

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Friday, March 15, 2013	Medical Center Properties, A General Partnership	Leslie Muniz	010631-1	SC13-021JM	Small Claims	In County	Justice Clerk	163578	$70.00
Friday, March 15, 2013	Medical Center Properties, A General Partnership	Elias Tafolla	010632-1	sc13-021jm	Small Claims	In County	Justice Clerk	163578	$70.00
Monday, March 18, 2013	Rent Smart	Linda Bermea	010633-1	CC13-052JM	Civil Claims	In County	Justice Clerk	163615	$70.00
Monday, March 18, 2013	Affordale Homes of South Texas	Arlinda Yanez & all Occupants-Sub. Ser. 03-20-13	010634-1	FED13-040JM	FED	In County	Justice Clerk	163615	$70.00
Wednesday, March 20, 2013	Atlas Credit Co. Inc.	Pablo Herrera	010635-1	CC13-058JM	Civil Claims	In County	Justice Clerk	163688	$70.00
Monday, March 25, 2013	Federal National Mortgage Association, A/K/A Fanni	Cynthia Segura-Torres and all other occupants	010636-1	FED13-028JM	Writ of Possession	In County	Justice Clerk	163766	$200.00
Thursday, March 28, 2013	Adaly Ontiveros	Norma Ramirez	010637-1	SC13-024JM	Small Claims	In County	Justice Clerk	163858	$70.00
Tuesday, March 12, 2013	Federal National Mortgage Association	David W. Dryk and all other Occupants	010630-1	FED12-126JM	Writ of Possession	In County	Justice Clerk	163525	$200.00

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Thursday, March 28, 2013	The State of Texas	Lee Calvin Molina	OAG HRLGN	2013DCL01992H	Precept To Serve	Out of County	District Clerk		
Thursday, March 28, 2013	The State of Texas	Lee Calvin Molina	OAG HRLGN	2013DCL01992H	Citation	Out of County	District Clerk		
Grand Total	[redacted]								**$1,520.00**

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMS 4/19/13
DATE: 4/16/13

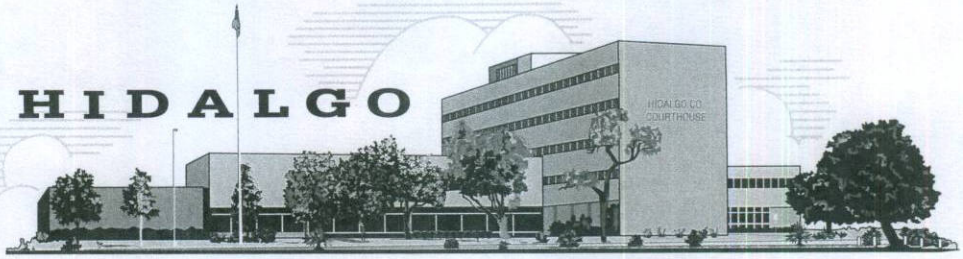
X23

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1* *Prepared by:* _____ *Chief Deputy*

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

April 26, 2013

The Honorable Celestino Avila
Hidalgo County Constable, Precinct 1
1902 Joe Stephens Blvd. Suite 303
Weslaco, TX 78596

Ref: Review of the *Monthly Fees Report* and Supporting Documentation
For the Month of March 2013

Dear Constable Avila:

We have conducted a limited scope review of the Constable Precinct 1 *Monthly Fees Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code § 115.002 (a), § 115.002 (b), and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine whether proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Weekly Remittance Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the seventh business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Weekly Remittance Reports* and *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Conclusion:
Total collections for the month of March 2013 were $1,520.00. Based on the results of our review, we have concluded that generally fees collected were properly accounted and reported; however, the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
We noted during our review that receipts, at times, were not properly completed. The receipts at times had the incorrect case number, lacked the statement of whether the request for service was from in County or out of County, and lacked the name of the person from which the funds were received.

The County Auditor's Office requires that receipts be properly completed at the time of issuance. Receipts issued should contain the following information: the receipt date, the name of the person from which the funds were received, amount received, method of payment (i.e., cash, check or money order number), style of the case, case number, type of court in which case was filed (i.e., justice, county, or district court), statement of whether the request for service is from in County or out of County, name of the County from which service was requested, type and number of services requested, and the receipt preparer's initials.

Formal monitoring procedures have not been implemented to ensure that receipts are properly completed at the time of issuance. This may result in the loss of county revenues and improper reporting of fees.

Recommendation:
Management should implement formal monitoring procedures to ensure receipts are properly completed at the time of issuance. At a minimum, the procedures noted above should be implemented.

Observation No. 2:
Odyssey, the County's justice/receipting information system, was installed and training regarding its use was provided to the Constable's staff. However, we noted that *Odyssey* was not utilized to receipt collections. Instead, manual official County receipts were issued. In addition, the manual receipts were not subsequently entered into *Odyssey*.

The County Auditor's Office requires that a computerized receipting system be used, if available, to receipt collections. Manual receipts should only be utilized if the computerized receipting system is non-operational. If a department with a computerized receipting system uses manual receipts, those manual receipts must be entered into the computerized receipting system as soon as possible, but in no event later than the next business day after the computerized receipting system is operational. Each manual receipt and corresponding computer-generated receipt should be cross-referenced.

Formal procedures have not been developed and implemented to ensure *Odyssey* is utilized to receipt collections.

Recommendation:
Management should develop and implement formal procedures to ensure that *Odyssey* is utilized to receipt collections. Management should contact the Information Technology Department to request their assistance regarding the use of *Odyssey* to receipt collections.

Please provide a written management response to the observations noted above by May 17, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor at 318-2511 ext. 4642 or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

Constable Celestino Avila Jr. Monthly Report

For the Month Ending MARCH 2013 PBC

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Tuesday, March 05, 2013	Texas Medical Distributors, Inc.	Alejandro Villeda	010620-1	CV35,620	Civil Claims	Out-County ~~In County~~	District Clerk	163368	$70.00
Tuesday, March 05, 2013	Graciela Ramos	Presiliano Bryan	010621-1	SC13-019JM	Small Claims	In County	Justice Clerk	163368	$70.00
Wednesday, March 06, 2013	VRM (vendor resourcs management) Duly	Elihu Villareal and all other occupants- not served	010622-1	FED13-036JM	FED	In County	Justice Clerk	163370	$70.00
Thursday, March 07, 2013	LACK'S VALLEY STORES,LTD	Claudia Arreola	010623-1	CC12-195GS	Civil Claims	In County	Justice Clerk	163373	$70.00
Thursday, March 07, 2013	LACK'S VALLEY STORES,LTD	Reyna Cordoba	010624-1	CC12-224GS	Civil Claims	In County	Justice Clerk	163373	$70.00
Friday, March 08, 2013	Steven R. Campos	Eduardo Martinez and all occupants	010625-1	FED13-037JM	FED	In County	Justice Clerk	163374	$70.00
Tuesday, March 12, 2013	The Bechtel Family Revocable Trust Roger A.	Paulino Hinijosa Zuniga and all othe occupants	010626-1	FED13-487	FED	In County	Justice Clerk	163525	$70.00
Tuesday, March 12, 2013	Jose. A. Trevino	Enrique Alvalos	010627-1	CC13-047JM	Civil Claims	In County	Justice Clerk	163525	$70.00
Tuesday, March 12, 2013	Gonzalez Furniture Co. Inc.	Marcos Sandoval 111	010628-1	C-0398-13-21	Civil Claims	In County	Justice Clerk	163525	$70.00
Tuesday, March 12, 2013	Rogelio Snell	Quiroz Welding (Blas)	010629-1	SC13-020JM	Small Claims	In County	Justice Clerk	163525	$70.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1* *Prepared by:* _____ *Chief Deputy*

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Friday, March 15, 2013	Medical Center Properties, A General Partnership	Leslie Muniz	010631-1	SC13-021JM	Small Claims	In County	Justice Clerk	163578	$70.00
Friday, March 15, 2013	Medical Center Properties, A General Partnership	Elias Tafolla	010632-1	sc13-021jm	Small Claims	In County	Justice Clerk	163578	$70.00
Monday, March 18, 2013	Rent Smart	Linda Bermea	010633-1	CC13-052JM	Civil Claims	In County	Justice Clerk	163615	$70.00
Monday, March 18, 2013	Affordale Homes of South Texas	Arlinda Yanez & all Occupants-Sub. Ser. 03-20-13	010634-1	FED13-040JM	FED	In County	Justice Clerk	163615	$70.00
Wednesday, March 20, 2013	Atlas Credit Co. Inc.	Pablo Herrera	010635-1	CC13-058JM	Civil Claims	In County	Justice Clerk	163688	$70.00
Monday, March 25, 2013	Federal National Mortgage Association, A/K/A Fanni	Cynthia Segura-Torres and all other occupants	010636-1	FED13-028JM	Writ of Possession	In County	Justice Clerk	163766	$200.00
Thursday, March 28, 2013	Adaly Ontiveros	Norma Ramirez	010637-1	SC13-024JM	Small Claims	In County	Justice Clerk	163858	$70.00
Tuesday, March 12, 2013	Federal National Mortgage Association	David W. Dryk and all other Occupants	010630-1	FED12-126JM	Writ of Possession	In County	Justice Clerk	163525	$200.00

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Thursday, March 28, 2013	The State of Texas	Lee Calvin Molina	OAG HRLGN	2013DCL01992H	Precept To Serve	Out of County	District Clerk		
Thursday, March 28, 2013	The State of Texas	Lee Calvin Molina	OAG HRLGN	2013DCL01992H	Citation	Out of County	District Clerk		
Grand Total	[redacted]								**$1,520.00**

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMS 4/19/13
DATE: 4/16/13

X23

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1* *Prepared by:* _____ *Chief Deputy*

CONSTABLE MARTIN CANTU MONTHLY REPORT

For the Month Ending March 29. 2013

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/7/2013	Puroclean	Anita Villa: Jesus Villa	9176-2	CL-13-0905-D	Civil Claims ~~Small Claims X2~~		X		X				163366	$140.00
3/8/2013	Lacks Valley Stores	Estela Olguin	9177-2	C-1293-12-21	Civil Claims		X	X					163367	$70.00
3/8/2013	Lacks Valley Stores	Juan Cruz	9178-2	C-1340-12-21	Civil Claims		X	X					163367	$70.00
3/8/2013	Lacks Valley Stores	Lisa Rocha	9179-2	C-1405-12-21	Civil Claims		X	X					163367	$70.00
3/8/2013	Lacks Valley Stores	Amando Correa Jr.	9180-2	C-1517-12-21	Civil Claims		X	X					163367	$70.00
3/11/2013	State of Texas	Basilla Gonzalez	9181-2	F-1013-13-4	Civil Claims		X			X			163396	$70.00
3/11/2013	Creel, Maria	Padilla, Fernando	9182-2	SC2738	Small Claims	X		X					163396	$70.00
3/18/2013	Maria Del Rosario Blanco	Felipe Alejos	9183-2	SC13-022JM	Small Claims		X	X					163580	$70.00
3/28/2013	Genco Federal Credit Union	Frank Romo Jr.	9184-2	J11V13-0197	Civil Claims	X		X					163853	$70.00
													Page Total	$700.00
													Grand Total	$700.00

THE COUNTY OF HIDALGO TEXAS

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: Ramos CPM
Constable, Precinct 2

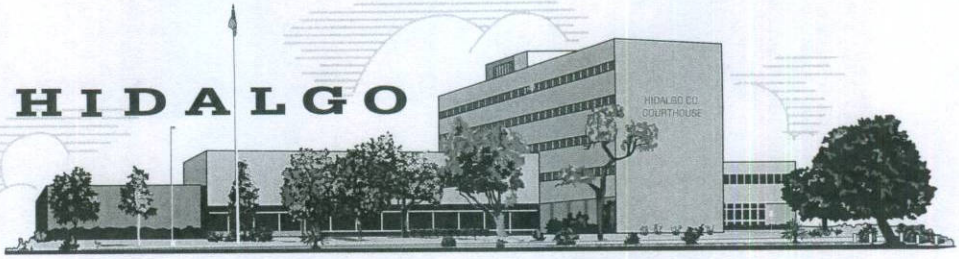
Prepared by: Jose L. Hinojosa

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible]
DATE: 4/4/13 4/9/13

County Auditor's Form AS-C-002 Revised 1/13

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

April 19, 2013

The Honorable Martin Cantu
Hidalgo County Constable, Precinct 2
300 W. Hall Acres, Ste. E
Pharr, TX 78577

Ref: Review of *Monthly Fees Report* and Supporting Documentation
For the Month of March 2013

Dear Constable Cantu:

We have conducted a limited scope review of the Constable Precinct 2 *Monthly Fees Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code § 115.002 (a), § 115.002 (b), and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Weekly Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Weekly Remittance Forms,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of March 2013 were $700.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, improvements could be made to the system of internal controls as noted in the following observation.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Observation No. 1:
We noted during our review that the *Monthly Fees Report* was not properly completed. The report was missing the County Treasurer's receipt numbers.

The County Auditor's Office requires that a complete and correct *Monthly Fees Report* be submitted to the County Auditor's Office. The *Monthly Fees Report* should contain the following information:

1. The month and year for which collections are being reported.
2. Receipt numbers issued during the month in chronological order, containing the following:
    a. Receipt Date
    b. Plaintiff and Defendant Names
    c. Cause Number
    d. Type of Service
    e. Indicate whether service request was from "In County" or "Out of County"
    f. Type of Court
    g. County Treasurer's receipt number
    h. Amount of Fee Collected
3. Total amount of fees collected during the month
4. Preparer's signature on the appropriate line of *Monthly Fees Report*
5. Constable's or his Designee's signature of approval on the appropriate line of the *Monthly Fees Report*

Formal monitoring procedures have not been developed and implemented to ensure that a properly completed *Monthly Fees Report* is submitted to the County Auditor's Office. Failure to submit a properly completed *Monthly Fees Report* may result in the improper reporting of fees collected.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure that a properly completed *Monthly Fees Report* is submitted to the County Auditor's Office. At a minimum, the procedures noted above should be implemented.

Please provide written management response to the observation noted above by May 10, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642 or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Enfracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

CONSTABLE MARTIN CANTU MONTHLY REPORT

For the Month Ending March 29. 2013 PBC

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/7/2013	Puroclean	Anita Villa: Jesus Villa	9176-2	CL-13-0905-D	Civil Claims ~~Small Claims~~ X2		X		X				163366	$140.00.
3/8/2013	Lacks Valley Stores	Estela Olguin	9177-2	C-1293-12-21	Civil Claims		X	X					163367	$70.00.
3/8/2013	Lacks Valley Stores	Juan Cruz	9178-2	C-1340-12-21	Civil Claims		X	X					163367	$70.00.
3/8/2013	Lacks Valley Stores	Lisa Rocha	9179-2	C-1405-12-21	Civil Claims		X	X					163367	$70.00.
3/8/2013	Lacks Valley Stores	Amando Correa Jr.	9180-2	C-1517-12-21	Civil Claims		X	X					163367	$70.00.
3/11/2013	State of Texas	Basilla Gonzalez	9181-2	F-1013-13-4	Civil Claims		X			X			163396	$70.00.
3/11/2013	Creel, Maria	Padilla, Fernando	9182-2	SC2738	Small Claims	X		X					163396	$70.00.
3/18/2013	Maria Del Rosario Blanco	Felipe Alejos	9183-2	SC13-022JM	Small Claims		X	X					163580	$70.00.
3/28/2013	Genco Federal Credit Union	Frank Romo Jr.	9184-2	J11V13-0197	Civil Claims	X		X					163853	$70.00.
													Page Total	$700.00
													Grand Total	$700.00

THE COUNTY OF HIDALGO TEXAS

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____
Constable, Precinct 2

Prepared by: _____

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____
DATE: 4/4/13 4/9/13

County Auditor's Form AS-C-002 Revised: 1/13

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending March

RECEIVED BY
COUNTY AUDITOR

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/1/2013	CITY OF MCALLEN, ET. AL	LUIS FABIAN VELA	10180	T-1373-11-I	WRIT OF EXECUTION		X			X			163305	$ 200.00
3/6/2013	TEXAS MEDICAL DISTRIBUTORS, INC.	JESUS R. MUNOZ DBA ECONO-MED MEDICAL	10181	CV35,618	CITATION X 2 (MILAM CO)	X				X			163445	$ 140.00
3/6/2013	HIDALGO COUNTY, ET AL	MEXIQUE INT'L. CORP.	10182	T-0046-13-F	TAX WARRANT		X			X			163445	$ 200.00
3/6/2013	HIDALGO COUNTY, ET AL	SAHADI'S GOURMET FOODS	10183	T-2056-12-G	TAX WARRANT		X			X			163445	$ 200.00
3/6/2013	HIDALGO COUNTY, ET AL	MIGUEL IGLESIAS III	10184	T-2851-12-J	TAX WARRANT		X			X			163445	$ 200.00
3/7/2013	HIDALGO COUNTY, ET AL	ENRIQUEZ FOOD SERVICES	10185	T-0572-13-C	TAX WARRANT		X			X			163446	$ 200.00
3/7/2013	ESTATE OF GILBERTO RODRIGUEZ	FELIPE VEGA DBA DON FELIPE TAQUERIA	10186	SC2736	SMALL CLAIMS CITATION (CAMERON CO)	X	X	X					163446	$ 70.00
3/12/2013	PSJA ISD, ET AL	SOUTH TEXAS COLLISION CENTER	10187	T-3307-12-H	TAX WARRANT		X			X			163447	$ 200.00
3/12/2013	THOMAS PETROLEUM LLC	KENNETH R. DUKE, SR.	10188	C1V1-15714-A	CITATION (VICTORIA CO)	X			X				163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	DOLORES RAMIREZ	10189	C-1349-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	JONI LEE COBIOS	10190	C-1069-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	ELIEL PENA	10191	C-1403-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	MARY ELLEN LENDOWSKI	10192	C-1445-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	SELINA GARCIA	10193	C-1354-12-21	CITATION		X	X					163447	$ 70.00
3/13/2013	HIDALGO COUNTY, ET AL	PRADA INVESTMENTS	10194	T-0390-13-D	TAX WARRANT		X			X			163474	$ 200.00
													Page Total	$ 2,030.00
													Grand Total	

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: Sheldon Dunn
Constable, Precinct 3

Prepared by: Raquel V. Ramos

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending March

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE: OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/15/2013	HIDALGO COUNTY, ET AL	MEDARDO VILLARREAL	10195	T-2828-12-H	TAX WARRANT		X			X			163595	$ 200.00
3/15/2013	LACKS VALLEY STORES	JOSE ALBERTO LOPEZ	10196	JCD-1015	WRIT OF EXECUTION (STARR CO)	X		X					163595	$ 200.00
3/15/2013	LACKS VALLEY STORES	RENE & ERIKA GARZA	10197	JCD-862	WRIT OF EXECUTION (STARR CO)	X		X					163595	$ 200.00
3/15/2013	AZULEJERA ALCORENSE	MARTIN TOVAR	10198	CC-05-12847-A	WRIT OF EXECUTION (DALLAS CO)	X			X				163595	$ 200.00
3/19/2013	HIDALGO COUNTY, ET AL	ROEL ALVAREZ	10199	T-0022-13-A	TAX WARRANT		X			X			163648	$ 200.00
3/19/2013	CITY OF MCALLEN	GILMORE'S FLOWERS	10200	~~C-0406-13-21~~ T-3302-12-C	TAX WARRANT		X			X			163648	$ 200.00
3/19/2013	GONZALEZ FURNITURE	FEDRA GUERRA	10201	C-0406-13-21	CITATION		X	X					163648	$ 70.00
3/22/2013	LONE STAR NATIONAL BANK	DAVID GARCIA & IRMA GARCIA	10202	CL-11-3891-D	WRIT OF EXECUTION X 2		X		X				163885	$ 400.00
3/22/2013	HIDALGO COUNTY, ET AL	JEFFREY ALVARADO	10203	T-2936-12-J	TAX WARRANT		X			X			163885	$ 200.00
													Page Total	$ 1,870.00
													Grand Total	$ 3,900.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: Eldon Dunn
Constable, Precinct 3

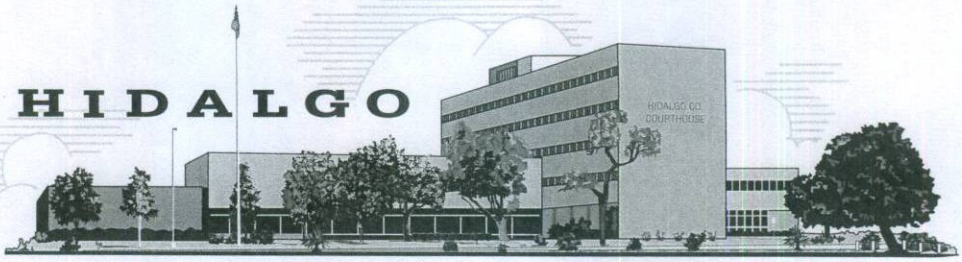
Prepared by: R Gal V Bm

County Auditor's Form AS-C-002 Revised: 3/01

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bmo
DATE: 4/19/13 Apr 4 2013

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

April 29, 2013

The Honorable Lazaro Gallardo
Hidalgo County Constable, Precinct 3
730 N. Breyfogle Ste. B
Mission, TX 78573

Re: Review of *Monthly Fees Reports* and Supporting Documentation
For the month of March 2013

Dear Constable Gallardo:

We have conducted a limited scope review of the Constable Precinct 3 *Monthly Fees Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code § 115.002 (a), §115.002 (b), and Code of Criminal Procedure Article 103.011. The objective of the review was to determine whether fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Weekly Remittance Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the seventh business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Weekly Remittance Reports* and *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Conclusion:
Total collections for the month of March 2013 were $3,900.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, improvements could be made to the system of internal controls as noted in the following observation.

Observation No. 1:
We noted during our review that the *Monthly Fees Report* was not properly completed. The report, at times, had the incorrect cause number and the incorrect location from where service was requested (e.g. "in County or "Out of County).

A complete and correct *Monthly Fees Report* must be submitted to the County Auditor's Office. The *Monthly Fees Report* should contain the following information:

1. The month and year for which collections are being reported
2. Receipt numbers issued during the month in chronological order, containing the following:
    a. Receipt Date
    b. Plaintiff and Defendant Names
    c. Case Number
    d. Type of Service
    e. Indicate whether service request was from "In County" or "Out of County"
    f. Type of Court
    g. County Treasurer's receipt number
    h. Amount of Fee Collected
3. Total amount of fees collected during the month
4. Preparer's signature on the appropriate line of *Monthly Fees Report*
5. Constable's or his Designee's signature of approval on the appropriate line of the *Monthly Fees Report*

Formal monitoring procedures have not been developed and implemented to ensure that a complete and correct *Monthly Fees Report* is submitted to the County Auditor's Office. Failure to submit a complete and correct *Monthly Fees Report* may result in the improper reporting of fees collected.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure that a complete and correct *Monthly Fees Report* is submitted to the County Auditor's Office. At a minimum, the procedures noted above should be implemented.

Please provide written management response to the observation noted above by May 17, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642 or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending March

RECEIVED BY
COUNTY AUDITOR

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE: OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const. Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/1/2013	CITY OF MCALLEN, ET. AL	LUIS FABIAN VELA	10180	T-1373-11-I	WRIT OF EXECUTION		X			X			163305	$ 200.00
3/6/2013	TEXAS MEDICAL DISTRIBUTORS, INC.	JESUS R. MUNOZ DBA ECONO-MED MEDICAL	10181	CV35,618	CITATION X 2 (MILAM CO)	X				X			163445	$ 140.00
3/6/2013	HIDALGO COUNTY, ET AL	MEXIQUE INT'L. CORP.	10182	T-0046-13-F	TAX WARRANT		X			X			163445	$ 200.00
3/6/2013	HIDALGO COUNTY, ET AL	SAHADI'S GOURMET FOODS	10183	T-2056-12-G	TAX WARRANT		X			X			163445	$ 200.00
3/6/2013	HIDALGO COUNTY, ET AL	MIGUEL IGLESIAS III	10184	T-2851-12-J	TAX WARRANT		X			X			163445	$ 200.00
3/7/2013	HIDALGO COUNTY, ET AL	ENRIQUEZ FOOD SERVICES	10185	T-0572-13-C	TAX WARRANT		X			X			163446	$ 200.00
3/7/2013	ESTATE OF GILBERTO RODRIGUEZ	FELIPE VEGA DBA DON FELIPE TAQUERIA	10186	SC2736	SMALL CLAIMS CITATION (CAMERON CO)	X	X	X					163446	$ 70.00
3/12/2013	PSJA ISD, ET AL	SOUTH TEXAS COLLISION CENTER	10187	T-3307-12-H	TAX WARRANT		X			X			163447	$ 200.00
3/12/2013	THOMAS PETROLEUM LLC	KENNETH R. DUKE, SR.	10188	C1V1-15714-A	CITATION (VICTORIA CO)	X			X				163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	DOLORES RAMIREZ	10189	C-1349-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	JONI LEE COBIOS	10190	C-1069-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	ELIEL PENA	10191	C-1403-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	MARY ELLEN LENDOWSKI	10192	C-1445-12-21	CITATION		X	X					163447	$ 70.00
3/12/2013	LACKS VALLEY STORES	SELINA GARCIA	10193	C-1354-12-21	CITATION		X	X					163447	$ 70.00
3/13/2013	HIDALGO COUNTY, ET AL	PRADA INVESTMENTS	10194	T-0390-13-D	TAX WARRANT		X			X			163474	$ 200.00
													Page Total	$ 2,030.00
													Grand Total	

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: Eleodoro Duran
Constable, Precinct 3

Prepared by: Raymond V. Perez

County Auditor's Form AS-C-002

Revised: 3/01

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending March

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/15/2013	HIDALGO COUNTY, ET AL	MEDARDO VILLARREAL	10195	T-2828-12-H	TAX WARRANT		X			X			163595	$ 200.00
3/15/2013	LACKS VALLEY STORES	JOSE ALBERTO LOPEZ	10196	JCD-1015	WRIT OF EXECUTION (STARR CO)	X		X					163595	$ 200.00
3/15/2013	LACKS VALLEY STORES	RENE & ERIKA GARZA	10197	JCD-862	WRIT OF EXECUTION (STARR CO)	X		X					163595	$ 200.00
3/15/2013	AZULEJERA ALCORENSE	MARTIN TOVAR	10198	CC-05-12847-A	WRIT OF EXECUTION (DALLAS CO)	X			X				163595	$ 200.00
3/19/2013	HIDALGO COUNTY, ET AL	ROEL ALVAREZ	10199	T-0022-13-A	TAX WARRANT		X			X			163648	$ 200.00
3/19/2013	CITY OF MCALLEN	GILMORE'S FLOWERS	10200	~~C-0406-13-21~~ T-3302-12-G	TAX WARRANT		X			X			163648	$ 200.00
3/19/2013	GONZALEZ FURNITURE	FEDRA GUERRA	10201	C-0406-13-21	CITATION		X	X					163648	$ 70.00
3/22/2013	LONE STAR NATIONAL BANK	DAVID GARCIA & IRMA GARCIA	10202	CL-11-3891-D	WRIT OF EXECUTION X 2		X		X				163885	$ 400.00
3/22/2013	HIDALGO COUNTY, ET AL	JEFFREY ALVARADO	10203	T-2936-12-J	TAX WARRANT		X			X			163885	$ 200.00
													Page Total	$ 1,870.00
													Grand Total	$ 3,900.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: Eldon Dunn
Constable, Precinct 3

Prepared by: R. V. B.

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bm
DATE: 4/10/13

County Auditor's Form AS-C-002

Revised: 3/01

CONSTABLE PCT. 4 EDDIE GUERRA MONTHLY REPORT

For the Month Ending March 2013

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/4/2013	Cerastes, LLC Successor In Interest of Dodeka, LLC	Ana D. Garcia	9777-4	C-0282-13-21	Writ of Garnishment		X	X					163215	$80.00
3/4/2013	1) State of Texas 2) State of Texas	1) John P. Sandoval 2) Professional Med. Technologies	9778-4	1) CV35,621 2) CV35,621	Civil Claim - 2	X				X			163215	$140.00
3/11/2013	Lack's Valley Stores	David Alonzo Reyes	9779-4	C-1438-12-21	Civil Claim		X	X					163443	$70.00
3/12/2013	1) Gonzalez Furniture 2) Gonzalez Furniture	1) Juana Maria Villarreal 2) Raul Castillo	9780-4	1) C-0399-13-21 2) C-0400-13-21	Small Claim - 2		X	X					163444	$140.00
3/20/2013	Lack's Valley Stores	Maria Campos	9781-4	CC12-279GS	Writ of Execution		X	X					163647	$200.00
3/25/2013	Jerald Ruffin & Nicole Trevino	Zimba, Inc.; Malbec Sushi Tango, LLC & Juan Carlos Zapata dba Alhambra	9782-4	C-0952-13-G	Civil Claims - 3		X			X			163860	$210.00
3/25/2013	VIODED	VIODED	9783-4	VIODED	VIODED								VIODED	$0.00
3/25/2013	Monty L. Finch	Daniel Rene Garza	9784-4	SC-2272	Small Claim	X		X					163860	$70.00
3/25/2013	Jose R. Garcia	Braxton Leal	9785-4	SC81C0038986	Small Claim	X		X					163860	$70.00
3/26/2013	Co. of Watonwan	Yolanda A. Fink	9786-4	1438626304	Civil Claim	X				X			163861	$70.00
3/28/2013	City of Fort Worth, et al	Patricia Wittbold	9787-4	B43887-11	Civil Claim	X				X			163981	$70.00
													Page Total	$1,120.00
													Grand Total	$1,120.00

2013 APR 16 PM 3 39

RECEIVED BY COUNTY AUDITOR

PBC

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____ Constable, Precinct 4

Prepared by: Nayla Muñoz

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____
DATE: 4/16/13

County Auditor's Form AS-C-002 Revised: 3/01

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

April 29, 2012

The Honorable Eddie Guerra
Hidalgo County Constable, Precinct 4
2814 S. Business Highway 281
Edinburg, TX 78539

Ref: Review of *Monthly Fees Report* and Supporting Documentation
For the Month of March 2013

Dear Constable Guerra:

We have conducted a limited scope review of the Constable Precinct 4 *Monthly Fees Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code § 115.002 (a), § 115.002 (b), and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by the Constable Precinct 4 Office on the *Monthly Fees Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Cashier's Daily Close-Out Report/Daily Remittance Form* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Cashier's Daily Close-Out Report/Daily Remittance Form,* and *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Conclusion:
Total collections for the month of March 2013 were $1,120.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor at 318-2511 ext. 4642 or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Enfracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

CONSTABLE PCT. 4 EDDIE GUERRA MONTHLY REPORT

For the Month Ending March 2013

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/4/2013	Cerastes, LLC Successor In Interest of Dodeka, LLC	Ana D. Garcia	9777-4	C-0282-13-21	Writ of Garnishment		X	X					163215	$80.00
3/4/2013	1) State of Texas 2) State of Texas	1) John P. Sandoval 2) Professional Med. Technologies	9778-4	1) CV35,621 2) CV35,621	Civil Claim - 2	X				X			163215	$140.00
3/11/2013	Lack's Valley Stores	David Alonzo Reyes	9779-4	C-1438-12-21	Civil Claim		X	X					163443	$70.00
3/12/2013	1) Gonzalez Furniture 2) Gonzalez Furniture	1) Juana Maria Villarreal 2) Raul Castillo	9780-4	1) C-0399-13-21 2) C-0400-13-21	Small Claim - 2		X	X					163444	$140.00
3/20/2013	Lack's Valley Stores	Maria Campos	9781-4	CC12-279GS	Writ of Execution		X	X					163647	$200.00
3/25/2013	Jerald Ruffin & Nicole Trevino	Zimba, Inc.; Malbec Sushi Tango, LLC & Juan Carlos Zapata dba Alhambra	9782-4	C-0952-13-G	Civil Claims - 3		X			X			163860	$210.00
3/25/2013	VIODED	VIODED	9783-4	VIODED	VIODED								VIODED	$0.00
3/25/2013	Monty L. Finch	Daniel Rene Garza	9784-4	SC-2272	Small Claim	X		X					163860	$70.00
3/25/2013	Jose R. Garcia	Braxton Leal	9785-4	SC81C0038986	Small Claim	X		X					163860	$70.00
3/26/2013	Co. of Watonwan	Yolanda A. Fink	9786-4	1438626304	Civil Claim	X				X			163861	$70.00
3/28/2013	City of Fort Worth, et al	Patricia Wittbold	9787-4	B43887-11	Civil Claim	X				X			163981	$70.00
													Page Total	$1,120.00
													Grand Total	$1,120.00

RECEIVED BY COUNTY CLERK 2013 APR 16 PM 3 39

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____ Constable, Precinct 4

Prepared by: Nayla Muñoz

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 4/18/13

County Auditor's Form AS-C-002 Revised: 3/01

HIDALGO COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
MONTHLY FEES REPORT
MARCH 2013

PBC

Part I: RECAP OF COLLECTIONS

A. TOTAL CASH COLLECTED $29,340.00 ✓

X4, X5, X8, X9, X11

1. ON-SITE SEWAGE DISPOSAL INSPECTION PERMIT FEES
   a. INSTALLATION PERMIT FEE
      1. EDINBURG $8,330.00 X13 ✓
      2. MISSION $680.00 X14 ✓
      3. WESLACO $850.00 X15 ✓

      $9,860.00 X7 ✓

   b. FINAL INSPECTION PERMIT FEE
      1. EDINBURG $5,880.00 X13 ✓
      2. MISSION $480.00 X14 ✓
      3. WESLACO $600.00 X15 ✓

      $6,960.00 X10 ✓
2. RESTAURANT PERMIT FEES $9,000.00 X12 ✓
3. FOOD HANDLER'S CERTIFICATE FEES $3,520.00 X12 ✓
4. MOBILE UNIT DECAL FEES $-
5 REFUND RECIEPT #

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: (Should Match Amt in Part II) $29,340.00 ✓

Part II: SUMMARY OF COLLECTIONS REMITTED TO THE CO. TREASURER

Name of Fee Collected	Fee Amt.	Statute Ref.	# Issued	GL Account Number	Amount Collected
LOCAL FEES					
Installation Permit Fee	$75	HSC § 366.001 (A)	✓ 116 X7	1100-345-21-340-000-0-000	$8,700.00 X7, X8 ✓
Final Inspection Permit Fee	$60	HSC § 366.001 (A)	✓ 116 X10	1100-345-25-340-000-0-000	$6,960.00 X10, X11 ✓
Restaurant Inspection Fee	$100, $50, $25	HSC § 437.012	✓ 183 X3	1100-345-22-340-000-0-000	$9,000.00 X3, X4 ✓
Food Handler's Certificate Fee	$10	HSC § 438.047	✓ 352 X3	1100-345-23-340-001-0-000	$3,520.00 X3, X5 ✓
Mobile Unit Decal Fee	$5	HSC § 121.006 (a)	0	1100-345-24-340-000-0-000	$-
REFUND	$145				
STATE FEES					
TCEQ Waste Water Fee	$10	HSC § 367.010	✓ 116 X7	1100-207-20-000-002-0-000	$1,160.00 X7, X9 ✓

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: $29,340.00 X7, X5, X8, X9 ✓

variance should => "0" -

PREPARED BY — 04/02/2013 DATE

RECEIVED BY COUNTY AUDITOR
APR 3 33
2013

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO APPROVE THE SUBSEQUENT PAYMENT OF THE TCEQ WASTE WATER FEE AMOUNT COLLECTED DURING THIS MONTH TO TCEQ.

4/2/13 DATE — Eligardo Ramos HEALTH DEPARTMENT DIRECTOR

This Report is Due in the Office of the County Auditor before the (5th) workday of the following month.

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMO
DATE: 5/3/13 3/16/13

X1

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 21, 2013

Eduardo Olivarez
Chief Administrator Officer
Hidalgo County Heath & Human Services Department
1304 S. 25th Street
Edinburg, Texas 78539

Re: March 2013 *Environmental Health Division Monthly Fees Report*

Dear Mr. Olivarez:

We have conducted a limited scope review of the *Environmental Health Division Monthly Fees Report* for the month of March 2013 pursuant to Local Government Code § 115.002 (a) and § 115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Environmental Health Division Monthly Fees Report* for the month of March 2013. Our review was not intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made. The responsibility for sound internal controls rests with management.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to ensure proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittance/Close-Out Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the seventh business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Daily Remittance Reports,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of March 2013 were $29,340.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, improvements could be made to the system of internal controls as noted in the following observation.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Observation No. 1:
We noted during our review that deposit slips, at times, were not identified by noting the receipt sequence for which the deposit was being made on the face of the deposit slip.

The County Auditor's Office requires that the deposit slip be identified by noting the date of collection and receipt sequence for which the deposit is being made on the face of the deposit slip.

Formal monitoring procedures have not been developed and implemented to ensure that deposit slips are properly completed. This increases the risk of loss or misuse of County funds.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure that deposit slips are identified by noting the receipt sequence for which the deposit is being made on the face of the deposit slip.

Please provide a written management response to the observation noted above by June 14, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Environmental Health Division Monthly Fees Report*

cc: Mr. Valde Guerra, Executive Officer of Commissioners Court
Mr. Elizardo Ramos, Environmental Health Services Division Manager

HIDALGO COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
MONTHLY FEES REPORT
MARCH 2013 PBC

Part I: RECAP OF COLLECTIONS

A. TOTAL CASH COLLECTED $29,340.00 ✓

X4, X5, X8, X9, X11

1. ON-SITE SEWAGE DISPOSAL INSPECTION PERMIT FEES
   a. INSTALLATION PERMIT FEE
      1. EDINBURG $8,330.00 X13 ✓
      2. MISSION $680.00 X14 ✓
      3. WESLACO $850.00 X15 ✓

      $9,860.00 X7 ✓

   b. FINAL INSPECTION PERMIT FEE
      1. EDINBURG $5,880.00 X13 ✓
      2. MISSION $480.00 X14 ✓
      3. WESLACO $600.00 X15 ✓

      $6,960.00 X10 ✓
2. RESTAURANT PERMIT FEES $9,000.00 X12 ✓
3. FOOD HANDLER'S CERTIFICATE FEES $3,520.00 X12 ✓
4. MOBILE UNIT DECAL FEES $-
5 REFUND RECIEPT #

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: (Should Match Amt in Part II) $29,340.00 ✓

Part II: SUMMARY OF COLLECTIONS REMITTED TO THE CO. TREASURER

Name of Fee Collected	Fee Amt.	Statute Ref.	# Issued	GL Account Number	Amount Collected
LOCAL FEES					
Installation Permit Fee	$75	HSC § 366.001 (A)	✓ 116 X7	1100-345-21-340-000-0-000	$8,700.00 X7, X8 ✓
Final Inspection Permit Fee	$60	HSC § 366.001 (A)	✓ 116 X10	1100-345-25-340-000-0-000	$6,960.00 X10, X11 ✓
Restaurant Inspection Fee	$100, $50, $25	HSC § 437.012	✓ 183 X3	1100-345-22-340-000-0-000	$9,000.00 X3, X4 ✓
Food Handler's Certificate Fee	$10	HSC § 438.047	✓ 352 X3	1100-345-23-340-001-0-000	$3,520.00 X3, X5 ✓
Mobile Unit Decal Fee	$5	HSC § 121.006 (a)	0	1100-345-24-340-000-0-000	$-
REFUND	$145				
STATE FEES					
TCEQ Waste Water Fee	$10	HSC § 367.010	✓ 116 X7	1100-207-20-000-002-0-000	$1,160.00 X7, X9 ✓

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: $29,340.00 X7, X5, X8, X9 ✓

variance should => "0" -

PREPARED BY — DATE 04/02/2013

RECEIVED BY COUNTY AUDITOR APR 3 33 2013

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO APPROVE THE SUBSEQUENT PAYMENT OF THE TCEQ WASTE WATER FEE AMOUNT COLLECTED DURING THIS MONTH TO TCEQ.

4/2/13 DATE — Eliardo Ramos HEALTH DEPARTMENT DIRECTOR

This Report is Due in the Office of the County Auditor before the (5th) workday of the following month.

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bmo
DATE: 5/3/13 5/10/13

X1

HIDALGO COUNTY FIRE MARSHAL MONTHLY REPORT

FOR THE MONTH OF _____March 2013_____

DATE	APPLICANT NAME	RECEIPT NUMBER	Cash	Check	MO	TYPE OF SERVICE	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/5/2013	Arturo Gonzalez	6482	X			Business Occupy	163286	$50.00
3/6/2013	Cleofas Garcia	6483	X			Business Occupy	163287	$100.00
3/6/2013	Juan Pena Construction	6484		X		Building Permit	163287	$322.33
3/6/2013	Alberto Trevino	6485		X		Business Occupy	163287	$50.00
3/6/2013	Jamie Cortina	6486	X			Business Occupy	163287	$50.00
3/6/2013	Maria D. Arce	6487	X			Building Permit	163287	$200.00
3/6/2013	Kim Gonzalez	6488	X			Business Occupy	163287	$50.00
3/6/2013	Gloria Bonillo	6489	X			Business Occupy	163287	$50.00
3/6/2013	Maria Villarreal	6490		X		Business Occupy	163287	$50.00
3/6/2013	Patricia Valdez	6491	X			Day Care	163287	$50.00
3/6/2013	Enchanto Valley. Ranch	6492		X		Business Occupy	163287	$50.00
3/6/2013	DM Roth Inc	6493		X		Business Occupy	163287	$50.00
3/6/2013	Dorio Jaimez	6494	X			Business Occupy	163287	$50.00
3/6/2013	Roberto Morfin	6495	X			Business Occupy	163287	$50.00
3/8/2013	Eduardo Saenz	6496	X			Business Occupy	163390	$50.00
3/12/2013	Dragon Fin System	6497		X		Fixed Pipe System	163569	$50.00
3/13/2013	Mayra Gonzaelz	6498	X			Building Permit	163570	$200.00
3/13/2013	Eliazar Rodriguez	6499		X		Bus. occupancy Fire Alarm System	163570	150.00 ~~$50.00~~
3/13/2013	German Reyna	6500	X			Business Occupy	163570	$50.00
3/13/2013	Sylvia Castillo	6501		X		Business Occupy	163570	$50.00
3/13/2013	Manuel Juarez	6502	X			Business Occupy	163570	$50.00
3/13/2013	Roberto Tafollo	6503	X			Business Occupy	163570	$50.00
3/13/2013	Homero Villarreal	6504	X			Building Permit	163570	$200.00
3/13/2013	Daniel Gutierrez	6505	X			Business Occupy	163570	$50.00
3/13/2013	Kathy Scheverman	6506		X		Group Home	163570	$50.00
3/13/2013	Mayra Gonzaelz	6507	X			Building Permit	163570	$200.00
3/13/2013	Claudette Casas	6508	X			Business Occupy	163570	$50.00
3/18/2013	Bulldog Fire & Safety	6509		X		Fixed Pipe System	163571	150.00 ~~$50.00~~
3/19/2013	Margarita Morales	6510	X			Business Occupy	163616	$50.00
3/20/2013	Angel Barrios	6511		X		Foster Home	163772	$50.00
3/20/2013	Guadalupe Rocha	6512	X			Business Occupy	163772	$50.00
3/20/2013	Hector Lugo	6513		X		Business Occupy	163772	$50.00
3/20/2013	Alejandro Lopez	6514	X			Foster Home	163772	$50.00
3/20/2013	Belia & Julio Tijerina	6515	X			Business Occupy	163772	$50.00
3/20/2013	Bernardino Guerrero	6516	X			Business Occupy	163772	$50.00
3/20/2013	Hector Contreras	6517	X			Business Occupy	163772	$50.00
3/20/2013	Edson Hernandez	6518	X			Business Occupy	163772	$50.00
3/20/2013	Ramiro Valdez	6519		X		Day Care	163772	$50.00

EXHIBIT A

3/20/2013	Alexander Arismendz	6520		X		Business Occupy	163772	$50.00
3/20/2013	Joshua Flores	6521	X			Business Occupy	163772	$50.00
3/25/2013	Thelma Salinas/Nestor Garza	6522	X			Business Occupy	163773	$50.00
3/27/2013	Juan M. Arroyo	6523	X			Business Occupy	163823	$50.00
3/27/2013	Ramiro Arroyo	6524	X			Business Occupy	163823	$50.00
3/27/2013	Jamie Rodriguez	6525	X			Business Occupy	163823	$50.00
3/27/2013	Perla Cortez	6526	X			Business Occupy	163823	$50.00
3/27/2013	Manuel Campos/Laura Gonzalez	6527	X			Business Occupy	163823	$50.00
3/27/2013	Martha Costilla	6528	X			Business Occupy	163823	$50.00
3/27/2013	Mario E. Hernandez	6529		X		Building Permit	163823	$200.00
3/27/2013	Eliadio Moreno Jr.	6530	X			Business Occupy	163823	$50.00
3/27/2013	Gabriela Cardenas	6531	X			Business Occupy	163823	$50.00
3/27/2013	Narcedalia Ozuna	6532	X			Building Permit	163823	$50.00
3/27/2013	Alfredo Cervantes	6533	X			Business Occupy	163823	$50.00
3/27/2013	Joel Flores	6534		X		Business Occupy	163823	$50.00
3/27/2013	Joe Flores	6535	X			Day Care	163823	$50.00
3/27/2013	Cosme Gomez	6536	X			Business Occupy	163823	$50.00
3/27/2013	Juan M. Villavicencio	6537	X			Business Occupy	163823	$50.00
3/27/2013	Raquel Saenz	6538	X			Business Occupy	163823	$50.00
3/27/2013	Irene Vasquez	6539	X			Building Permit	163823	$200.00
3/27/2013	Juanita Padilla	6540	X			Business Occupy	163823	$50.00
3/27/2013	Gabriel Macias	6541		X		Business Occupy	163823	$50.00
						Page Total		~~$4,222.33~~
						Grand Total		~~$4,222.33~~

This report has been personally reviewed by me and I certify the above to be true and correct to the best of my knowledge.

4,922.33
X23

Approved by: _____ Fire Marshal — 04/17/13 Date

Prepared by: Sulema Clerk III — 4/17/13 Date

Print Name: Juan Martinez

Print Name: Sulema Cavazos

This report is due in the Office of the County Auditor on or before the fifth (5th) business day after the end of the month.

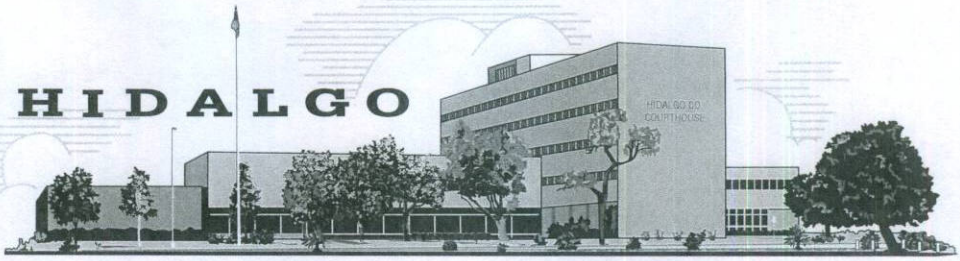
County Auditor's Form: ARS-FM-001
Revised 10/04

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [signature]
DATE: 4/29/13 5/8/13

EXHIBIT A

X1C

COUNTY of HIDALGO
HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 21, 2013

Mr. Juan Martinez
Hidalgo County Fire Marshal
1124 N. M Road
Edinburg, Texas 78539

Ref: Review of *Monthly Report* and Supporting Documentation
For the Month of March 2013

Dear Mr. Martinez:

We conducted a limited scope review of the *Monthly Report* and all supporting documentation for the month of March 2013 pursuant to Local Government Code §115.002 (a), and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope and Methodology:
The scope of our review was limited to collections reported by the Fire Marshal's Office on the *Monthly Report* for the month of March 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine whether proper fee amounts were collected and reported.
- Verified that receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittance Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the seventh business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Daily Remittance Reports*, and the *Monthly Report* to verify proper completion.

Conclusion:
Total collections for the month of March 2013 were $4,422.33. Based on the results of our review, we have concluded that generally fees collected were properly accounted and reported.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

THE COUNTY OF HIDALGO TEXAS

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LÓPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

HIDALGO COUNTY FIRE MARSHAL MONTHLY REPORT

FOR THE MONTH OF _____March 2013_____PBC_____

DATE	APPLICANT NAME	RECEIPT NUMBER	Cash	Check	MO	TYPE OF SERVICE	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
3/5/2013	Arturo Gonzalez	6482	X			Business Occupy	163286	$50.00
3/6/2013	Cleofas Garcia	6483	X			Business Occupy	163287	$100.00
3/6/2013	Juan Pena Construction	6484		X		Building Permit	163287	$322.33
3/6/2013	Alberto Trevino	6485		X		Business Occupy	163287	$50.00
3/6/2013	Jamie Cortina	6486	X			Business Occupy	163287	$50.00
3/6/2013	Maria D. Arce	6487	X			Building Permit	163287	$200.00
3/6/2013	Kim Gonzalez	6488	X			Business Occupy	163287	$50.00
3/6/2013	Gloria Bonillo	6489	X			Business Occupy	163287	$50.00
3/6/2013	Maria Villarreal	6490		X		Business Occupy	163287	$50.00
3/6/2013	Patricia Valdez	6491	X			Day Care	163287	$50.00
3/6/2013	Enchanto Valley, Ranch	6492		X		Business Occupy	163287	$50.00
3/6/2013	DM Roth Inc	6493		X		Business Occupy	163287	$50.00
3/6/2013	Dorio Jaimez	6494	X			Business Occupy	163287	$50.00
3/6/2013	Roberto Morfin	6495	X			Business Occupy	163287	$50.00
3/8/2013	Eduardo Saenz	6496	X			Business Occupy	163390	$50.00
3/12/2013	Dragon Fin System	6497		X		Fixed Pipe System	163569	$50.00
3/13/2013	Mayra Gonzaelz	6498	X			Building Permit	163570	$200.00
3/13/2013	Eliazar Rodriguez	6499		X		Bus. occupancy Fire Alarm System	163570	150.00 ~~$50.00~~
3/13/2013	German Reyna	6500	X			Business Occupy	163570	$50.00
3/13/2013	Sylvia Castillo	6501		X		Business Occupy	163570	$50.00
3/13/2013	Manuel Juarez	6502	X			Business Occupy	163570	$50.00
3/13/2013	Roberto Tafollo	6503	X			Business Occupy	163570	$50.00
3/13/2013	Homero Villarreal	6504	X			Building Permit	163570	$200.00
3/13/2013	Daniel Gutierrez	6505	X			Business Occupy	163570	$50.00
3/13/2013	Kathy Schevernan	6506		X		Group Home	163570	$50.00
3/13/2013	Mayra Gonzaelz	6507	X			Building Permit	163570	$200.00
3/13/2013	Claudette Casas	6508	X			Business Occupy	163570	$50.00
3/18/2013	Bulldog Fire & Safety	6509		X		Fixed Pipe System	163571	150.00 ~~$50.00~~
3/19/2013	Margarita Morales	6510	X			Business Occupy	163616	$50.00
3/20/2013	Angel Barrios	6511		X		Foster Home	163772	$50.00
3/20/2013	Guadalupe Rocha	6512	X			Business Occupy	163772	$50.00
3/20/2013	Hector Lugo	6513		X		Business Occupy	163772	$50.00
3/20/2013	Alejandro Lopez	6514	X			Foster Home	163772	$50.00
3/20/2013	Belia & Julio Tijerina	6515	X			Business Occupy	163772	$50.00
3/20/2013	Bernardino Guerrero	6516	X			Business Occupy	163772	$50.00
3/20/2013	Hector Contreras	6517	X			Business Occupy	163772	$50.00
3/20/2013	Edson Hernandez	6518	X			Business Occupy	163772	$50.00
3/20/2013	Ramiro Valdez	6519		X		Day Care	163772	$50.00

EXHIBIT A

X1

3/20/2013	Alexander Arismendz	6520		X		Business Occupy	163772	$50.00
3/20/2013	Joshua Flores	6521	X			Business Occupy	163772	$50.00
3/25/2013	Thelma Salinas/Nestor Garza	6522	X			Business Occupy	163773	$50.00
3/27/2013	Juan M. Arroyo	6523	X			Business Occupy	163823	$50.00
3/27/2013	Ramiro Arroyo	6524	X			Business Occupy	163823	$50.00
3/27/2013	Jamie Rodriguez	6525	X			Business Occupy	163823	$50.00
3/27/2013	Perla Cortez	6526	X			Business Occupy	163823	$50.00
3/27/2013	Manuel Campos/Laura Gonzalez	6527	X			Business Occupy	163823	$50.00
3/27/2013	Martha Costilla	6528	X			Business Occupy	163823	$50.00
3/27/2013	Mario E. Hernandez	6529		X		Building Permit	163823	$200.00
3/27/2013	Eliadio Moreno Jr.	6530	X			Business Occupy	163823	$50.00
3/27/2013	Gabriela Cardenas	6531	X			Business Occupy	163823	$50.00
3/27/2013	Narcedalia Ozuna	6532	X			Building Permit	163823	$50.00
3/27/2013	Alfredo Cervantes	6533	X			Business Occupy	163823	$50.00
3/27/2013	Joel Flores	6534		X		Business Occupy	163823	$50.00
3/27/2013	Joe Flores	6535	X			Day Care	163823	$50.00
3/27/2013	Cosme Gomez	6536	X			Business Occupy	163823	$50.00
3/27/2013	Juan M. Villavicencio	6537	X			Business Occupy	163823	$50.00
3/27/2013	Raquel Saenz	6538	X			Business Occupy	163823	$50.00
3/27/2013	Irene Vasquez	6539	X			Building Permit	163823	$200.00
3/27/2013	Juanita Padilla	6540	X			Business Occupy	163823	$50.00
3/27/2013	Gabriel Macias	6541		X		Business Occupy	163823	$50.00
							Page Total	~~$4,222.33~~
							Grand Total	~~$4,222.33~~

This report has been personally reviewed by me and I certify the above to be true and correct to the best of my knowledge.

4,422.33
X23

Approved by: _____ Fire Marshal — 4/17/13 Date

Prepared by: Sulema Cavazos Clerk III — 4/17/13 Date

Print Name: Juan Martinez

Print Name: Sulema Cavazos

This report is due in the Office of the County Auditor on or before the fifth (5th) business day after the end of the month.

County Auditor's Form: ARS-FM-001
Revised 10/04

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMO 47
DATE: 4/29/13 5/8/13

EXHIBIT A

X10

HIDALGO COUNTY, TEXAS
DELTA LAKE PARK, PRECINCT 1
MONTHLY REPORT FOR THE MONTH ENDING
April 2013

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	COUNTY TREASURER DATE OF DEPOSIT	COUNTY TREASURER RECEIPT NUMBER	DEPOSIT SLIP NUMBER
1	4/1/2013				$ -	$ -			211 0
2	4/2/2013				$ -	$ -			211 0
3	4/3/2013				$ -	$ -			211 0
4	4/4/2013				$ -	$ -			211 0
5	4/5/2013				$ -	$ -			211 0
6	4/6/2013				$ -	$ -			211 0
7	4/7/2013	305424	305518	95	$ 190.00	$ 190.00	4/8/2013	164072	211 02326
8	4/8/2013				$ -	$ -			211 0
9	4/9/2013				$ -	$ -			211 0
10	4/10/2013				$ -	$ -			211 0
11	4/11/2013				$ -	$ -			211 0
12	4/12/2013				$ -	$ -			211 0
13	4/13/2013				$ -	$ -			211 0
14	4/14/2013	305519	305636	118	$ 236.00	$ 236.00	4/15/2013	164180	211 02327
15	4/15/2013				$ -	$ -			211 0
16	4/16/2013				$ -	$ -			211 0
17	4/17/2013				$ -	$ -			211 0
18	4/18/2013				$ -	$ -			211 0
19	4/19/2013				$ -	$ -			211 0
20	4/20/2013				$ -	$ -			211 0
21	4/21/2013	305637	305739	103	$ 206.00	$ 207.00	4/23/2013	164409	211 02328
22	4/22/2013				$ -	$ -			211 0
23	4/23/2013				$ -	$ -			211 0
24	4/24/2013				$ -	$ -			211 0
25	4/25/2013				$ -	$ -			211 0
26	4/26/2013				$ -	$ -			211 0
27	4/27/2013				$ -	$ -			211 0
28	4/28/2013	305740	305751	12	$ 24.00	$ 24.00	4/29/2013	164546	211 02329
29	4/29/2013				$ -	$ -			211 0
30	4/30/2013				$ -	$ -			211 0
31	5/1/2013				$ -				211 0
				328	$ 656.00	$657.00			

TOTAL RECEIPTS AND FUNDS COLLECTED: 328 x $2.00 $ 656.00

TOTAL AMOUNT DUE TO GENERAL FUND------**1100-347-40-121-000-0-000**---------- $ 656.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND---------- $ 657.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER---------- $ (1.00)

PREPARED BY: Juan C. Cárdenas DATE:. 5/1/13

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A.C. CUELLAR, JR.
COMMISSIONER PRCT NO. 1

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMD JP
DATE: 5/7/13 5/18/13

5/1/13
DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT.#1-002 REVISED:4/10

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

EDINBURG, TEXAS 78539

May 17, 2013

The Honorable A.C. Cuellar, Jr.
Hidalgo County Commissioner Pct. No. 1
1902 Joe Stephens Suite 101
Weslaco, Texas 78596

RE: Review of Delta Lake *Monthly Fees Report* and Supporting Documentation
For the Month of April 2013

Dear Commissioner Cuellar:

We conducted a limited scope review of the Delta Lake *Monthly Fees Report* and all supporting documentation for the month of April 2013 pursuant to Local Government Code §115.002 (a), and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported on the *Monthly Fees Report* for the month of April 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Verified tickets issued followed sequential order.
- Reviewed *Cashier's Daily Close-Out Report/Daily Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Verified that collections per the *Monthly Fees Report* agreed to total tickets issued and the deposits made with the County Treasurer.
- Verified the *Monthly Fees Report* was submitted in a timely manner to the County Auditor's Office.
- Verified the *Cashier's Daily Close-Out Report/Daily Remittance Forms* and *Monthly Fees Report* were properly completed.

Conclusion:
Total collections for the month of April 2013 were 657.00. Based on our results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
According to the Delta Lake Park staff, effective July 21, 2012 the park entrance fees have been waived from Monday through Saturday. The park entrance fee is only collected on Sundays.

Local Government Code Sec. 316.001(4) states "the commissioners court of a county may set and collect fees for admission to a county park, if approved by a majority of the qualified voters of the county voting on the issue at a referendum election, which the commissioners court may order and hold for that purpose. Local Government Code Sec.316.004 further states that "the commissioners court may set and collect the fees in different amounts or may waive the fees in consideration of the following factors: (1) the time of the day at which or the day of the week on which a facility or service is used; (2) the size of a group wishing to use a facility or service; (3) the special circumstances of certain classes of persons, including elderly persons and indigent persons; or (4) other factors that the court considers to justify a different fee or the waiver of a fee".

Commissioner's Court approval to waive the park entrance fee was not obtained.

Recommendation:
Commissioners Court approval to waive the park entrance fee should be obtained.

Observation No 2:
An overage of $1.00 was noted on the Cashier's Daily Close-Out Report/Daily Remittance Form dated April 30, 2013. According to the Parks Director, the overage resulted from failure to issue out the proper change because the customer did not want to wait.

The County Auditor Office requires that an official county receipt (park entrance ticket) be issued for each payment received. The cashier must count currency and coins in front of the customer and issue out the proper change prior to issuing a receipt.

Formal monitoring procedures have not been implemented to ensure an official county receipt (park entrance ticket) issued for each payment received.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure an official county receipt (park entrance ticket) is issued for each payment received. At a minimum, the procedures noted above should be implemented.

Please provide a written management response to the observations noted above by May 28, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

HIDALGO COUNTY, TEXAS
DELTA LAKE PARK, PRECINCT 1
MONTHLY REPORT FOR THE MONTH ENDING
April 2013

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	COUNTY TREASURER DATE OF DEPOSIT	COUNTY TREASURER RECEIPT NUMBER	DEPOSIT SLIP NUMBER
1	4/1/2013				$ -	$ -			211 0
2	4/2/2013				$ -	$ -			211 0
3	4/3/2013				$ -	$ -			211 0
4	4/4/2013				$ -	$ -			211 0
5	4/5/2013				$ -	$ -			211 0
6	4/6/2013				$ -	$ -			211 0
7	4/7/2013	305424	305518	95	$ 190.00	$ 190.00	4/8/2013	164072	211 02326
8	4/8/2013				$ -	$ -			211 0
9	4/9/2013				$ -	$ -			211 0
10	4/10/2013				$ -	$ -			211 0
11	4/11/2013				$ -	$ -			211 0
12	4/12/2013				$ -	$ -			211 0
13	4/13/2013				$ -	$ -			211 0
14	4/14/2013	305519	305636	118	$ 236.00	$ 236.00	4/15/2013	164180	211 02327
15	4/15/2013				$ -	$ -			211 0
16	4/16/2013				$ -	$ -			211 0
17	4/17/2013				$ -	$ -			211 0
18	4/18/2013				$ -	$ -			211 0
19	4/19/2013				$ -	$ -			211 0
20	4/20/2013				$ -	$ -			211 0
21	4/21/2013	305637	305739	103	$ 206.00	$ 207.00	4/23/2013	164409	211 02328
22	4/22/2013				$ -	$ -			211 0
23	4/23/2013				$ -	$ -			211 0
24	4/24/2013				$ -	$ -			211 0
25	4/25/2013				$ -	$ -			211 0
26	4/26/2013				$ -	$ -			211 0
27	4/27/2013				$ -	$ -			211 0
28	4/28/2013	305740	305751	12	$ 24.00	$ 24.00	4/29/2013	164546	211 02329
29	4/29/2013				$ -	$ -			211 0
30	4/30/2013				$ -	$ -			211 0
31	5/1/2013				$ -				211 0
				328	$ 656.00	$657.00			

TOTAL RECEIPTS AND FUNDS COLLECTED: 328 x $2.00 $ 656.00

TOTAL AMOUNT DUE TO GENERAL FUND------**1100-347-40-121-000-0-000**---------- $ 656.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND---------- $ 657.00 x32
TOTAL FUNDS DUE TO THE COUNTY TREASURER---------- $ (1.00)

PREPARED BY: Juan C. Cárdenas DATE:. **5/1/13**

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A.C. CUELLAR, JR.
COMMISSIONER PRCT NO. 1

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bmo JP
DATE: 5/7/13 5/8/13

5/1/13
DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT.#1-002 REVISED:4/10

X1

Constable Celestino Avila Jr. Monthly Report

For the Month Ending APRIL 2013

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Tuesday, April 02, 2013	David A. Perez	Julian Castillo	010638-1	SC13-027JM	Small Claims	In County	Justice Clerk	163980	$70.00
Tuesday, April 02, 2013	FEDERICO VALLEJO	Robert Benitez	010639-1	SC13-028JM	Small Claims	In County	Justice Clerk	163980	$70.00
Tuesday, April 02, 2013	Belen Sepulveda	Jose Torres and all Occupants	010640-1	FED13-043JM	FED	In County	Justice Clerk	163980	$70.00
Tuesday, April 02, 2013	Southside Bank	Chris D. Davis and Rachel A Wehring-Davis D/B/A Country Chiropractic Clinic	010641-1	46,776-B	Writ of Execution	Out of County	County Clerk	163980	$200.00
Tuesday, April 09, 2013	Champion Energy Services, LLP	Magin Rivas- not served deceased	010642-1	984487,701	Writ of Execution	Out of County	County Clerk	164127	$200.00
Tuesday, April 09, 2013	Rosa Isela Diaz	Mr. Marcos Constantino Ybarra	010643-1	SC13-032JM	Small Claims	In County	Justice Clerk	164127	$70.00
Wednesday, April 10, 2013	Leticia Vela	Cristobal Cortez and all other Occupants	010644-1	FED13-045JM	FED	In County	Justice Clerk	164135	$70.00
Wednesday, April 10, 2013	Salvador & Adriana Martinez	Elpidio or Maria E.Alegria	010645-1	SC13-033JM	Small Claims	In County	Justice Clerk	164135	$70.00
Thursday, April 11, 2013	Affordable Homes of South Texas, Inc.	Arlinda Yanez and all other Occupants	010646-1	FED13-040JM	Writ of Possession	In County	Justice Clerk	164170	$200.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1*

Prepared by: _____ *Chief Deputy*

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Thursday, April 11, 2013	Flora N. Canas	Jorge Cordova	010647-1	SM-13-00360	Small Claims	Out of County	Justice Clerk	164170	$70.00
Monday, April 15, 2013	Patrick Mccoy	H & H Products Company, INC., ET AL	010648-1	153-265369-13	Civil Claims	Out of County	District Clerk	164203	$70.00
Tuesday, April 16, 2013	Joel Lerma	Guadalupe Guerrero and all other Occupants	010649-1	FED13-047JM	FED	In County	Justice Clerk	164398	$70.00
Friday, April 19, 2013	New Millennium L. Investment	Eduardo Sustaita (and all occupants)	010650-1	FED13-049JM	FED	In County	Justice Clerk	164403	$70.00
Monday, April 29, 2013	RITA H. STRICKLAND	MARTIN MARTINEZ (AND ALL OTHER OCCUPANTS)	010651-1	FED13-051JM	FED	In County	Justice Clerk	164547	$70.00
Tuesday, April 30, 2013	Eloisa Mercado (received paper 4-29-13)	Richard & Azeneth Acevedo	010652-1	CC13-085JM	Civil Claims	In County	Justice Clerk	164616	$70.00
Tuesday, April 30, 2013	Eloisa Mercado (received paper 4-29-13)	Richard & Azeneth Acevedo	010652-1	CC13-085JM	Civil Claims	In County	Justice Clerk	164616	$70.00

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMO
DATE: 5/10/13 5/14/13

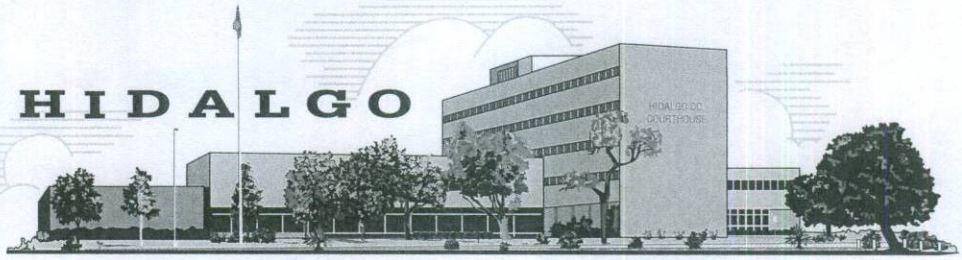
Grand Total X24 **$1,510.00**

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1* *Prepared by:* _____ *Chief Deputy*

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 20, 2013

The Honorable Celestino Avila
Hidalgo County Constable, Precinct 1
1902 Joe Stephens Blvd. Suite 303
Weslaco, TX 78596

Ref: Review of the *Monthly Fees Report* and Supporting Documentation
For the Month of April 2013

Dear Constable Avila:

We have conducted a limited scope review of the Constable Precinct 1 *Monthly Fees Report* and all supporting documentation for the month of April 2013 pursuant to Local Government Code § 115.002 (a), § 115.002 (b), and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine whether proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Weekly Remittance Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the seventh business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Weekly Remittance Reports* and *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Conclusion:
Total collections for the month of April 2013 were $1,510.00. Based on the results of our review, we have concluded that generally fees collected were properly accounted and reported; however, the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
We noted during our review that the *Cashier's Daily Close-Out Report/Daily Remittance* reports did not contain the date of approval.

The County Auditor's Office requires that the date of approval be noted on the *Cashier's Daily Close-Out Report/Daily Remittance* reports.

Formal monitoring procedures have not been developed and implemented to ensure the date of approval is noted on the *Cashier's Daily Close-Out Report/Daily Remittance* reports.

Recommendation:
Management should implement formal monitoring procedures to ensure the date of approval is noted on the *Cashier's Daily Close-Out Report/Daily Remittance* reports.

Observation No. 2:
Odyssey, the County's justice/receipting information system, was installed and training regarding its use was provided to the Constable's staff. However, we noted that *Odyssey* was not utilized to receipt collections. Instead, manual official County receipts were issued. In addition, the manual receipts were not subsequently entered into *Odyssey*.

The County Auditor's Office requires that a computerized receipting system be used, if available, to receipt collections. Manual receipts should only be utilized if the computerized receipting system is non-operational. If a department with a computerized receipting system uses manual receipts, those manual receipts must be entered into the computerized receipting system as soon as possible, but in no event later than the next business day after the computerized receipting system is operational. Each manual receipt and corresponding computer-generated receipt should be cross-referenced.

Formal procedures have not been developed and implemented to ensure *Odyssey* is utilized to receipt collections.

Recommendation:
Management should develop and implement formal procedures to ensure that *Odyssey* is utilized to receipt collections. Management should contact the Information Technology Department to request their assistance regarding the use of *Odyssey* to receipt collections.

Please provide a written management response to the observations noted above by June 7, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor at 318-2511 ext. 4642 or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

cc: Mr. Valde Guerra, Commissioners Court Executive Officer

THE COUNTY OF HIDALGO TEXAS

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Constable Celestino Avila Jr. Monthly Report

For the Month Ending APRIL 2013

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Tuesday, April 02, 2013	David A. Perez	Julian Castillo	010638-1	SC13-027JM	Small Claims	In County	Justice Clerk	163980	$70.00
Tuesday, April 02, 2013	FEDERICO VALLEJO	Robert Benitez	010639-1	SC13-028JM	Small Claims	In County	Justice Clerk	163980	$70.00
Tuesday, April 02, 2013	Belen Sepulveda	Jose Torres and all Occupants	010640-1	FED13-043JM	FED	In County	Justice Clerk	163980	$70.00
Tuesday, April 02, 2013	Southside Bank	Chris D. Davis and Rachel A Wehring-Davis D/B/A Country Chiropractic Clinic	010641-1	46,776-B	Writ of Execution	Out of County	County Clerk	163980	$200.00
Tuesday, April 09, 2013	Champion Energy Services, LLP	Magin Rivas- not served deceased	010642-1	984487.701	Writ of Execution	Out of County	County Clerk	164127	$200.00
Tuesday, April 09, 2013	Rosa Isela Diaz	Mr. Marcos Constantino Ybarra	010643-1	SC13-032JM	Small Claims	In County	Justice Clerk	164127	$70.00
Wednesday, April 10, 2013	Leticia Vela	Cristobal Cortez and all other Occupants	010644-1	FED13-045JM	FED	In County	Justice Clerk	164135	$70.00
Wednesday, April 10, 2013	Salvador & Adriana Martinez	Elpidio or Maria E.Alegria	010645-1	SC13-033JM	Small Claims	In County	Justice Clerk	164135	$70.00
Thursday, April 11, 2013	Affordable Homes of South Texas, Inc.	Arlinda Yanez and all other Occupants	010646-1	FED13-040JM	Writ of Possession	In County	Justice Clerk	164170	$200.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1*

Prepared by: _____ *Chief Deputy*

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Thursday, April 11, 2013	Flora N. Canas	Jorge Cordova	010647-1	SM-13-00360	Small Claims	Out of County	Justice Clerk	164170	$70.00
Monday, April 15, 2013	Patrick Mccoy	H & H Products Company, INC., ET AL	010648-1	153-265369-13	Civil Claims	Out of County	District Clerk	164203	$70.00
Tuesday, April 16, 2013	Joel Lerma	Guadalupe Guerrero and all other Occupants	010649-1	FED13-047JM	FED	In County	Justice Clerk	164398	$70.00
Friday, April 19, 2013	New Millennium L. Investment	Eduardo Sustaita (and all occupants)	010650-1	FED13-049JM	FED	In County	Justice Clerk	164403	$70.00
Monday, April 29, 2013	RITA H. STRICKLAND	MARTIN MARTINEZ (AND ALL OTHER OCCUPANTS)	010651-1	FED13-051JM	FED	In County	Justice Clerk	164547	$70.00
Tuesday, April 30, 2013	Eloisa Mercado (received paper 4-29-13)	Richard & Azeneth Acevedo	010652-1	CC13-085JM	FED Civil Claims	In County	Justice Clerk	164616	$70.00
Tuesday, April 30, 2013	Eloisa Mercado (received paper 4-29-13)	Richard & Azeneth Acevedo	010652-1	CC13-085JM	FED Civil Claims	In County	Justice Clerk	164616	$70.00

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____
DATE: 5/10/13 5/14/13

Grand Total X24 **$1,510.00**

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1* *Prepared by:* _____ *Chief Deputy*

X24

CONSTABLE MARTIN CANTU MONTHLY REPORT

For the Month Ending April 30. 2013

PBC

ORIGINAL

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE: OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County ClerR	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
4/8/2013	Gonzalez Furniture Company	Luisa Marquez	9185-2	C-0507-13-21	Civil Claims		X	X					164069	$70.00
4/8/2013	TBF Financial, LLC	Express , Inc.	9186-2	CC-13-01918-D	Civil Claims	X			X				164069	$70.00
4/8/2013	Julian Casarez Mid Valley Grass	JEV Jurado Builderz	9187-2	SC13-030JM	Small Claims		X	X					164069	$70.00
4/12/2013	~~Lam, Lyn Sphilip PLC~~ Xerox Corporation	Portman Printing / Juan Cavazos	9188-2	CL-12-1993-G	Writ of Execution		X		X				164181	$200.00
4/15/2013	~~Lanier Westermann P.C.~~ Patrick McCoy	H&H Produce Co. Inc.	9189-2	153-265-369-13	Civil Claims	X				X			164407	$70.00
4/15/2013	~~Thomas Feldman & Wilshusen LLP~~ Ahern Rental Inc	Lone Star National Bank	9190-2	2013-CI-05303	Writ of Garnishment	X				X			164407	$80.00
4/15/2013	~~Shuttle Worth Law Firm LLC~~ Kart Brokerage Service	Bucks Fresh Produce LLC	9191-2	13AW-AC00135	Summons	X			X				164407	$70.00
4/23/2013	Gonzalez Furniture Company	Sulema Flores	9192-2	C-0655-13-21	Civil Claims		X	X					164408	$70.00
4/23/2013	Cris Gonzalez	Erika/Marcos Salinas	`9193-2	SC 2740	Small Claims X 2	X		X					164408	$140.00
													Page Total	$840.00
													Grand Total	$840.00

X24 1

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

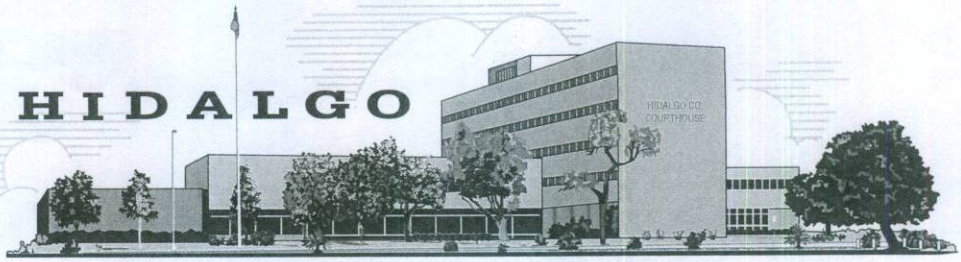
Approved by: _____ Constable, Precinct 2

Prepared by: _____

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____
DATE: 5/9/13 5/10/13

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 17, 2013

The Honorable Martin Cantu
Hidalgo County Constable, Precinct 2
300 W. Hall Acres, Ste. E
Pharr, TX 78577

Ref: Review of *Monthly Fees Report* and Supporting Documentation
For the Month of April 2013

Dear Constable Cantu:

We have conducted a limited scope review of the Constable Precinct 2 *Monthly Fees Report* and all supporting documentation for the month of April 2013 pursuant to Local Government Code § 115.002 (a), § 115.002 (b), and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Weekly Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Weekly Remittance Forms,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of April 2013 were $840.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, improvements could be made to the system of internal controls as noted in the following observation.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Observation No. 1:
We noted during our review that the *Monthly Fees Report* was not properly completed. The report was missing the County Treasurer's receipt numbers. In addition, at times, the incorrect plaintiff's name was noted on the report .

The County Auditor's Office requires that a complete and correct *Monthly Fees Report* be submitted to the County Auditor's Office. The *Monthly Fees Report* should contain the following information:

1. The month and year for which collections are being reported.
2. Receipt numbers issued during the month in chronological order, containing the following:
    a. Receipt Date
    b. Plaintiff and Defendant Names
    c. Cause Number
    d. Type of Service
    e. Indicate whether service request was from "In County" or "Out of County"
    f. Type of Court
    g. County Treasurer's receipt number
    h. Amount of Fee Collected
3. Total amount of fees collected during the month
4. Preparer's signature on the appropriate line of *Monthly Fees Report*
5. Constable's or his Designee's signature of approval on the appropriate line of the *Monthly Fees Report*

Formal monitoring procedures have not been developed and implemented to ensure that a properly completed *Monthly Fees Report* is submitted to the County Auditor's Office. Failure to submit a properly completed *Monthly Fees Report* may result in the improper reporting of fees collected.

Recommendation:
Management should develop and implement formal monitoring procedures to ensure that a properly completed *Monthly Fees Report* is submitted to the County Auditor's Office. At a minimum, the procedures noted above should be implemented.

Please provide written management response to the observation noted above by May 28, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to contact Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642 or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

CONSTABLE MARTIN CANTU MONTHLY REPORT

For the Month Ending April 30. 2013

PBC

ORIGINAL

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE: OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County ClerR	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
4/8/2013	Gonzalez Furniture Company	Luisa Marquez	9185-2	C-0507-13-21	Civil Claims		X	X					164069	$70.00
4/8/2013	TBF Financial, LLC	Express , Inc.	9186-2	CC-13-01918-D	Civil Claims	X			X				164069	$70.00
4/8/2013	Julian Casarez Mid Valley Grass	JEV Jurado Builderz	9187-2	SC13-030JM	Small Claims		X	X					164069	$70.00
4/12/2013	~~Lam, Lyn Sphilip PLC~~ Xerox Corporation	Portman Printing / Juan Cavazos	9188-2	CL-12-1993-G	Writ of Execution		X		X				164181	$200.00
4/15/2013	~~Lanier Westermann P.C.~~ Patrick McCoy	H&H Produce Co. Inc.	9189-2	153-265-369-13	Civil Claims	X				X			164407	$70.00
4/15/2013	~~Thomas Feldman & Wilshusen LLP~~ Ahern Rental Inc	Lone Star National Bank	9190-2	2013-CI-05303	Writ of Garnishment	X				X			164407	$80.00
4/15/2013	~~Shuttle Worth Law Firm LLC~~ Kart Brokerage Service	Bucks Fresh Produce LLC	9191-2	13AW-AC00135	Summons	X			X				164407	$70.00
4/23/2013	Gonzalez Furniture Company	Sulema Flores	9192-2	C-0655-13-21	Civil Claims		X	X					164408	$70.00
4/23/2013	Cris Gonzalez	Erika/Marcos Salinas	`9193-2	SC 2740	Small Claims X 2	X		X					164408	$140.00
													Page Total	$840.00
													Grand Total	$840.00

X24 17

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____
Constable, Precinct 2

Prepared by: _____

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____ Page 1 of 1
DATE: 5/9/13 5/10/13

County Auditor's Form AS-C-002 Revised: 1/13

X

HIDALGO COUNTY, TEXAS
ANZALDUAS PARK, PRECINCT 3
MONTHLY REPORT FOR THE MONTH ENDING
April 30, 2013

PBC

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	COUNTY TREASURER DATE OF DEPOSIT	COUNTY TREASURER RECEIPT NUMBER	DEPOSIT SLIP NUMBER	
1	4/1/2013								231	
2	4/2/2013								231	
3	4/3/2013								231	
4	4/4/2013								231	
5	4/5/2013								231	
6	4/6/2013	359374	359426	53	$ 212.00	$ 212.00	4/6/2013	164035	231	00664
7	4/7/2013	359427	359543	117	$ 468.00	$ 468.00	4/7/2013	164038	231	00665
8	4/8/2013					$ 4.00	4/8/2013	164038	231	00666
9	4/9/2013								231	
10	4/10/2013								231	
11	4/11/2013								231	
12	4/12/2013								231	
13	4/13/2013	359544	359698	155	$ 620.00	$ 620.00	4/13/2013	164227	231	00667
14	4/14/2013	359699	359824	126	$ 504.00	$ 504.00	4/14/2013	164230	231	00668
15	4/15/2013								231	
16	4/16/2013								231	
17	4/17/2013								231	
18	4/18/2013								231	
19	4/19/2013								231	
20	4/20/2013	359825	359877	0 (53)	$ 212.00	$ 216.00	4/20/2013	164411	231	00669
21	4/21/2013	359878	359971	94	$ 376.00	$ 376.00	4/21/2013	164412	231	00670
22	4/22/2013								231	
23	4/23/2013								231	
24	4/24/2013								231	
25	4/25/2013								231	
26	4/26/2013								231	
27	4/27/2013	359972	360031	60	$ 240.00	$ 240.00	4/27/2013	164619	231	00671
28	4/28/2013	360032	360057	26	$ 104.00	$ 104.00	4/28/2013	164620	231	00672
29	4/29/2013								231	
30	4/30/2013								231	
31									231	
				684	x $4.00			$2,736.00		

TOTAL AMOUNT DUE TO GENERAL FUND------**1100-347-40-123-000-0-000**---------- $2,744.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND---------- $2,744.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER---------- $ -

PREPARED BY: Luzia A Sanchez DATE: 5/10/13

RTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

JOSE M. FLORES
COMMISSIONER PRCT NO. 3

5/10/13
DATE

EFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

OUNTY AUDITOR'S FORM: RE-PCT.#3-001 REVISED:9/5/05

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 5/17/13 5/21/13

COUNTY of HIDALGO

EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

May 21, 2013

The Honorable Jose M. Flores
Hidalgo County Commissioner Pct. No. 3
724 North Breyfogle Rd.
Mission, Texas 78572

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the Month of April 2013

Dear Commissioner Flores:

We conducted a review of the Anzalduas' Park *Monthly Fees Report* and all supporting documentation for the month of April 2013 in accordance with Local Government Code §115.002(a) and §115.002(b). The objective of the review was to determine whether collections were properly accounted and reported.

Scope:
The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2013. The review was not intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made. The responsibility for sound internal controls rests with management.

Methodology:
In planning and performing the review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Verified tickets issued followed sequential order.
- Reviewed *Cashier's Daily Close-Out Report/Daily Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the fifth business day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total tickets issued and the deposits made with the County Treasurer.
- Reviewed the *Monthly Fees Report* to verify the report was submitted to the County Auditor's Office in a timely manner.
- Reviewed *Cashier's Daily Close-Out Report/Daily Remittance Forms* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of April 2013 were $2,744.00. Based on our results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observation.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Observation No. 1:

Commissioners Court may set and approve park entrance fees if approved by a majority of qualified voters through a referendum election. A $4.00 park entrance fee is collected from vehicles entering the Anzalduas Park on Saturdays and Sundays. A review of the County's financial records indicated that the fee has been collected since at least 1992. According to Park staff, they were not aware if and when a referendum election was held to approve the collection of the park entrance fee.

In addition, according to staff, the park entrance fee is waived under certain circumstances. For example, the park entrance fee is only collected on Saturdays and Sundays. The park entrance fee is also waived from vehicles entering the park after the Daily Close-Out Report and deposit cut-off time of 4:30 p.m. In addition, the park entrance fee is waived from County employees and law enforcement personnel upon presentment of a County or law enforcement identification card. Although Commissioners Court may waive the collection of the park entrance fee under certain circumstances, evidence of a Commissioners Court waiver policy was not provided.

Local Government Code Sec. 316.001(4) states "the commissioners court of a county may set and collect fees for admission to a county park, if approved by a majority of the qualified voters of the county voting on the issue at a referendum election, which the commissioners court may order and hold for that purpose. Local Government Code Sec.316.004 further states that "the commissioners court may set and collect the fees in different amounts or may waive the fees in consideration of the following factors: (1) the time of the day at which or the day of the week on which a facility or service is used; (2) the size of a group wishing to use a facility or service; (3) the special circumstances of certain classes of persons, including elderly persons and indigent persons; or (4) other factors that the court considers to justify a different fee or the waiver of a fee".

The County Auditor's Office requires that all departments continue to collect and receipt after the established cut-off time. Any collections receipted after the cut-off time can be safeguarded overnight until they are deposited the next business day with the next business day's collections.

Formal procedures have not been developed and implemented to ensure that cashiers properly collect the park entrance fee. Failure to ensure that cashiers properly collect the park entrance fee may result in the loss of County funds.

Recommendation:

Management should develop and implement formal procedures to ensure that cashiers properly collect the park entrance fee. At a minimum, evidence authorizing the collection and waiver of the fee should be obtained.

Please provide a written management response to the observation noted above by June 14, 2013.

If you should have any questions, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Monthly Fees Report*

Cc: Mr. Sergio Saenz, Parks Director
Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY, TEXAS
ANZALDUAS PARK, PRECINCT 3
MONTHLY REPORT FOR THE MONTH ENDING
April 30, 2013

PBC

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	COUNTY TREASURER DATE OF DEPOSIT	COUNTY TREASURER RECEIPT NUMBER	DEPOSIT SLIP NUMBER	
1	4/1/2013								231	
2	4/2/2013								231	
3	4/3/2013								231	
4	4/4/2013								231	
5	4/5/2013								231	
6	4/6/2013	359374	359426	53	$ 212.00	$ 212.00	4/6/2013	164035	231	00664
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12	4/12/2013								231	
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14	4/14/2013	359699	359824	126	$ 504.00	$ 504.00	4/14/2013	164230	231	00668
15	4/15/2013								231	
16	4/16/2013								231	
17	4/17/2013								231	
18	4/18/2013								231	
19	4/19/2013								231	
20	4/20/2013	359825	359877	053	$ 212.00	$ 216.00	4/20/2013	164411	231	00669
21	4/21/2013	359878	359971	94	$ 376.00	$ 376.00	4/21/2013	164412	231	00670
22	4/22/2013								231	
23	4/23/2013								231	
24	4/24/2013								231	
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26	4/26/2013								231	
27	4/27/2013	359972	360031	60	$ 240.00	$ 240.00	4/27/2013	164619	231	00671
28	4/28/2013	360032	360057	26	$ 104.00	$ 104.00	4/28/2013	164620	231	00672
29	4/29/2013								231	
30	4/30/2013								231	
31									231	

684 x $4.00 $2,736.00

X10

TOTAL AMOUNT DUE TO GENERAL FUND------1100-347-40-123-000-0-000---------- $2,744.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND---------- $2,744.00 X13
TOTAL FUNDS DUE TO THE COUNTY TREASURER---------- $ - 8.00

PREPARED BY: Sergio A Saenz DATE: 5/10/13

RTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

J.M. Flores 5/10/13

JOSE M. FLORES
COMMISSIONER PRCT NO. 3

DATE

EFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.
OUNTY AUDITOR'S FORM: RE-PCT.#3-001 REVISED:9/5/05

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible]
DATE: 5/17/13 5/21/13

X1

HIDALGO COUNTY LAW LIBRARY
MONTHLY FEES REPORT
FOR THE MONTH ENDED April 30, 2013

PBC

PART I: SUMMARY OF MONTHLY COLLECTIONS

A	B	C	D	E	F	G	H	I
		Law Library Receipt # Sequence			COUNTY TREASURER			
	Receipt Date	BEG #	END #	Total Collected	Receipt Amount	Receipt No.	Receipt Date	OVER/ (SHORT)
1	1-Apr-13	Holiday	0	$ -				-
2	2-Apr-13	52084	52094	$ 93.25	93.25	163912	04/02/13	-
3	3-Apr-13	52095	52106	$ 86.75	86.75	163974	04/05/13	-
4	4-Apr-13	52107	52113	$ 35.25	35.25	163975	04/05/13	-
5	5-Apr-13	52114	52120	$ 76.75	76.75	164016	04/08/13	-
6	6-Apr-13	0	0	$ -				-
7	7-Apr-13	0	0	$ -				-
8	8-Apr-13	52121	52129	$ 86.50	86.50	164084	04/10/13	-
9	9-Apr-13	52130	52136	$ 78.50	78.50	164085	04/10/13	-
10	10-Apr-13	52137	52143	$ 35.00	35.00	164142	04/12/13	-
11	11-Apr-13	52144	52149	$ 71.75	71.75	164143	04/12/13	-
12	12-Apr-13	52150	52154	$ 47.00	47.00	164232	04/17/13	-
13	13-Apr-13	0	0	$ -				-
14	14-Apr-13	0	0	$ -				-
15	15-Apr-13	52155	52165	$ 147.25	147.25	164236	04/17/13	-
16	16-Apr-13	52166	52173	$ 53.25	53.25	164237	04/17/13	-
17	17-Apr-13	52174	52182	$ 84.00	84.00	164270	04/18/13	-
18	18-Apr-13	52183	52188	$ 73.50	73.50	164384	04/23/14	-
19	19-Apr-13	52189	52191	$ 26.00	26.00	164385	04/23/13	-
20	20-Apr-13	0	0	$ -				-
21	21-Apr-13	0	0	$ -				-
22	22-Apr-13	52192	52196	$ 93.00	93.00	163486	04/23/13	-
23	23-Apr-13	52197	52204	$ 85.75	85.75	164399	04/24/13	-
24	24-Apr-13	52205	52210	$ 102.75	102.75	164424	04/25/13	-
25	25-Apr-13	52211	52220	$ 64.75	64.75	164503	04/29/13	-
26	26-Apr-13	52221	52224	$ 24.25	24.25	164504	04/29/13	-
27	27-Apr-13	0	0	$ -				-
28	28-Apr-13	0	0	$ -				-
29	29-Apr-13	52225	52236	$ 104.25	104.25	164626	05/01/13	-
30	30-Apr-13	52237	52240	$ 46.50	46.50	164627	05/01/13	-
31	1-May-13	0	0	$ -				-
	TOTAL RECEIPTS AND FUNDS COLLECTED			1,516.00				0.00
	LESS: REIMBURSEMENTS			0.00	FOR RECEIPT #(s):			
	TOTAL REVENUE COLLECTIONS			1,516.00				

PART II: SUMMARY OF YEARLY COLLECTIONS:

January	$	1,288.25	July	$	-
February	$	1,388.75	August	$	-
March	$	1,634.75	September	$	-
April	$	1,516.00	October	$	-
May	$	-	November	$	-
June	$	-	December	$	-
(1) Subtotal	$	5,827.75	(2) Subtotal	$	-

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bno
DATE: 5/21/13 5/22/13

Total (1+2) $ 5,827.75

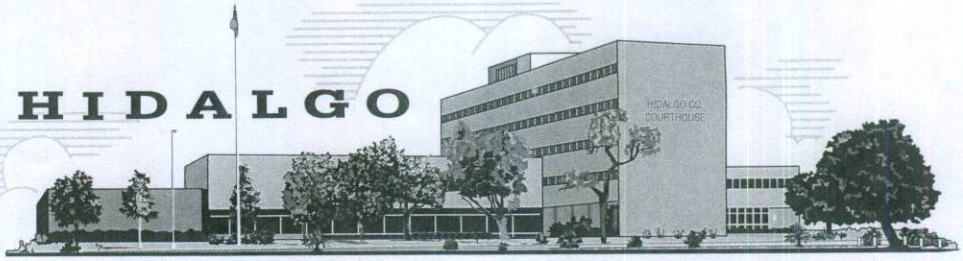
THIS REPORT HAS BEEN PERSONALLY PREPARED & REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

Angie Z. Chapa
LAW LIBRARIAN OF HIDALGO COUNTY, TX

This report is due in the Office of the County Auditor before the (5th) workday of the following month.

COUNTY AUDITOR'S FORM: RE- CLL-001 REVISED: 2/10

COUNTY of HIDALGO
HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 23, 2013

Ms. Angie Chapa, Law Librarian
Hidalgo County Law Library
100 N. Closner
Edinburg, Texas 78539

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the Month of April 2013

Dear Ms. Chapa:

We have conducted a limited scope review of the *Monthly Fees Report* and all supporting documentation for the month of April 2013 pursuant to Local Government Code §115.002 (a) and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittance/Close-Out Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed the submittal dates of the *Monthly Fees Report* to the County Auditor's Office to determine if the reports had been received in a timely manner.
- Reviewed receipts, *Daily Remittance/Close-Out Forms,* and *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Conclusion:
Total collections for the month of April 2013 were $1,516.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, improvements could be made to the procedures in place for the issuance of receipts as noted in the following observation.

Observation No. 1:
We noted during our review that receipts, at times, were not properly completed. The receipts did not contain the number of copies made.

The County Auditor's Office requires that receipts be properly completed at the time of issuance. Receipts issued should contain the following information: the receipt date, the name of the person from which the funds were received, amount received, method of payment (i.e., cash, check or money order number), type of service provided, and the number of copies made.

Formal monitoring procedures have not been implemented to ensure that receipts are properly completed at the time of issuance. This may result in the loss of county revenues and improper reporting of fees.

Recommendation:
Management should implement formal monitoring procedures to ensure receipts are properly completed at the time of issuance. At a minimum, the procedures noted above should be implemented.

Please provide written management response to the observation noted above by June 14, 2013.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Eufracio, CPA
County Auditor

Enclosure: Copy of *Law Library Monthly Fees Report*

Cc: Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY LAW LIBRARY
MONTHLY FEES REPORT
FOR THE MONTH ENDED April 30, 2013

PBC

PART I: SUMMARY OF MONTHLY COLLECTIONS

A	B	C	D	E	F	G	H	I
		Law Library Receipt # Sequence			COUNTY TREASURER			
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5	5-Apr-13	52114	52120	$ 76.75	76.75	164016	04/08/13	-
6	6-Apr-13	0	0	$ -				-
7	7-Apr-13	0	0	$ -				-
8	8-Apr-13	52121	52129	$ 86.50	86.50	164084	04/10/13	-
9	9-Apr-13	52130	52136	$ 78.50	78.50	164085	04/10/13	-
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12	12-Apr-13	52150	52154	$ 47.00	47.00	164232	04/17/13	-
13	13-Apr-13	0	0	$ -				-
14	14-Apr-13	0	0	$ -				-
15	15-Apr-13	52155	52165	$ 147.25	147.25	164236	04/17/13	-
16	16-Apr-13	52166	52173	$ 53.25	53.25	164237	04/17/13	-
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19	19-Apr-13	52189	52191	$ 26.00	26.00	164385	04/23/13	-
20	20-Apr-13	0	0	$ -				-
21	21-Apr-13	0	0	$ -				-
22	22-Apr-13	52192	52196	$ 93.00	93.00	163486	04/23/13	-
23	23-Apr-13	52197	52204	$ 85.75	85.75	164399	04/24/13	-
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26	26-Apr-13	52221	52224	$ 24.25	24.25	164504	04/29/13	-
27	27-Apr-13	0	0	$ -				-
28	28-Apr-13	0	0	$ -				-
29	29-Apr-13	52225	52236	$ 104.25	104.25	164626	05/01/13	-
30	30-Apr-13	52237	52240	$ 46.50	46.50	164627	05/01/13	-
31	1-May-13	0	0	$ -				-
	TOTAL RECEIPTS AND FUNDS COLLECTED			1,516.00				0.00
	LESS: REIMBURSEMENTS			0.00	FOR RECEIPT #(s):			
	TOTAL REVENUE COLLECTIONS			1,516.00				

PART II: SUMMARY OF YEARLY COLLECTIONS:

January	$	1,288.25	July	$	-
February	$	1,388.75	August	$	-
March	$	1,634.75	September	$	-
April	$	1,516.00	October	$	-
May	$	-	November	$	-
June	$	-	December	$	-
(1) Subtotal	$	5,827.75	(2) Subtotal	$	-

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bno
DATE: 5/21/13 5/22/13

Total (1+2) $ 5,827.75

THIS REPORT HAS BEEN PERSONALLY PREPARED & REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

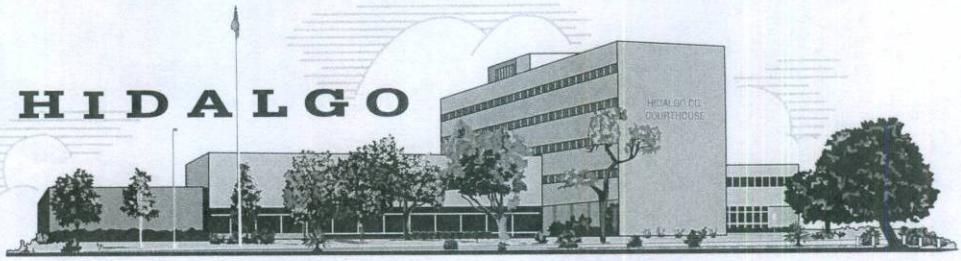
Angie Z. Chapa
LAW LIBRARIAN OF HIDALGO COUNTY, TX

This report is due in the Office of the County Auditor before the (5th) workday of the following month.

COUNTY AUDITOR'S FORM: RE- CLL-001 REVISED: 2/10

X1

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

May 21, 2013

Rolando Garza, Chief Appraiser
Hidalgo County Appraisal District
4405 S. Professional Dr.
Edinburg, Texas 78540-0208

Ref: 2013 Fred Loya Tax Abatement (729314)

Dear Mr. Garza:

We have completed a limited scope review of the tax abatement agreement between Hidalgo County and Fred Loya Insurance Agency, Inc. (Fred Loya). The objective of the review was to determine whether Fred Loya qualifies for a tax abatement for the 2013 tax year.

Scope and Methodology
The scope of our review was limited to a review of the tax abatement agreement between Hidalgo County and Fred Loya. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. The responsibility for sound internal controls rests with management.

As part of our review, we reviewed the tax abatement agreement between Hidalgo County and Fred Loya, Hidalgo County Tax Abatement Guidelines and Criteria, certification from Fred Loya regarding compliance with terms of the tax abatement agreement, certified application cost breakdown from Fred Loya containing the total project capital cost improvements, and reports from Fred Loya regarding the number of jobs created as of December 31, 2012.

Conclusion:
Based on the results of our review, we have determined that Fred Loya qualifies for 50% tax abatement for the 2013 tax year based on the project capital cost of $5,099,631.10 in accordance with the Hidalgo County Tax Abatement Guidelines and Criteria and the tax abatement agreement entered into by Hidalgo County and Fred Loya.

If you have any questions, please feel free to call Carlos Ramirez, Internal Auditor I, at 318-2511ext. 4654, Letty Chavez, Compliance Audit Supervisor, at ext. 4651, Arcy B. Duran, Director of Audit, at ext. 4645 or me at 4604.

Respectfully,

Ray Eufracio, CPA
Hidalgo County Auditor

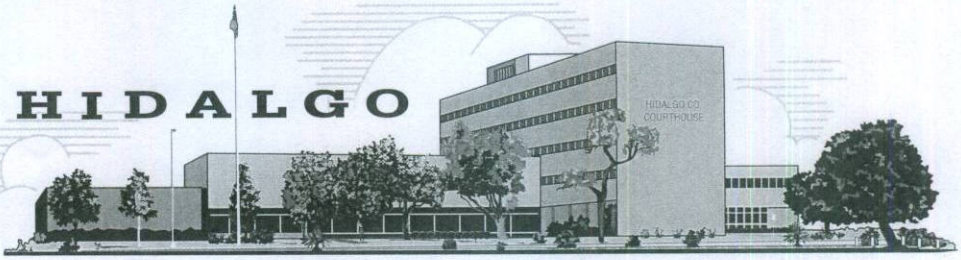
Cc: The Honorable Ramon Garcia, Hidalgo County Judge
Ms. Soledad Guzman, Supervisor-Property Records, Hidalgo County Appraisal District
Mr. Joe Molina, CPA, Director, Ryan Inc.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

COUNTY of HIDALGO

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EDINBURG, TEXAS 78539

May 20, 2013

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable A.C. Cuellar Jr., Hidalgo County Commissioner Precinct 1
The Honorable Hector Palacios, Hidalgo County Commissioner Precinct 2
The Honorable Jose M. Flores, Hidalgo County Commissioner Precinct 3
The Honorable Joseph Palacios, Hidalgo County Commissioner Precinct 4

Re: Audit of the Urban County Program
Audit No. 2012-22

Honorable Members of Commissioners Court:

Enclosed is the audit of the Urban County Program (UCP) pursuant to Local Government Code §115.001, our annual audit plan, and your request. The objectives of the audit were to:

1. Determine if expenses made by the Urban County Program were in compliance with the action plan approved by HUD, as amended by Commissioners Court, and agreement/contract requirements; and
2. Evaluate the procedures in place for the procurement and receipt of goods.

The scope of the audit was limited to the period of January 1, 2012 through March 31, 2012.

Although, various findings were noted, the UCP Director agreed with the findings and recommendations made by our office with the exception of one finding related to the submittal of financial management letters by sub-recipients and 990 Tax Returns (see finding number 5). UCP was not monitoring for compliance with the financial management letter (financial statements) and 990 Tax Return requirements under section IX of the sub-recipient agreements. Pursuant to section IX of the sub-recipient agreement, failure to timely submit a financial management letter will automatically result in the forfeiture of funds to the funding source.

In our opinion, UCP management should monitor for compliance with the Financial Management Letter (financial statements) and 990 Tax Return requirements in order to prevent the forfeiture of funds by the funding source as required by the sub-recipient agreements.

If you should have any questions, please call me at 318-2511 ext. 4602.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Ms. Diana Serna, Urban County Program Director
Mr. Valde Guerra, Commissioners Court Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

Report on
Audit of the Urban County Program
Audit No. 2012-22

HIDALGO COUNTY AUDITOR'S OFFICE

Raymundo Eufracio, CPA, CIO
Hidalgo County Auditor

Linda C. Fong, CPFO, CIO
First Assistant Auditor

Arcy B. Duran, CPA, MBA
Director of Audit

Letty Chavez
Compliance Audit Supervisor

Carlos Ramirez, MSA
Internal Auditor I

May 2013

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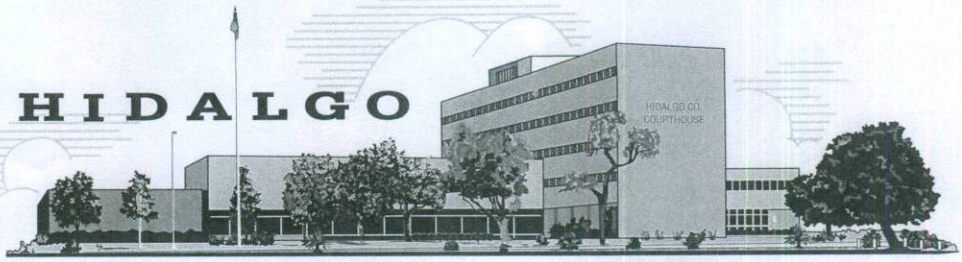
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COUNTY of HIDALGO

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EDINBURG, TEXAS 78539

May 20, 2013

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable A.C. Cuellar Jr., Hidalgo County Commissioner Precinct 1
The Honorable Hector Palacios, Hidalgo County Commissioner Precinct 2
The Honorable Jose M. Flores, Hidalgo County Commissioner Precinct 3
The Honorable Joseph Palacios, Hidalgo County Commissioner Precinct 4

Re: Audit of the Urban County Program
Audit No. 2012-22

Honorable Members of Commissioners Court:

We have completed an audit of the Urban County Program pursuant to Local Government Code §115.001, our annual audit plan, and as per your request. The objectives of the audit were to:

1. Determine if expenses made by the Urban County Program were in compliance with the action plan approved by HUD, as amended by Commissioners Court, and agreement/contract requirements; and
2. Evaluate the procedures in place for the procurement and receipt of goods.

The scope of the audit was limited to the period of January 1, 2012 through March 31, 2012. The audit was limited to a review of expenses and procedures for the procurement and receipt of goods and did not include testing to ensure that the Urban County Program was in compliance with all grant funding conditions. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

Based on the results of our audit, we have concluded that expenses made by the Urban County Program were in compliance with the action plan approved by HUD, as amended by Commissioners Court. However; improvements could be made to the procedures in place for the procurement and receipt of goods. More specifically, improvements could be made to the procedures in place for ensuring that: competitive bidding requirements for the purchase of right-of-way are followed; invoices are properly processed; travel payments are made in compliance with the Hidalgo County Travel Policies, Guidelines, and Procedures; and payments are made pursuant to the terms of agreements/contracts.

In our opinion, improvements could be easily achieved by implementing formal policies and procedures to ensure that Commissioners Court exempts the purchase of right-of-way from competitive bidding requirements; invoices are properly processed; travel expenditures are made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures; and payments are made pursuant to the terms of agreements/contracts.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

The purpose of this report is to furnish management with independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements. The report consists of an executive summary, background information, a list of findings and recommendations, the audit objectives, scope, and methodology.

We would like to express our appreciation to the UCP staff for the courtesy, cooperation, and assistance provided to us during the audit. If you should have any questions, please call Carlos Ramirez, Internal Auditor I, at 318-2511 ext. 4654, Letty Chavez, Compliance Audit Supervisor, at ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Ms. Diana Serna, Urban County Program Director
Mr. Valde Guerra, Commissioners Court Executive Officer

THE COUNTY OF HIDALGO

HIDALGO COUNTY DISTRICT JUDGES

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EXECUTIVE SUMMARY

We have completed an audit of the Urban County Program pursuant to Local Government Code §115.001, our annual audit plan, and a request made by Commissioners Court. The objectives of the audit were to:

1. Determine if expenses made by the Urban County Program were in compliance with the action plan approved by HUD, as amended by Commissioners Court, and agreement/contract requirements; and
2. Evaluate the procedures in place for the procurement and receipt of goods.

The scope of the audit was limited to the period of January 1, 2012 through March 31, 2012. The audit was limited to a review of expenses and procedures for the procurement and receipt of goods and did not include testing to ensure that the Urban County Program was in compliance with all grant funding conditions. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

In planning and performing the audit, we conducted interviews with UCP staff and reviewed applicable statutes, policies, procedures, and agreement/contract conditions. The following procedures were performed:

- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if the expenditures were in compliance with the action plan approved by HUD, as amended by Commissioners Court.
- Reviewed judgmentally selected payments related to CDBG and DRS issued during the period of January 1, 2012 through March 31, 2012 to determine if the expenditures met one of three national objectives set by HUD.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if purchasing procedures regarding quotes, competitive bids, and/or competitive bid exemption requirements were followed.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if all vendor payments were supported by an original vendor invoice.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if an effective system of internal controls for the processing of invoices was in place.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if payments were made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if the payments were made pursuant to the terms of the agreements/contracts and if required documentation was maintained on file.

Overall Conclusion

Based on the results of our audit, we have concluded that expenses made by the Urban County Program were in compliance with the action plan approved by HUD, as amended by Commissioners Court. However; improvements could be made to the procedures in place for the procurement and receipt of goods. More specifically, improvements could be made to the procedures in place for ensuring that: competitive bidding requirements for the purchase of right-of-way are followed; invoices are properly processed; travel payments are made in compliance with the Hidalgo County Travel Policies, Guidelines, and Procedures; and payments are made pursuant to the terms of agreements/contracts.

In our opinion, improvements could be easily achieved by implementing formal policies and procedures to ensure that Commissioners Court exempts the purchase of right-of-way from competitive bidding requirements; invoices are properly processed; travel expenditures are made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures; and payments are made pursuant to the terms of agreements/contracts.

EXECUTIVE SUMMARY

Summary of Findings:

1. Procedures are in place to ensure expenditures are made in compliance with the action plan approved by HUD, as amended by Commissioners Court, and the national objectives set by HUD.
2. Improvements could be made to the procedures in place for ensuring competitive bidding requirements for the purchases of right-of way are followed.
3. Improvements could be made to the procedures in place for processing invoices.
4. Improvements could be made to the procedures in place to ensure that travel payments are made in compliance with the Hidalgo County Travel Policies, Guidelines, and Procedures.
5. Improvements could be made to the procedures in place to ensure that payments are made pursuant to the terms of the agreements/contracts.

Summary of Recommendations:

1. Continue with established procedures to ensure that expenditures are made in compliance with the action plan approved by HUD, as amended by Commissioners Court, and the national objectives set by HUD.
2. Develop and implement procedures to ensure that Commissioners Court exempts the purchase of right of way from competitive bidding requirements.
3. Develop and implement formal procedures to ensure that invoices are properly processed.
4. Develop and implement formal monitoring procedures to ensure that travel expenditures are made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures.
5. Develop and implement procedures to ensure that payments are made pursuant to the terms of agreements/contracts.

BACKGROUND

In 1988, the Department of Housing and Urban Development (HUD) approved the establishment and funding of the Hidalgo County Urban County Program (UCP). UCP's funding is determined by HUD's budget and an allocation formula, which takes into account demographic data (i.e., population, housing conditions, and poverty).

HUD funds are channeled through the UCP. The UCP administers funds on behalf of four County precincts and eighteen Consortium cities. The precincts are headquartered in Weslaco (Precinct 1), Pharr (Precinct 2), Mission (Precinct 3) and Edinburg (Precinct 4). The Consortium cities include Alamo, Alton, Donna, Edcouch, Elsa, Granjeno, Hidalgo, La Joya, La Villa, Mercedes, Palmhurst, Palmview, Penitas, Progreso, Progreso Lakes, San Juan, Sullivan City, and Weslaco.

On July 11, 1998, the Hidalgo County Commissioners Court established the Community Development Advisory Council (Advisory Council). The Advisory Council meets monthly to discuss and take action on matters involving the administration of the UCP. The Advisory Council is also responsible for making recommendations concerning policy matters to the Commissioners Court, including recommendations on the distribution and allocation of funds.

Membership in the Advisory Council consists of cities that have entered into an interlocal cooperation agreement with Hidalgo County and the UCP and 2 members of Commissioners Court (Commissioner Precinct 3 and Commissioner Precinct 1).

Organizational Structure

The UCP has 35 positions: the Executive Director, a Deputy Director, an Executive Assistant I, a Compliance Division Manager, a Director of Finance, a Compliance Monitor, a Monitor II, 2 Monitors I, 3 Coordinators II, 8 Coordinators I, a Program Specialist, a Housing Specialist I, 2 Inspectors, an Accountant IV, an Accountant II, a Human Resources Coordinator II, an Accounts Payable Specialist III, 3 Clerks III, 2 Clerks II, a Clerk I, and a Custodian. The following is a summary of their duties:

- The Executive Director is responsible for the general oversight of the Urban County Program.
- The Deputy Director is responsible for policy administration and managerial work.
- The Executive Assistant is responsible for providing professional assistance to the Executive Director.
- The Compliance Division Manager is responsible for administering grants offered through the UCP.
- The Director of Finance is responsible for directing and supervising the financial accounting staff.
- The Compliance Monitor is responsible for educating and monitoring grant fund sub-recipients.
- Monitors are responsible for monitoring and auditing cities, non-profit organizations, and sub-recipients funded with UCP funds.
- Coordinators are responsible for developing and implementing program or service activities and providing assistance to program staff, governmental agencies, and the public.
- The Program Specialist is responsible for drafting plans for the rehabilitation or reconstruction of homes.
- The Housing Specialist is responsible for providing assistance in assessing participants' housing needs, conducting environmental reviews and assessments, drafting of plans and specifications for the rehabilitation or reconstruction of homes.
- Inspectors are responsible for conducting inspections and quality assurance reviews for ensuring compliance with laws, regulations, and agency policies.
- Accountants are responsible for the preparation of financial statements.
- The Human Resources Coordinator is responsible for administering the human resources management program and ensuring compliance with state and federal laws and regulations.
- The Accounts Payable Specialist is responsible for processing invoices for payment.
- Clerks perform clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting.
- The Custodian is responsible for the cleaning and care of the UCP premises.

One-Year Action Plan

HUD requires the development and submittal of a one-year action plan on or before May 15th of each year. Before the action plan is submitted to HUD, Commissioners Court must approve a resolution approving and authorizing the submittal of the UCP action plan. The action plan describes the activities that will be undertaken utilizing grant funding from the Community Development Block Grant (CDBG), Community Development Block Grant Disaster Recovery Program (CDBG-R), HOME Investment Partnership Program (HOME), and Homeless Prevention and Rapid Re-housing Program (HPRP). Funds can only be utilized for the projects included on the action plan and approved by HUD.

On May 3, 2011, Commissioners Court approved a resolution for the submittal of the UCP action plan for program year 24 (July 1, 2011 through June 30, 2012). On May 12, 2011, the UCP submitted the action plan to HUD. On June 29, 2011, HUD approved the action plan for program year 24.

If cities or County Precincts decide to change a project on the action plan that has been approved by HUD, a public hearing is held to advise the public of the change. During the public hearing, the citizens are given the opportunity to speak for or against the proposed change. After the public hearing is held, amendments to the action plan are presented to Commissioners Court for approval. Funds can only be utilized for the projects included in the action plan as amended by Commissioners Court.

According to the Deputy Director, the UCP is not required to notify HUD of the amendment. UCP is required to enter amendments to the Integrated Disbursement & Information System (IDIS), a nationwide database maintained by HUD. In addition, once the program year is closed, UCP must submit to HUD within 90 days a "Consolidated Annual Performance and Evaluation Report" (CAPER). The CAPER describes the method in which funds were utilized and the extent to which the funds were used for activities benefiting low and moderate income people. Upon HUD's review of the CAPER, HUD may either approve or deny the expenses made by the UCP. Expenses not in compliance with HUD grant regulations may affect future grant funding provided to the UCP.

Urban County Grants

Grant funding for the UCP is provided through the Community Development Block Grant (CDBG), Disaster Recovery Supplemental (DRS), Community Development Block Grants-Colonias, Homeless Prevention and Rapid Re-housing Program (HPRP), and the HOME Investment Partnership Program (HOME).

Community Development Block Grant (CDBG)

CDBG funds are awarded annually to entitled cities and counties to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Entitlement communities develop their own programs and funding priorities. The UCP was awarded $7,639,061 in CDBG funds for the 2011-2012 program year.

CDBG funded activities, with the exception of program administration and planning activities, must meet one of the three following national objectives:

- Benefit low-to-moderate income persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need).

The following are examples of eligible activities under CDBG: acquisition of real property; public facilities and improvements; public services; interim assistance; relocation; loss of rental income; privately-owned utilities; rehabilitation; construction of housing; code enforcement; special economic development activities; microenterprise assistance; and homeownership assistance.

Disaster Recovery Supplemental (DRS)

HUD provides DRS funding to help cities, counties, and states recover from presidentially declared disasters, especially in low-income areas. HUD generally awards noncompetitive, nonrecurring disaster recovery grants by a formula that considers disaster recovery needs unmet by other federal disaster assistance programs. The DRS Program is overseen by the Texas General Land Office (GLO). The GLO is the lead state agency for managing disaster recovery grants through HUD.

The GLO received 2 separate allocations of DRS from HUD totaling $3.1 billion for Hurricanes Dolly and Ike. The UCP, through the GLO, was awarded $6,147,633 for disaster recovery efforts involving housing, economic development, infrastructure and prevention of further damage to affected areas in Hidalgo County. The projects are all reported on the UCP action plan that is submitted to HUD.

DRS funded activities, with the exception of program administration and planning activities, must meet one of the three following national objectives:

- Benefit low-to-moderate income persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need).

Pursuant to HUD, grantees may use DRS funds for recovery efforts involving housing, economic development, infrastructure and prevention of further damage to affected areas.

Community Development Block Grant – Colonias

The National Affordable Housing Act of 1990, section 916, required the states of Texas, New Mexico, Arizona, and California to set aside 10 percent of their CDBG funds in fiscal year 1991 for colonias. For FY 1992 through FY 1994, HUD, in consultation with representatives of the colonias, determined an appropriate set-aside percentage, not exceeding 10 percent, for each of the four states. The set-aside was made permanent by the 1997 appropriations act. Since 1997, the state of Texas has set-aside 10% of their CDBG funds for colonias.

A colonia is defined as any identifiable community within 150 miles of the U.S. – Mexico Border excluding Metropolitan Statistical Areas with populations exceeding one million. The designation of colonias is determined on the basis of objective criteria, including lack of a potable water supply, inadequate sewage systems, and a shortage of decent, safe, and sanitary housing. The set-aside funds are used for all CDBG eligible activities that meet the needs of colonias. Funds are typically expended on water, sewer, and housing assistance. For the fiscal year 2012 the State of Texas set-aside $5,954,000 for CDBG - Colonia funding. The UCP was awarded $925,304 in CDBG – Colonias funds for the 2011-2012 program year.

Homeless Prevention and Rapid Re-Housing Program (HPRP)

The HPRP provides financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The program is intended to target two populations: 1.) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless; and 2.) individuals and families who are homeless (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain and maintain housing. There are four eligible categories: financial assistance, stabilization services, data collection/evaluation and administration costs.

At least 60 percent of funds must be spent within two years and all funds must be spent within three years. UCP was awarded $3,463,905 in HPRP grant funds for program years 2011 through 2012.

Home Investment Partnership Program (HOME)

The HOME Program provides financial assistance for the following: home purchase or home rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; or for other reasonable and necessary expenses related to the development of non-luxury housing, including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development, and payment of relocation expenses. In addition, HOME grant funds may be used to provide tenant-based rental assistance contracts of up to 2 years if the activity is justified under local market conditions. This assistance may be renewed. Up to 10 percent of the HOME grant's annual allocation may be used for program planning and administration. UCP was awarded HOME funding in the amount of $2,621,620 for the 2011-2012 program year.

Community Housing Development Organization (CHDO)

A CHDO is a private non-profit, community-based service organization whose purpose is to develop and provide decent, affordable housing for the community it serves. Certified CHDOs receive certification from

participating jurisdictions indicating that they meet certain HOME Program requirements and therefore are eligible for HOME funding.

The HOME Program requires participating jurisdictions to set aside at least 15 percent of their HOME allocation for projects sponsored, owned, or developed by CHDO's. Using the 15 percent set aside, a CHDO acting as an owner, sponsor, or developer may undertake the following activities: acquisition and/or rehabilitation of rental property; new construction of rental housing; acquisition and/or rehabilitation of homebuyer property; new construction of homebuyer property; direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO with HOME funds. A CHDO acting as an owner, sponsor, or developer may not undertake in the rehabilitation of existing homeowners' properties or provide tenant-based rental assistance.

Grant Sub-recipients
Sub-recipients are entities that receive CDBG funds by a grantor for their use in carrying out agreed-upon, eligible activities. There are three basic kinds of sub-recipients: governmental agencies, private non-profits, and private, for-profit entities. HUD, does not mandate the selection of sub-recipients as long as the sub-recipient's activities address one of the national objectives.

UCP selects the sub-recipients and obtains Commissioners Court approval to enter into sub-recipient agreements. Some of the sub-recipients include: Boys & Girls Club of Mission, Nuestra Clinica Del Valle, Arise South Tower, International Valley Health Institute, La Union del Pueblo Entero, Easter Seals Rio Grande Valley Inc., and Elsa Food Bank.

UCP is responsible for ensuring that the sub-recipients are in compliance with the grant regulations. Monitors visit each sub-recipient once a year to conduct grant compliance reviews. If any grant compliance issue arises, the Monitor issues a letter to the sub-recipient and allows them one month to correct the issue. In addition, a copy of the letter is provided to HUD upon request.

Integrated Disbursement & Information System
The Integrated Disbursement & Information System (IDIS) is a nationwide database maintained by HUD that provides UCP with current information regarding ongoing program activities (i.e., keeping track of funding, requesting funding from HUD, and reporting the grant program activities for each grant award). Currently, IDIS is utilized to manage the CDBG, HPRP and HOME grant programs.

Hidalgo County Purchasing Policies and Procedures
On August 8, 1995, the Commissioners Court approved the Hidalgo County Purchasing Policies and Procedures (Purchasing Policy) in order to establish a centralized Purchasing Program. Pursuant to Section V of the Purchasing Policy, the Purchasing Agent may delegate to any elected official or department head the authority to purchase:

1. Materials and supplies valued up to $1,000.00;
2. Repair of vehicles and equipment up to $2,000.00; and
3. Repair of road-building and other heavy machinery valued up to $5,000.00 to each County Commissioner.

Elected officials and department heads may also delegate the authority to purchase materials and supplies valued up to $1,000.00 by furnishing the Purchasing Agent a memorandum listing the authorized employee(s).

The Purchasing Policy provides departments direction for obtaining quotes and bids. On August 31, 1999, Commissioners Court approved a revision to the Purchasing Policy related to quote and bidding requirements as follows:

- $100 and below no quote is required;
- $101 to $1,000 only one quote is required;
- $1,001 to $5,000 three verbal quotes stated on the purchase requisition are required; and
- $5,001 to $25,000 three written quotes attached to the purchase requisition are required. Subsequently, Commissioners Court approved the threshold to be increased from $5,001 to $50,000 on June 30, 2009.

BACKGROUND

Pursuant to Section VII of the Purchasing Policy, the Purchasing Department is responsible for overseeing the competitive bidding process for purchases exceeding $50,000. The competitive bidding requirements prescribed by Local Government Code (LGC) Chapter 262 must be utilized during the competitive bidding process. All separate, sequential or component purchases (purchases made separately, purchases made over a period of time or purchases of component parts of an item or items that in the normal purchasing practice would be purchased in one purchase) are treated as if they are part of a single purchase and of a single contract. This requirement includes leases, installment payments and lease purchases in the event the total amount of payments will exceed $50,000.00 over the life of the contract.

Exemptions to Competitive Bidding

LGC § 262.024 outlines discretionary exemptions to the competitive bidding process. Exemptions must be affirmatively granted by an order of Commissioners Court. The discretionary exemptions are as follows:

1. An item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county;
2. An item necessary to preserve or protect the public health or safety of the residents of the county;
3. An item necessary because of unforeseen damage to public property;
4. A personal or professional service;
5. Any individual work performed and paid for by the day, as the work progresses, provided that no individual is compensated under this subsection for more than 20 working days in any 3 month period;
6. Any land or right-of-way;
7. An item that can be obtained from only one source;
8. An item of food;
9. Personal property sold (a) at an auction by a state licensed auctioneer; (b) at a going out of business sale held in compliance with Chapter 17 of the Business and Commerce Code; or (c) by a political subdivision of this state, a state agency, or an entity of the federal government.
10. Any work performed under a contract for community and economic development made by a county under Section 381.004; and
11. Vehicle and equipment repairs.

Pursuant to LGC § 262.024(b), the renewal or extension of a lease or of an equipment maintenance agreement is also exempt from competitive bidding if Commissioners Court by order grants the exemption and if the:

(1) Lease or agreement has gone through the competitive bidding procedure within the preceding year;
(2) Renewal or extension does not exceed one year; and
(3) Renewal or extension is the first renewal or extension of the lease or agreement.

Professional Services

Pursuant to Government Code § 2254.003, a professional services contract may not be awarded on the basis of competitive bids, but shall be selected and awarded on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. Furthermore, the professional fees under the contract may not exceed any maximum provided by law. "Professional services" are services related to accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; and professional nursing.

In procuring architectural, engineering, or land surveying services, pursuant to Government Code § 2254.004, a governmental entity shall: 1.) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and 2.) then attempt to negotiate with that provider a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall: 1.) formally end negotiations with that provider; 2.) select the next most highly qualified provider; and 3.) attempt to negotiate a contract with that provider at a fair and reasonable price. The entity shall continue this process to select and negotiate with providers until a contract is entered into.

On January 25, 2011, Commissioners Court approved a "pool" of engineers, for various engineering services (i.e., civil, geo-technical, environmental, etc.) for the period of February 9, 2011 through February 8, 2012. When the services of an engineer are required, several engineers who specialize in the type of service required are selected from the pool. A City and/or Precinct will select 3 engineers from the approved "pool" of engineers. The selected engineers are evaluated by a designee from the City and/or Precinct, the Hidalgo County Purchasing Department and UCP. The best qualified engineer is approved by Commissioners Court. A contract is then negotiated and approved by Commissioners Court.

Cooperative Purchasing

The Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes local governments to contract directly with other governments to increase their efficiency and effectiveness. Government Code, §791.025(c) states that a local government that purchases goods and any services reasonably required for the installation, operation, or maintenance of those goods under the Interlocal Cooperation Act satisfies the requirement of the local government to seek competitive bids for the purchase of goods and their services.

The County participates in the purchasing programs of various local, state, and national cooperatives (i.e., Houston Area Council of Governments (H-GAC), Texas Association of School Boards (BuyBoard), The Cooperative Purchasing Network (TCPN), U.S. Communities, etc).

UCP Procurement and Receipt of Goods

Verbal quotes obtained by the UCP are documented on a "price request" form by the Coordinators. The form includes the reason for the quote request; vendor's name; vendor's contact information; contact person; and, quote amount. The same information is required for written quotes. In addition, the vendor's written quotes are attached to the "price request" form. Quotes are not forwarded to the Purchasing Department and are retained on file for a month by the UCP. However, according to the Finance Director, quotes are normally not obtained since most purchases are made through cooperative purchasing vendors.

All purchase orders are manually approved by the Executive Director. The Accountant IV issues the approved purchase orders utilizing *American Fundware System* (AFW), the UCP's financial accounting system, based on the Coordinator's quotes. If the Accountant IV is not available, the Accounts Specialist III issues the purchase order. The Finance Division provides the purchase orders to the Coordinators, who then send the purchase order to the vendors.

Items are shipped directly to the location who requested the goods (i.e., Cities or Precincts). The Coordinator notifies the City or Precinct when the item will be delivered. When the City or Precinct receives the items, notice is provided to the UCP that the items were received.

Payment of Invoices

UCP requires vendors to submit an invoice on the vendor's business letterhead. All incoming invoices are date stamped and initialed by the Clerk. Subsequently, the invoices are forwarded to the Executive Director for distribution to the applicable Coordinator. The Coordinator will enter the invoice into IDIS. IDIS assigns the invoice a specific project number. The invoice is then forwarded to the Finance Division. Both the Finance Division and the Coordinators review each invoice to ensure that the item descriptions, quantities, and unit costs agree to the purchase order and contract terms.

Invoices for goods and services may be paid by the Cities, Precincts, or UCP. If goods and services are paid by a City or Precinct, the UCP will process a reimbursement check to the Cities or Precincts. In order to process the reimbursement, the UCP will require copies of the delivery slip and invoice, pictures of the items, and copies of the cancelled checks. If UCP pays the vendor directly for items received by Cities or Precincts, UCP will request the original delivery slip and pictures of the items purchased in order to process the payment.

The Accounts Specialist III enters the invoice information into *AFW*. If the Accounts Specialist III is not available, the Accountant IV enters the invoices into *AFW*. The Director of Finance reviews payments entered into *AFW*. Once the payments have been reviewed, they are forwarded to the Executive Director for final approval.

Once the Executive Director approves the payments, the Director of Finance, sends the Hidalgo County Auditor's Office a memorandum and an attestation signed by the Executive Director; and a "flat file" with the payment information to be uploaded into *alio,* the County's financial accounting system, in order to process payments. Checks are printed at the Hidalgo County Treasurer's Office. UCP reimburses the County for the checks issued. The Treasurer's Office provides UCP with a check summary report on a weekly basis. The Director of Finance verifies that all invoices submitted for payment appear on the Check Summary Report. A copy of the Check Summary Report is maintained on file by UCP.

Hidalgo County Travel Policies, Guidelines, and Procedures

On August 5, 2009, Commissioners Court approved the "Travel Policies, Guidelines, and Procedures" for the reimbursement of business travel expenses. The Hidalgo County Travel Policies, Guidelines, and Procedures allows for travel advances to be issued to an employee who's seminar/conference/meeting is scheduled to last for 2 or more days by completing Form T-5 "Out of County – Travel Advance Request." Individuals receiving a travel advance are required to account for the advance within 20 calendar days after the seminar/conference/meeting date by completing Form T-4 "Final Travel Expense Claim." Original itemized receipts (except meal receipts) must be submitted in order to obtain reimbursement for allowable expenses paid by the traveler.

For in-county mileage reimbursement, a daily travel log must be maintained that indicates specific destination points (including address information) purpose of travel, and any other information deemed necessary. Employees must request reimbursement on a monthly basis with the completion and submittal of Form T-3 "In-County Travel Automobile Expense Claim."

Commuting expenses incurred in traveling between the employee's residence and their main place of work (County Office) or for mileage/expenses incurred in any other travel of a personal nature are not reimbursable. If mileage incurred in a single day to a place outside the office exceeds normal commuting mileage (home to office and return), the difference between mileage incurred that day and commuting mileage is reimbursable.

Employees using a personal vehicle must file a copy of their current insurance card and current driver's license. Mileage reimbursements will not be made if a current driver's license and current insurance card is not filed.

Finding No. 1: Procedures are in place to ensure expenditures are made in compliance with the action plan approved by HUD, as amended by Commissioners Court, and the national objectives set by HUD.

Condition:
We reviewed 41 of 312 (13%) randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if the expenditures were in compliance with the action plan approved by HUD, as amended by Commissioners Court. The results of the review revealed that all 41 payments were compliant.

In addition, we judgmentally selected 28 of the 41 randomly selected payments related to CDBG and CDBG-R to determine if the expenditures met one of three national objectives set by HUD. The results of our review revealed that all 28 payments met one of the objectives.

Criteria:
HUD requires the development and submittal of a one-year action plan on or before May 15th of each year. Before the action plan is submitted to HUD, Commissioners Court must approve a resolution approving and authorizing the submittal of the UCP action plan. The action plan describes the activities that will be undertaken utilizing grant funding. On May 3, 2011, Commissioners Court approved a resolution for the submittal of the UCP action plan for program year 24 (July 1, 2011 through June 30, 2012). On May 12, 2011, the UCP submitted the action plan to HUD. On June 29, 2011, HUD approved the action plan for program year 24.

If cities or County Precincts decide to change a project on the action plan that has been approved by HUD, a public hearing is held to solicit input from the public. After the public hearing is held, amendments to the action plan are presented to Commissioners Court for approval. Funds can only be utilized for the projects included on the action plan approved by HUD as amended by Commissioners Court.

CDBG and CDBG-R funded activities, with the exception of program administration and planning activities, must meet one of the three following national objectives:

- Benefit low-to-moderate income persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need).

Cause:
Procedures are in place to ensure expenditures are made in compliance with the action plan approved by HUD, as amended by Commissioners Court, and the national objectives set by HUD.

Effect:
The County will not be liable for reimbursing the federal government for unallowable expenditures.

Recommendation:
UCP management should continue with established procedures to ensure that expenditures are made in compliance with the action plan approved by HUD, as amended by Commissioners Court, and the national objectives set by HUD.

Finding No. 2: Improvements could be made to the procedures in place for ensuring competitive bidding requirements for the purchases of right-of way are followed.

Condition:
We randomly selected 41 of 312 (13%) payments made during the period of January 1, 2012 through March 31, 2012 to determine if purchasing procedures regarding quotes, competitive bids, and/or competitive bid exemption requirements were followed.

Of the 41 payments, 23 did not require quotes, competitive bids, and/or competitive bid exemption due to the following: 12 were related to reimbursements to grant sub-recipients; 2 were related to registration fees; 5

were related to employee travel; 3 were related to bond payments for three cities based on the UCP annual action plan; and 1 was a reimbursement to the Hidalgo County Treasurer for employee salaries.

Of the remaining 18 payments, the results of our review revealed the following:

- For 17 payments, procedures regarding competitive bid and/or competitive bid exemption requirements were followed.
- For 1 payment, procedures regarding competitive bid and/or competitive bid exemption requirements were not followed. The payment was related to the purchase of right-of-way. The purchase of right-of-way was not competitively bid nor was it exempted from competitive bidding requirements by Commissioners Court. According to the UCP staff, UCP has been following the same procurement procedures that Hidalgo County utilizes for the purchase of right-of-way.

Criteria:
The Purchasing Policy provides departments direction for obtaining quotes and bids. On August 31, 1999, Commissioners Court approved a revision to the Purchasing Policy related to quote and bidding requirements as follows:

- $100 and below no quote is required;
- $101 to $1,000 only one quote is required;
- $1,001 to $5,000 three verbal quotes stated on the purchase requisition are required; and
- $5,001 to $25,000 three written quotes attached to the purchase requisition are required. Subsequently, Commissioners Court approved the threshold to be increased from $5,001 to $50,000 on June 30, 2009.

Pursuant to Section VII of the Purchasing Policy, the Purchasing Department is responsible for overseeing the competitive bidding process for purchases exceeding $50,000. The competitive bidding requirements prescribed by Local Government Code (LGC) Chapter 262 must be utilized during the competitive bidding process. All separate, sequential or component purchases (purchases made separately, purchases made over a period of time or purchases of component parts of an item or items that in the normal purchasing practice would be purchased in one purchase) are treated as if they are part of a single purchase and of a single contract. This requirement includes leases, installment payments and lease purchases in the event the total amount of payments will exceed $50,000.00 over the life of the contract.

LGC § 262.024 outlines discretionary exemptions to the competitive bidding process. Exemptions must be affirmatively granted by an order of Commissioners Court. Some of these exemptions include the purchase of any land or right-of-way and a personal or professional service. Pursuant to Government Code § 2254.003, a professional services contract must be selected and awarded on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. "Professional services" are services related to accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; and professional nursing.

The Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes local governments to contract directly with other governments to increase their efficiency and effectiveness. Texas Government Code, Section 791.025(c) states that a local government that purchases goods and any services reasonably required for the installation, operation, or maintenance of those goods under the Interlocal Cooperation Act satisfies the requirement of the local government to seek competitive bids for the purchase of goods and their services. The County participates in the purchasing programs of various local, state, and national cooperatives (i.e., Houston Area Council of Governments (H-GAC), Texas Association of School Boards (BuyBoard), The Cooperative Purchasing Network (TCPN), U.S. Communities, etc).

Cause:
UCP staff was not aware of the competitive bidding requirements necessary for the purchase of right-of-way.

Effect:
Failure to seek an exemption from competitive bidding requirements for the purchase of right-of way will result in noncompliance with state statutes and possible disallowance of costs by the grantor agency.

Recommendation:
UCP management should develop and implement procedures to ensure that Commissioners Court exempts the purchase of right-of way from competitive bidding requirements.

UCP Management Response:
As expressed to the Auditor during the exit, the UCP is currently following the County of Hidalgo's procedures. UCP, however will request exemption from competitive bidding for ROW services on an annual basis in order to be in compliance with Texas Local Government Code 262.024.

Target Date of Remedial Action:
Exemption from competitive will occur on or before July 1st of every fiscal year.

Finding No. 3: Improvements could be made to the procedures in place for processing invoices.

Condition:
We reviewed 41of 312 (13%) randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if all vendor payments were supported by an original vendor invoice. Of the 41 payments, 6 were not paid to vendors (e.g., travel reimbursements, travel advances, and payroll reimbursements to County Treasurer). Of the remaining 35 payments, the results of our review revealed the following:

- 31 (89%) payments were supported by an original vendor invoice.
- 4 (11%) payments were not supported by an original vendor invoice. Of the 4 payments:
  - 1 payment was for registration fees paid to the International Right of Way Association. The payment was supported with the association's registration information that included the registration fee; and
  - 3 payments were for improvement projects under a UCP contract. The payments were supported by either an "Hidalgo County Urban County Program Project-Request for Payment" form signed by the contractor, engineer and city or precinct representative, and/or a "UCP Recommendation Form" signed by the UCP Coordinator and Deputy Director.

In addition, we reviewed the 31 payments supported by an original vendor invoice to determine if an effective system of internal controls for the processing of invoices was in place. The results of the review revealed the following:

- 9 invoices were not billed and addressed to the Urban County Program. Of the 9 invoices:
  - 3 were billed and addressed to Hidalgo County Precinct 3 and Hidalgo County Precinct 4. The invoices ranged from $836.04 to $139,110.67 and were for hot-mix asphalt-gravel & limestone and engineering services.
  - 6 were billed to the UCP Coordinators and addressed to the UCP. The invoices ranged from $340.00 to $147,457.62 and were for salary and medical reimbursements to sub-recipients, and an improvement project.
- 7 invoices did not contain the date received and initials of the receiving clerk. In addition, 1 invoice did not contain the signature of the person that received the goods/services. The invoice was for the purchase of non-perishable food for the Elsa Food Bank in the amount of $1,274.14.
- 30 invoices did not contain the Executive Director's or her designee's signature of approval to process payment; however, the Executive Director approves and signs a summary sheet of payments before the checks are released.
- 24 invoices did not reference the general ledger account number to which the payment was charged; however, the general ledger was referenced on the "UCP Recommendation Form".
- 20 invoices did not reference the purchase order number; however, the purchase order number was referenced on the "UCP Recommendation Form".
- 24 invoices contained a purchase order. The item descriptions, quantities, and unit costs on the 24 invoices agreed to those items encumbered on the purchase order. In addition, the purchase orders for the 24 invoices were encumbered before the purchase was made. Furthermore, for the 24 invoices, the

purchases were made pursuant to a contract; however, the purchase order did not reference the contract number under which purchase was made.

- 25 invoices were for purchases made under a contract. Of the 25 invoices, 23 did not reference the applicable contract number. In addition, all 25 invoices were for purchases made while the contract had not expired.
- All 31 invoices did not include charges for sales tax.
- None of the 31 invoices contained items billed at cost or cost plus markup.
- None of the 31 invoices contained labor charges; however, the 4 reimbursements for salaries to sub-recipients were supported with timesheets.
- 1 invoice contained a previous balance; however, the invoice did not contain an explanation noted on the invoice.
- None of the 31 invoices were purchased through verbal and or written quotes.
- 3 invoices were related to a delivery of goods (1-food to the food bank, 2-gravel for street improvements). The invoices contained the delivery tickets.
- 1 invoice amount ($829.42) did not agree to the actual payment amount ($892.42). The UCP overpaid the vendor by $63.00. According to the Director of Finance, the incorrect payment was a result of a number transposition error. The UCP received credit for the difference of $63.00.

Criteria:
In order to have effective system of internal controls for the processing of invoices, at a minimum, the following procedures must be in place:

- Original invoice received from the vendor is attached.
- Invoice is billed to the Urban County Program and contains Urban County Program address information.
- Invoice contains the date received, and initials of receiving clerk, and the signature of the person that received the goods/services.
- Invoice contains the Executive Director's or her designee's signature of approval to process payment. Note: This individual must be different from the individual that received the goods.
- Invoice includes correct general ledger account number, purchase order number, and contract number, if applicable.
- Item descriptions, quantities, and unit costs on invoice agree to the items encumbered on the purchase order.
- Purchase order was encumbered before the purchase was made.
- Purchase order notes the contract number under which purchase was made. In addition, contract under which purchase was made was not expired when purchase was made.
- A copy of the purchase order is attached to the invoice.
- Invoice does not include sales tax.
- If the invoice contains items billed at cost or cost plus markup, copies of the vendor's PAID invoice (i.e., invoice showing a zero balance owed) or copies of the vendor's cancelled checks are attached as evidence of the cost.
- If the invoice contains labor charges, copies of the timesheets indicating the start time, end time, and total regular hours and overtime hours worked are attached. If overtime hours were worked, the supporting documentation indicates the name of the UCP's representative that authorized the overtime hours.
- If invoice contains any past due or previous balance, explanation has been noted.
- Documented verbal quotes and written quotes, as applicable, are attached to the invoice.
- Delivery tickets are attached.
- Payment amount agrees to the invoice amount.

Cause:
Formal procedures are not in place to ensure that invoices are properly processed.

Effect:
Failure to ensure that invoices are properly processed may result in the loss of funds.

Recommendation:
UCP management should develop and implement formal procedures to ensure that invoices are properly processed. At a minimum, the procedures noted in the Criteria above should be implemented. Please contact the County Auditor's Office for assistance regarding the processing of invoices.

UCP Management Response:
Although no written procedures were in place, UCP did have a process to follow in processing invoices. UCP requested and received the auditing procedures currently in place at the Auditor's office and will implement them as part of UCP's process.

Target Date:
Immediately

Finding No. 4: Improvements could be made to the procedures in place to ensure that travel payments are made in compliance with the Hidalgo County Travel Policies, Guidelines, and Procedures.

Condition:
We randomly selected 41 of 312 (13%) payments made during the period of January 1, 2012 through March 31, 2012 to determine if payments were made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures. Only 5 of 41 payments were for travel expenses. We reviewed the 5 travel payments and applicable supporting documentation. The results of our review revealed the following:

- 1 of 5 (20%) payments was related to an out-of-county travel advance and the payment was made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures. The advance was for meals, airfare, and hotel expenses for 5 days and totaled $1,500.30. The individual that received the travel advance accounted for the advance within 20 calendar days after the seminar by completing the Form T-4 "Final Travel Expense Claim." Original itemized receipts (except meal receipts) were submitted.
- 4 of 5 (80%) payments were related to in-county mileage reimbursements. The payments were not made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures.
  - For 2 payments, the destination address on the "In-County Travel Automobile Expense Claim" forms did not agree to the destination listed as "purpose of the trip." If the destination listed as "purpose of the trip" was the correct destination, the payments resulted in an overpayment of $16.10 and $2.22.
  - For 1 payment, the employee claimed 6 miles to travel from the location of a special inspection to their residence. The number of commuting miles was 15 and was not deducted from the payment resulting in an overpayment of $3.33.
  - For 4 payments, the mileage claimed for reimbursement exceeded the mileage for the shortest distance resulting in overpayments ranging from $9.44 to $31.64.
  - For 4 payments, copies of the employee driver's licenses were provided; however, proof of valid insurance was not maintained on file by UCP. According to the Director of Finance, copies of employee's driver's licenses and proof of valid insurance are maintained on file; however, once insurance expires or employees are terminated, the proof of insurance is destroyed.

Criteria:
On August 5, 2009, Commissioners Court approved the Travel Policies, Guidelines, and Procedures for the reimbursement of business travel expense. The Hidalgo County Travel Policies, Guidelines, and Procedures allows for travel advances to be issued to an employee who's seminar/conference/meeting is scheduled to last for 2 or more days by completing Form T-5 "Out of County – Travel Advance Request." Individuals receiving a travel advance are required to account for the advance within 20 calendar days after the seminar/conference/ meeting date by completing the Form T-4 "Final Travel Expense Claim." Original itemized receipts (except meal receipts) must be submitted in order to obtain reimbursement for allowable expenses paid by the traveler.

For in-county mileage reimbursement, a daily travel log must be maintained that indicates specific destination points (including address information) purpose of travel, and any other information deemed necessary. Employees must request reimbursement on a monthly basis with the completion and submittal of Form T-3 "In-County Travel Automobile Expense Claim."

Commuting expenses incurred in traveling between the employee's residence and their main place of work (County Office) or for mileage/expenses incurred in any other travel of a personal nature are not reimbursable. If mileage incurred in a single day to a place outside the office exceeds normal commuting mileage (home to office and return), the difference between mileage incurred that day and commuting mileage is reimbursable.

Employees using a personal vehicle must file a copy of their current insurance card and current driver's license. Mileage reimbursements will not be made if a current driver's license and current insurance card is not filed.

Cause:
Formal monitoring procedures are not in place to ensure that travel expenditures are made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures.

Effect:
Failure to ensure that travel expenditures are made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures may result in the loss of funds.

Recommendation:
UCP management should develop and implement formal monitoring procedures to ensure that travel expenditures are made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures.

UCP Management Response:
UCP will continue to use the County's Travel Policies and Procedures to reimburse for mileage expenses and will instruct Monitors reviewing mileage to confirm miles travelled with Map Quest. Additionally, staff will make notes on request for reimbursement to explain and deviations from point to point mileage.

Target Date:
Immediately

Finding No. 5: Improvements could be made to the procedures in place to ensure that payments are made pursuant to the terms of the agreements/contracts.

Condition:
We randomly selected 41 of 312 (13%) payments made during the period of January 1, 2012 through March 31, 2012 to determine if the payments were made pursuant to the terms of the agreements/contracts and if required documentation was maintained on file. 28 of 41 payments were made under 24 agreements/contracts (1 engineering professional service, 10 sub-recipient agreements, 1 material testing service, 4 construction loan agreements, 4 construction contracts, 1 materials agreement, 1 lease agreement, 1 engineering laboratory professional service, 1 inter-local agreement).

The results of our review revealed the following:

- 11 payments totaling $230,022.68 related to 9 agreements/contracts were made pursuant to the terms of the agreement/contract.
- 17 payments totaling $857,448.20 related to 23 agreements/contracts were not made pursuant to the terms of the agreement/contract or required documentation was not maintained on file as follows:
  - 1 payment totaling $70,490.00 was related to an engineering professional services agreement. The preliminary phase was paid at 15% of the total project cost instead of 25%. According to the Coordinator, the percentages for the preliminary and construction phase were applied incorrectly, in error. However, the overall amount paid to the engineer for the project agreed to the total contract amount.
  - 11 payments totaling $59,165.70 were related to 9 sub-recipient agreements. All the required supporting documentation was not maintained on file for these payments. (i.e., financial management

letters that include a detail list of receipts and disbursements; and copies of the most recent 990 Tax Return)

- 1 payment totaling $23,200.00 was related to 1 construction loan agreement. The copy of the building permit was not maintained on file.
- 4 payments totaling $704,592.50 were related to 4 construction contracts. The estimated construction progress reports were not maintained on file for these payments. In addition, payments were not made on a monthly basis as specified in the contract. Instead, payments were made upon request by the contractor.

In addition, we noted that the construction contracts make reference to Texas Property Code Chapter 416; however, Chapter 416 no longer exists.

Criteria:

On December 29, 2011, Commissioners Court entered into a professional services agreement with Javier Hinojosa Engineering, Inc. to provide engineering services to the UCP. According to the agreement, payment shall be based on the request for reimbursement. The engineer's fee shall be due and payable as follows: At the preliminary phase, the party shall pay a maximum of 25%; at the design phase, the party shall pay a maximum of 60%; and at the construction phase, the party shall pay a maximum of 15%.

On June 28, 2011, Commissioners Court approved sub-recipient agreements with Nuestra Clinica Del Valle, La Union Del Pueblo Entero, International Valley Health Institute, Food Bank of the Rio Grande Valley, Arise South Tower, and Easter Seals of the Rio Grande Valley. In addition, on September 27, 2011, Commissioners Court approved a sub-recipient agreement with the Boys and Girls Club of Mission. Pursuant to the sub-recipient agreements, as a condition to receiving funds, the sub-recipient must provide:

- A financial management letter within 6 months from the end of its fiscal year covering the period of the agreement that includes detailed receipts and disbursement of payments;
- A 990 Tax Return (Return of Organization Exempt from Income Tax) for the most recent fiscal year within 6 months if submitting a financial management letter or within 9 months if submitting a financial audit;
- Monthly performance reports with each request for payment on or before the 15th of each month; and
- A certificate of insurance as proof that sub-recipient has secured and paid for policies of public liability and automobile insurance to cover all operations and service under the contract agreement with limits of not less than $300,000 per occurrence, $300,000 aggregate covering all risks incident to or in connection with performance of the agreement.

On September 22, 2009, Commissioners Court approved a CHDO agreement with Proyecto Azteca, a nonprofit corporation, to construct homes for low-income qualified first time homebuyers. According to the agreement, Proyecto Azteca shall provide UCP with management reports, an annual performance report, worker's compensation insurance, and automobile liability insurance.

On September 29, 2009, Commissioners Court approved a Homeless Prevention & Rapid Re-Housing grant sub-recipient agreement with Advocacy Resource Center for Housing and Catholic Charities of the Rio Grande Valley. According to the agreements, the sub-recipients are required to provide the following:

- A financial management letter covering the period of the agreement that includes detailed receipts and disbursement of payments;
- If the sub-recipient expends $500,000 or more a year in federal funds, the sub-recipient must within 9 months after the end of the fiscal year, provide an audit of revenues and expenditures conducted by a CPA;
- A certificate of insurance as proof that sub-recipient has secured and paid for policies of public liability and automobile insurance to cover all operations and service under the contract agreement with limits of not less than $300,000 per occurrence, $300,000 aggregate covering all risks incident to or in connection with performance of the agreement must be provided;

- Quarterly performance reports on outputs & outcomes including information on participants served to date, jobs created, funds drawn or expended, and narrative descriptions of program progress or issues must be provided;
- An Annual Performance Report is required to be submitted within 60 days of the end of each federal fiscal year; and
- A Monthly Activity Report must be submitted with each request for payment on or before the 15th of each month.

On August 9, 2011, Hidalgo County Commissioners Court approved a material testing services contract with Raba-Kistner Consulting, Inc. According to the contract, the fees for services rendered are in accordance with a "Schedule of Fees for Professional Services" attached to the agreement. The "Schedule of Fees for Professional Services" only specifies the hourly fees for professional services rendered.

On October 11, 2011, October 25, 2011, and November 22, 2011, Commissioners Court approved construction loan agreements with De Leon Construction, Benchmark Construction, LLC., and GNG Contractors, respectively, to construct homes for the borrowers of the loans. According to the agreement, lender shall have no obligation to make advance of fund to borrower until certain conditions have been satisfied. One of the conditions requires that the contractor provide the lender a copy of the building permit for the improvements. In addition, before a final advance is made, the contractor must provide an affidavit of final bills paid pursuant to Texas Property Code § 53.259.

Pursuant to Texas Property Code § 53.259(a) "as a condition of final payment under a residential construction contract, the original contractor shall, at the time the final payment is tendered, execute and deliver to the owner, or the owner's agent, an affidavit stating that the original contractor has paid each person in full for all labor and materials used in the construction of improvements on the real property. If the original contractor has not paid each person in full, the original contractor shall state in the affidavit the amount owed and the name and, if known, the address and telephone number of each person to whom a payment is owed."

On September 13, 2011, October 11, 2011, October 25, 2011, and December 12, 2011, Commissioners Court approved construction contracts with G.A.S. Enterprises; O.G. Constriction; R. M. Waldorf, Inc.; and, Asago, respectively. According to the contracts:

- Immediately after execution and delivery of the contract, and before the first partial payment is made, the contractor shall deliver to the owner an estimated construction progress schedule in the form satisfactory to the County. The schedule must show the proposed dates of commencement and completion of each of the various subdivisions of the work required under the contract and the anticipated amount of each monthly payment.
- Not later than the 15th day of each calendar month, the County shall make a progress payment to the Contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month. To ensure proper performance of the contract, the County shall retain 10% of the amount of each estimate until final completion and acceptance of all work covered by the contract. Contractor shall submit his estimate not later than the first day of the month.

Cause:
Formal procedures are not in place to ensure that payments are made pursuant to the terms of the agreements/ contracts.

Effect:
Failure to ensure that payments are made pursuant to the terms of the agreements/contracts may result in the loss of funds.

Recommendation:
UCP management should develop and implement procedures to ensure that payments are made pursuant to the terms of agreements/contracts. At a minimum, the employee responsible for processing payments should be familiar with the agreement/contract and should ensure that all required documentation is maintained on

file. In addition, contracts should be reviewed by legal counsel prior to obtaining Commissioners Court approval in order to ensure that the contracts are up to date with applicable statutes.

UCP Management Response:
The Auditor's Office reports that all supporting documentation was not maintained for 17 payments. The UCP offers the following comments: (1) UCP agrees with the Auditor's office determination that percentages were paid incorrectly, however the overall amount paid to the engineer for the project agreed to the total contract amount (2) UCP disagrees with the Auditor's office determination that supporting documentation was not maintained on file for 11 payments. I have attached copies of the documentation in question which were located in the files reviewed. These documents are part of the original application(s) for funding submitted to UCP by the subrecipients prior to the award of subrecipient agreement by Hidalgo County Commissioners' Court. In regards to the lack of the financial management letter for these subrecipients, I refer you to OMB Circular A-133 and page three (3) Section – Audit Requirements, paragraph four (4) of the Subrecipient Agreement, which states that organizations that expend less than five hundred thousand dollars ($500,000) a year in federal funds are exempt from the requirements of OMB Circular A-133for the year, therefore a financial management letter is not necessary for all subrecipients. Additionally, the monthly performance reports is an internal document used to determine the number the total number of beneficiaries at close of FY-June 30th. However, to clarify the requirements regarding the financial management letters, UCP will look at rewording the applicable section of the Subrecipient Agreement. (3) The estimated construction schedule was not in the files and the anticipated amount of each monthly payment was not provided. UPC will look to amending contract to eliminate this requirement. Although every effort is made to have the contractor bill the County by the 15th of the month, contractors will bill upon completion of a portion of their work. Our primary concern is to have the project completed within schedule and that it adheres to the construction specifications.

Auditor's Response:
UCP is charged with monitoring for compliance with the Financial Management Letter (financial statements) and 990 Tax Return requirements under section IX of the sub-recipient agreements. Additionally, for sub-recipients that expended more than $500,000 in total federal awards (OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations), UCP is responsible for monitoring for compliance with OMB Circular A-133; therefore, a copy of the Single Audit report should be requested. Pursuant to section IX of the sub-recipient agreement, failure to timely submit a financial management letter will automatically result in the forfeiture of funds to the funding source.

Furthermore, although copies of 990 Tax Returns were maintained on file, copies of the most recent 990 tax returns were not maintained on file as required by section IX of the sub-recipient agreement. A 990 Tax Return for the most recent fiscal year must be submitted within 6 months if submitting a financial management letter or within 9 months if submitting a Single Audit report.

OBJECTIVES, SCOPE, AND METHODOLOGY

Objective:
We have completed an audit of the Urban County Program pursuant to Local Government Code §115.001, our annual audit plan, and a request made by Commissioners Court. The objectives of the audit were to:

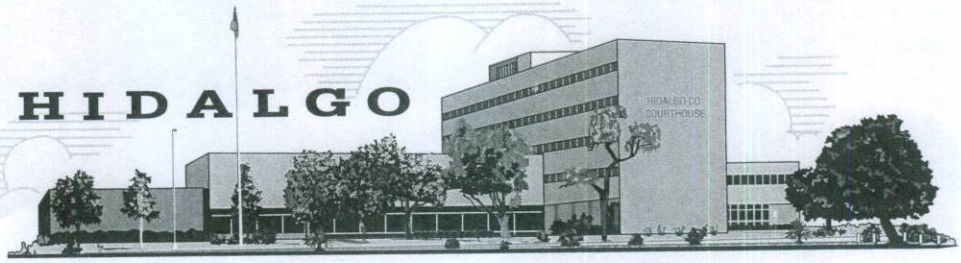
1. Determine if expenses made by the Urban County Program were in compliance with the action plan approved by HUD, as amended by Commissioners Court, and agreement/contract requirements; and
2. Evaluate the procedures in place for the procurement and receipt of goods.

Scope:
The scope of the audit was limited to the period of January 1, 2012 through March 31, 2012. The audit was limited to a review of expenses and procedures for the procurement and receipt of goods and did not include testing to ensure that the Urban County Program was in compliance with all grant funding conditions. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Methodology:
In planning and performing the audit, we conducted interviews with UCP staff and reviewed applicable statutes, policies, procedures, and agreement/contract conditions. The following procedures were performed:

- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if the expenditures were in compliance with the action plan approved by HUD, as amended by Commissioners Court.
- Reviewed judgmentally selected payments related to CDBG and DRS issued during the period of January 1, 2012 through March 31, 2012 to determine if the expenditures met one of three national objectives set by HUD.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if purchasing procedures regarding quotes, competitive bids, and/or competitive bid exemption requirements were followed.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if all vendor payments were supported by an original vendor invoice.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if an effective system of internal controls for the processing of invoices was in place.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if payments were made in accordance with the Hidalgo County Travel Policies, Guidelines, and Procedures.
- Reviewed randomly selected payments made during the period of January 1, 2012 through March 31, 2012 to determine if the payments were made pursuant to the terms of the agreements/contracts and if required documentation was maintained on file.

COUNTY of HIDALGO
HIDALGO COUNTY AUDITOR'S OFFICE
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2808 South Business Highway 281
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FAX: (956) 318-2577
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EDINBURG, TEXAS 78539

April 29, 2013

Honorable Norma Garcia, County Treasurer
County Treasurer's Office
2810 South Business Highway 281
Edinburg, TX 78539

Mr. Sergio Cruz, Budget Officer
Department of Budget and Management
2818 South Business Highway 281
Edinburg, TX 78539

Re: Audit of the 2013 Approved Salary Schedule
Audit No. 2013-03

Honorable Norma Garcia and Mr. Sergio Cruz:

We have completed an audit of the 2013 payroll upload process pursuant to Local Government Code §115.001 and our annual audit plan. The objective of the audit was to determine if the 2013 budgeted salary schedule approved by Commissioners Court was uploaded to the *alio* Human Resources Module (HRS), the County's personnel and payroll information system.

Background:
Local Government Code §152.011 authorizes Commissioners Court to set the amount of compensation, office and travel expenses, and all other allowances for county and precinct officers and employees who are paid wholly from county funds. In addition, pursuant to Local Government Code §111.070, Commissioners Court may spend county funds only in strict compliance with the budget.

Pursuant to Local Government Code §113.041(a), the County Treasurer shall disburse the money belonging to the County and shall pay and apply the money as required by law and as the Commissioners Court may require or direct, not inconsistent with law.

On September 25, 2012, Commissioners Court approved the 2013 budgeted salary schedule which included budgeted salaries and allowances (i.e., longevity pay, interpreter pay, supplemental pay, automobile allowance, and clothing allowance) in the amount of $103,058,719.22. The 2013 approved budgeted salaries included a 3% cost of living adjustment (COLA).

alio Human Resources Module
The County Treasurer's Office utilizes the *alio* Human Resources Module (HRS) in order to process payroll and maintain employee payroll records. HRS is not being utilized for position control. That is, the budgeted amounts for salaries and allowances approved by Commissioners Court for each position are not included in HRS. Employees are paid based on an hourly and bi-weekly rate computed from the actual salary and allowance amounts as approved by the Elected Official/Department Head on a Change of Status form. The hourly and bi-weekly rates are computed manually by the County Treasurer's Office Payroll Division, except when an electronic file is uploaded to HRS.

Generally, changes to employee records are required to be submitted through a properly authorized Change of Status form. The Change of Status form requires the signature of the preparer, the Official or Department Head, the Human Resources Director, the Budget Officer, the County Auditor, and the County Treasurer. The exception to the use of the Change of Status form to make changes to employee records occurs as a result of the adoption of the following year's budget. Due to a significant volume of changes (i.e., COLA, longevity

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERA JUDGE, 449TH D.C.

pay, title changes, etc.) that occur each year, the Department of Budget and Management prepares an electronic file that is uploaded to HRS by IT personnel of the County Auditor's Office and IT Department.

Prior to uploading the electronic file, the previous year's salary information is rolled over to the current year. The electronic file overrides the rolled over salary and allowance amounts, hourly and bi-weekly rates, position titles, general ledger account numbers, and distribution percent per general ledger account, as applicable.

Budget Application Program

The Department of Budget and Management (DBM) utilizes the Budget Application Program (BAP), a Microsoft Access database developed internally by the IT Department, in order to develop the budgeted salary schedule that is presented to Commissioners Court for adoption during the annual budget process. In addition to the "adopted" salary schedule, the BAP contains an "actual" salary schedule for each year. The actual salary schedule is updated throughout the year to reflect the current budgeted and actual salaries and allowances per position. Since the BAP does not interface with HRS, a reconciliation of these two programs is needed. According to the Director of the Budget and Management Division, a reconciliation is conducted at least annually.

2013 Payroll Upload Process

According to the Director of the Budget and Management Division, the following process was followed in order to develop the 2013 payroll upload file. First, a reconciliation of the 2012 BAP actual salary schedule against HRS was conducted for all County employees, except for Adult Probation Department, temporary, and part-time employees. To accomplish the reconciliation, an electronic file of HRS salary information was requested from the County Auditor's Office. The electronic file was forwarded to the IT Department for comparison against the BAP 2012 actual salary schedule in order to identify discrepancies. Discrepancies were researched by the Budget Analysts. If corrections to salary information in HRS were needed, a memo with a list of the required corrections was sent to the County Treasurer's Office, along with the applicable supporting documentation. If corrections to the BAP actual salary schedule were needed, corrections were made by DBM staff.

After completion of the reconciliation, the 2012 actual salary schedule was adjusted to include the 3% COLA approved by Commissioners Court during the 2013 budget process and applicable longevity pay increases in order to arrive at the 2013 actual salary schedule. DBM's staff then verified that the 2013 actual salary schedule did not exceed the 2013 budgeted salary schedule adopted by Commissioners Court and any subsequent changes approved by Commissioners Court. The adjusted schedule was used to create an Excel file containing employee numbers, general ledger account numbers, distribution percent per general ledger account, position titles, and actual salaries and allowances for all employees except for elected officials and employees of the Adult Probation Department and the County Auditor's Office. The Excel file was forwarded to IT staff of the County Auditor's Office and IT Department. The IT Department's Application Developer III developed a program to upload the salary information to HRS and another program to compute and upload to HRS the hourly and bi-weekly rates based on the actual salary and allowance amounts. A Change of Status form was required to be submitted for elected officials and employees of the Adult Probation Department and County Auditor's Office.

After the upload was completed, the County Auditor's Office IT staff queried HRS to extract the hourly, bi-weekly, and salary and allowance for all employees and saved the extracted data to an electronic file. The electronic file was then forwarded to DBM. DBM's Budget Analysts reconciled the extracted data to the data on the electronic file initially provided by DBM to ensure that the data was properly uploaded. In addition, DBM's staff verified that the information provided in the payroll upload file was accurate. A formal notice of discrepancies noted during the reconciliation process was sent to the County Treasurer's Office to ensure applicable corrections were made.

On January 15, 2013 and January 18, 2013, subsequent to the upload and reconciliations, DBM submitted manual adjustments to the County Treasurer's Office to correct additional errors found (i.e., corrections to salaries, allowances, and general ledger account numbers to which the salaries and allowances were charged).

Longevity Pay

Pursuant to Local Government Code §152.074(a), "in a county with a population of 150,000 or more, the commissioners court of a county shall provide to each commissioned deputy of the sheriff's department

longevity pay in an amount not less than $5 a month for each year of service in the department, up to and including 25 years. Each commissioned deputy is entitled to the longevity pay in addition to the deputy's regular compensation." In addition, Local Government Code §152.074(a-1) states, "in a county with a population of 150,000 or more, the commissioners court may provide to each county jailer of the sheriff's department longevity pay in the amount provided to a commissioned deputy under Subsection (a)." Pursuant to Local Government Code §152.074 (b), "the commissioners court shall begin providing the longevity pay at the beginning of the first fiscal year after the date this section becomes applicable to the county."

Pursuant to Government Code § 41.252 (a) and (b), "an assistant prosecutor is entitled to longevity pay if the assistant prosecutor: (1) is a full-time employee on the last day of a state fiscal quarter; (2) is not on leave without pay on the last day of a state fiscal quarter; and (3) has accrued at least four years of lifetime service credit not later than the last day of the month preceding the last month of a state fiscal quarter. The district attorney, criminal district attorney, or county attorney in the county in which the assistant prosecutor is employed shall certify the eligibility of the assistant prosecutor to receive a longevity pay supplement under this subchapter. Pursuant to Government Code § 41.253 (a), (b) and (c), "except as provided by Section 41.255(f), the amount of longevity pay is $20 per month for each year of lifetime service credit. The increase is effective beginning with the month following the month in which the fourth year of lifetime service credit is accrued. An assistant prosecutor may not receive as longevity pay from the county under this subchapter: (1) more than $20 for each year of lifetime service credit, regardless of the number of positions the assistant prosecutor holds or the number of hours the assistant prosecutor works each week; or (2) more than $5,000 annually.

Pursuant to Local Government Code §152.906, "in a county with a population of 190,000 or more, the commissioners court may provide for each county employee or classification of county employee, including, but not limited to, deputy constables, longevity pay, in addition to regular compensation, of $5 a month, or any other amount determined by the commissioners court, for each year of service in the county, up to and including 30 years."

On October 23, 2007, Commissioners Court adopted the "Longevity Pay Policy" that awards longevity pay twice monthly to all regular, full-time employees in the amount of $60.00 per year, for each full year of continuous employment after five years of permanent full-time service. This policy does not limit the amount of years of service for computing longevity pay; however, Local Government Code §152.906 limits the years of service to 30 years. The following are not eligible for longevity pay: elected officials, regular part-time employees, full-time temporary employees, part-time temporary employees, and temporary election workers. Employees who terminate their employment with the County but return at a later date forfeit all longevity time previously credited and will commence as a new employee except as follows: 1.) Longevity time will be reinstated when the break in service is within one year and the result of involuntary termination was caused by a change in administration or loss of funding for a program, department or office. 2.) Longevity time will be reinstated when the break in service was voluntary and the employee returns within three months, provided that the employee resigned in good standing. Longevity pay is not considered part of the annual base pay for classification and pay purposes, nor is it to be recorded in personnel records as part of annual base salary.

A total of 1,579 County employees receive longevity pay ranging from $60.00 to $5,000 per year. Total budgeted longevity pay for the year ending December 31, 2013 is $1,114,905.69.

Scope and Methodology:

The scope of our audit was limited to a review of the 2013 budgeted salary schedule approved by Commissioners Court and the 2013 salaries and allowances uploaded to HRS on Friday, January 11, 2013. As part of the review, we did not verify whether employees were eligible to receive the allowances (i.e., longevity pay, interpreter pay, supplemental pay, automobile allowance, and clothing allowance). In addition, we did not verify whether actual salaries paid were charged to the proper general ledger account. Our audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all inclusive of areas where improvements could be made.

In planning and performing our audit, we conducted interviews with staff, obtained a copy of the 2013 budgeted salary schedule approved by Commissioners Court and the electronic file of 2013 salaries and allowances uploaded to HRS. More specifically, we compared the 2013 budgeted salary schedule approved by

allowances uploaded to HRS. More specifically, we compared the 2013 budgeted salary schedule approved by Commissioners Court to the 2013 salaries and allowances uploaded to HRS to determine if the 2013 budgeted salary schedule approved by Commissioners Court was uploaded to the *alio* Human Resources Module (HRS), the County's personnel and payroll information system.

Conclusion:

Based on the results of our audit, we have determined that the 2013 budgeted salary schedule approved by Commissioners Court was not uploaded to HRS. Instead, only the 2013 actual salaries and allowances were uploaded to HRS. In addition, we determined that certain 2013 employee salaries and allowances uploaded to HRS exceeded the 2013 budgeted salaries and allowances approved by Commissioners Court. More specifically, the following was noted:

- We computed the hourly rates and bi-weekly rates based on the actual salary and allowance amounts uploaded to HRS to determine if the rates uploaded to HRS were correct. The results of our review revealed that all computed rates were correct.
- We reviewed 2,773 (100%) employee salaries and allowances in HRS to determine if the salaries and allowances did not exceed the budgeted salaries and allowances approved by Commissioners Court. Of the 2,773 employees:
  - 2,756 (99%) employee salaries and allowances, as applicable, did not exceed the budgeted salaries and allowances approved by Commissioners Court.
  - 17 (1%) employee salaries or allowances exceeded the budgeted salaries and allowances approved by Commissioners Court.
    - 12 (1%) employee salaries exceeded the budgeted salaries approved by Commissioners Court. DBM was immediately notified and the County Treasurer's Office subsequently made the corrections.
    - 5 (1%) employee allowances (clothing) exceeded the budgeted allowances approved by Commissioners Court by $500.00 (see Exhibit A). DBM was immediately notified. DBM sought Commissioners Court approval on February 12, 2013 (3 employees) and April 23, 2013 (2 employees) to properly budget the clothing allowances.

In addition, we noted that the system of internal controls over the uploading of the salary schedule to HRS requires improvement as follows:

- The approved 2013 budgeted salary schedule only contains position numbers and titles; however, HRS does not contain position numbers. Therefore, in order to determine that actual salaries and allowances in HRS did not exceed the approved 2013 budgeted salary schedule per position, we compared the approved 2013 budgeted salary schedule against the BAP salary schedule to determine the employee number and name assigned to each position. Subsequently, we compared the employee numbers and names against HRS. This process was difficult and time-consuming.
- According to the Payroll Supervisor, the HRS system does not automatically compute the hourly and bi-weekly pay rates based on the employee salary and allowance amounts. Instead, the hourly and bi-weekly rates are calculated either manually or by utilizing a program developed by the Information Technology Department's Application Developer III.
- Salary adjustments to HRS were made by the County Treasurer's Office based on DBM's request. In some cases, the salary adjustments requested by DBM resulted in the salary and allowances exceeding those approved by Commissioners Court.
- The Commissioners Court approved a step and grade salary plan for law enforcement that included allowances for education, certification, and assignment pay. The Sheriff's Office submitted Change of Status forms to authorize education, certification, and assignment pay allowances in accordance with the step and grade salary plan; however, some allowances were not included in the adopted salary schedule. In addition, the Sheriff's Office submitted Change of Status forms to authorize certain clothing allowances that were neither included in the adopted salary schedule nor part of the law enforcement step and grade salary plan.

Furthermore, although not part of the audit objective, we noted that some employees may have been compensated for longevity pay for which they were not entitled. According to DBM, the longevity pay for some full-time employees was computed using their beginning part-time date of employment instead of the first day of full-time employment as required by the Longevity Pay Policy. In addition, the longevity pay may

have been calculated without taking into account a break in service by the employee. Also, the Longevity Pay Policy does not limit the amount of years of service for computing longevity pay; however, Local Government Code §152.906 limits the years of service to 30 years and Local Government Code §152.074(a) limits the years of service to 25 years for Sheriff Deputies and Jailers. In 17 instances, employees were paid longevity for services in excess of 30 years, contrary to Local Government Code §152.906. In addition, in 13 instance, a Sheriff Deputy was paid longevity for services in excess of 25 years, contrary to Local Government Code §152.074(a).

Recommendation:

Management should take corrective action to address the deficiencies identified in the audit as follows:

1. DBM should upload the budgeted salaries and allowances approved by Commissioners Court to HRS. DBM should coordinate with the County Auditor's Office to consult with Weidenhammer regarding the utilization of HRS to implement position control.
2. The County Treasurer's Office should coordinate with the County Auditor's Office to consult with Weidenhammer regarding the capability of HRS to automatically compute employee hourly and bi-weekly pay rates.
3. The County Treasurer's Office should develop formal monitoring procedures to ensure that salaries and allowances paid to employees do not exceed the budgeted salaries and allowances approved by Commissioners Court and Local Government Code §152.906.
4. DBM should ensure funding is in place for all allowance adjustments made for Sheriff's Office employees.
5. The County Treasurer's Office and DBM should verify that the longevity paid to employees is in accordance with the Longevity Pay Policy approved by Commissioners Court on October 23, 2007, Local Government Code §152.906 and Local Government Code §152.074(a). Any discrepancies noted should be immediately resolved by making the appropriate corrections in HRS. In addition, the County Treasurer's Office should seek reimbursement from employees for overpayments or compensate employees for underpayments, as applicable. The County Treasurer should notify employees prior to deducting any longevity overpayments. If a payment plan is requested by the employee, the County Treasurer should obtain approval by Commissioners Court of the payment plan.
6. DBM should request Commissioners Court approval to amend the Longevity Pay Policy in order to limit the amount of years of service for computing longevity pay to 30 years in accordance with Local Government Code §152.906.

We would like to express our appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the audit. If you should have any questions, please call, Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

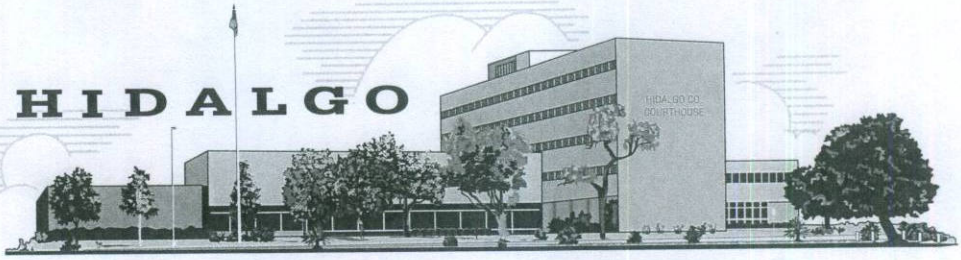
Cc: Mr. Valde Guerra, Commissioners Court Executive Office

Enclosure

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRER... JUDGE, 449TH D.C.

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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2808 South Business Highway 281
Edinburg, Texas 78539-6243
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FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

May 17, 2013

Rolando Garza, Chief Appraiser
Hidalgo County Appraisal District
4405 S. Professional Dr.
Edinburg, Texas 78540-0208

Ref: 2013 Tax Roll Abatement- RBC Manufacturing Corporation.
Report No. 2013-30

Dear Mr. Garza:

We have completed a limited scope review of the tax abatement agreement between Hidalgo County and RBC Manufacturing Corporation (RBC). The objective of the review was to determine whether RBC qualifies for a tax abatement for the 2013 tax year.

The scope of our review was limited to a review of the tax abatement agreement between Hidalgo County and RBC. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. The responsibility for sound internal controls rests with management.

As part of our review, we reviewed the tax abatement agreement between Hidalgo County and RBC Hidalgo County Tax Abatement Guidelines and Criteria, certification from RBC regarding compliance with the terms of the tax abatement agreement, certified application cost breakdown from RBC containing the total project capital cost improvements, and reports from RBC regarding the number of jobs created as of December 31, 2012.

Based on the results of our review, we have determined that RBC qualifies for 25% tax abatement for the 2013 tax year based on the jobs created in accordance with the Hidalgo County Tax Abatement Guidelines and Criteria and the tax abatement agreement entered into by Hidalgo County and RBC.

If you have any questions, please feel free to call Carlos Ramirez, Internal Auditor I, at 318-2511, ext. 4654, Letty Chavez, Compliance Audit Supervisor, at ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645 or me at 4604.

Respectfully,

Ray Eufracio, CPA
Hidalgo County Auditor

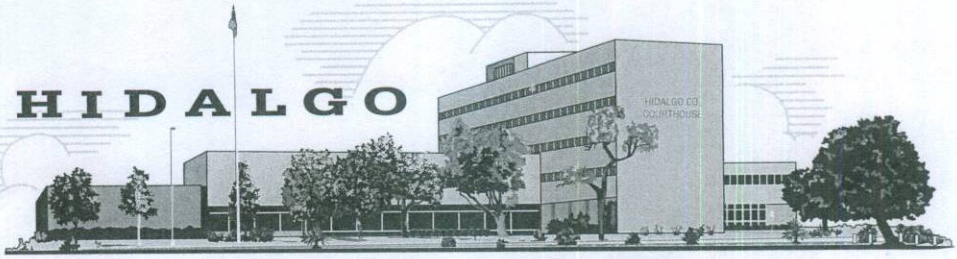
Cc: The Honorable Ramon Garcia, Hidalgo County Judge
Ms. Soledad Guzman, Supervisor-Property Records, Hidalgo County Appraisal District
Ms. Lorena Molina, Finance Manager, RBC Manufacturing Corporation.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

May 17, 2013

The Honorable Pablo Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
2804 S. Business Hwy. 281
Edinburg, Texas 78539

Ref: Review of Delinquent Tax Attorney Payment Request-March 2013
Report No. 2013-38

Dear Mr. Villarreal:

We have completed a limited scope review of the March 2013 payment request prepared by your office for delinquent tax attorney (DTA) fees due to Perdue, Brandon, Fielder, Collins, and Mott, LLP ("Perdue") and related supporting documentation. The objective of our limited scope review was to determine if the payment request was accurate and properly authorized.

The scope of our review was limited to a review of the DTA fees collected by your office on behalf of the following entities: Hidalgo County (GHD), Road District 2 (RD2), Road District 5 (RD5), Road District 7 (RD7), Road District 11 (RD11), Road District 12 (RD12), Road District 14 (RD14), Road District 15, State of Texas (TEX); and the payment request prepared by your office for the month ended March 31, 2013. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. The responsibility for sound internal controls rests with management.

As part of our review, we reviewed the payment request, the delinquent tax attorney contract, and various collection reports prepared by your office. The following procedures were performed:

- Verified that the payment request submitted by your office was signed and included a certification by the Hidalgo County Tax Assessor/Collector that the "payment represents 15% of the delinquent taxes and penalty and interest collections for the month of March 2013 collections".
- Reviewed the "Hidalgo County Tax Office Prior Collection Report", "Hidalgo County Tax Office Current Collection Report", "Hidalgo County Texas Contractor Report of Delinquent Collections", and the "Final Distribution Totals March 2013 Perdue, Brandon, Fielder, Collins and Mott LLP" report to determine if the amount on the payment request was accurate.
- Reviewed the "Hidalgo County Tax Office Prior Collection Report" and the "Hidalgo County Tax Office Current Collection Report" to determine if the DTA fees were collected at the 15% rate specified in the contract.
- Reviewed the list of tax accounts with tax deferrals provided by your office along with the March 2013 DTA payment request to verify whether accounts with delinquent tax attorney fees that were not collected at 15% rate specified in the contract were related to accounts with tax deferrals.

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERA JUDGE, 449TH D.C

- Reviewed the tax accounts listed on the "Hidalgo County Tax Office Prior Collection Report" and the "Hidalgo County Tax Office Current Collection Report" that reflected a negative amount and verified on *ACT*, the tax collection application system, whether delinquent tax attorney fees netted out from the payment request to Perdue were collected between January 1, 2007 through June 30, 2007 and previously paid to Linebarger Goggan Blair & Sampson, LLP ("LGBS").

The results of our review revealed that the payment request was generally accurate and properly authorized. Although delinquent tax attorney fees for 302 tax accounts were not collected at the 15% rate specified in the contract; we concluded that the differences in rates were attributed to tax deferrals and rounding (see Exhibit A).

In addition, we noted that DTA fees for tax account C4200-00-009-0009-00 were collected prior to June 30, 2007 and previously paid to LGBS, at a rate of 20%. The tax account was unpaid in March 2013 at a rate of 20% and re-applied by the Tax Office at a rate of 15% which created a 5% deficit variance ($20.15) on the March 2013 DTA payment being made to Perdue.

We notified your office of the 5% deficit variance and your staff indicated that the deficit variance will be adjusted in the May 2013 DTA payment.

We will proceed to process the March 2013 DTA payment request for payment in the amount of $197,317.95.

If you have any questions, please feel free to call Pedro L. Ramirez, Internal Auditor II, at 318-2511 ext. 4644, Letty Chavez, Compliance Audit Supervisor, at ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
Hidalgo County Auditor

Enclosure: Exhibit A

Cc: Mr. John David Franz, Perdue Brandon Fielder Collins & Mott, LLP

Exhibit A

	Tax Unit	Year	Account No.	Validation No.	Deposit No.	Levy Paid	Penalty/ Interest Paid	Subtotal Paid	Attorney Paid	Atty Fee Pct	Deposit Date
1	1	2012	W010000052000216	900000027939390	1308740B	0.34	0.03	0.37	0.05	0.14	3/28/2013
2	1	2011	R331000000000300	900000027888247	1308611ATTY	0.55	0.15	0.7	0.11	0.16	3/27/2013
3	1	2011	E330000252000600	900000027848052	1308030PML	0.13	0.03	0.16	0.02	0.13	3/21/2013
4	1	2007	W380000208000002	900000027727878	CB1306405	55.89	32.43	88.32	10.73	0.12	3/5/2013
5	1	2007	L631302000004900	900000027752808	1306690ATTY	14.81	9.19	24	3.07	0.13	3/7/2013
6	1	2006	E540000002002900	900000027796632	1307202ML	212.54	142.4	354.94	41.76	0.12	3/13/2013
7	1	2006	A553000000002000	900000027741140	1306532A	87.3	64.61	151.91	19.65	0.13	3/6/2013
8	1	2006	L631302000005800	900000027898063	1308756ATTY	86.26	59.53	145.79	17.47	0.12	3/28/2013
9	1	2005	L631302000005800	900000027898063	1308756ATTY	132.79	107.56	240.35	29.28	0.12	3/28/2013
10	1	2005	E540000002002900	900000027796632	1307202ML	125.16	98.88	224.04	26.85	0.12	3/13/2013
11	1	2005	P036000000002700	900000027845074	1308055A	123.44	94.23	217.67	24.63	0.11	3/21/2013
12	1	2004	L631302000005800	900000027898063	1308756ATTY	75.41	70.13	145.54	17.99	0.12	3/28/2013
13	1	2004	L631302000005800	900000027778180	1307091A	0.16	0.16	0.32	0.04	0.13	3/11/2013
14	1	2002	O540000004000500	900000027762838	1306788A	30.96	34.55	65.51	7.75	0.12	3/8/2013
15	1	2002	I708000000005700	900000027719188	1306307A	0.33	0.44	0.77	0.11	0.14	3/4/2013
16	1	2002	P640000064001400	43	WEB13065CC	0.1	0.09	0.19	0.02	0.11	3/6/2013
17	1	2001	E140000001000300	900000027920426	1308718B	41.88	51.23	93.11	10.99	0.12	3/28/2013
18	1	2001	H265000001002700	900000027726619	1306481A	43.25	50.88	94.13	10.44	0.11	3/5/2013
19	1	2001	M190001000003200	900000027755829	1306756ATTY	25.23	31.28	56.51	6.81	0.12	3/8/2013
20	1	1999	E140000001000300	900000027920426	1308718B	40.85	59.78	100.63	12.19	0.12	3/28/2013
21	1	1999	C535300000019900	900000027757780	1306787A	36.43	53.78	90.21	11.09	0.12	3/8/2013
22	1	1999	M290000005000700	900000027798637	1307291A	10.29	14.72	25.01	2.92	0.12	3/13/2013
23	1	1999	D780000009000600	900000027847520	1308058ML	5.45	8.35	13.8	1.8	0.13	3/21/2013
24	1	1998	D780000009000600	900000027847520	1308058ML	55.86	92.36	148.22	19.44	0.13	3/21/2013
25	1	1998	M290000005000700	900000027798637	1307291A	31.49	48.8	80.29	9.49	0.12	3/13/2013
26	1	1998	R365000000004400	900000027818201	1307711A	6.07	10.09	16.16	2.14	0.13	3/18/2013
27	1	1996	M520000085000300	900000027731211	1306431A	24.3	39.12	63.42	6.23	0.1	3/5/2013
28	1	1996	W010000044001052	900000027838083	1307907ML	13.09	23.43	36.52	4.42	0.12	3/20/2013
29	1	1994	M290000005000700	900000027798637	1307291A	83.07	168.63	251.7	31.03	0.12	3/13/2013
30	1	1993	M290000005000700	900000027798637	1307291A	43.7	93.96	137.66	17.11	0.12	3/13/2013
31	1	1992	O270001000004100	900000027749841	1306688A	5.27	10.8	16.07	1.64	0.1	3/7/2013
32	1	1991	E330000097000300	900000027780018	1307002A	7.79	17.55	25.34	2.84	0.11	3/11/2013
33	1	1990	W460002008000900	900000027896232	1308638ML	6.06	16.29	22.35	3.18	0.14	3/27/2013
34	1	1989	C670000001000100	900000027795526	1307280A	25.31	65.11	90.42	11.08	0.12	3/13/2013
35	1	1989	W460002008000900	900000027896232	1308638ML	9.12	25.59	34.71	4.95	0.14	3/27/2013
36	1	1988	C655000003002100	900000027796176	1307239A	18	49.52	67.52	8.67	0.13	3/13/2013
37	1	1987	C655000003002100	900000027796153	1307239A	34.91	100.19	135.1	17.44	0.13	3/13/2013
38	12	1996	M520000085000300	900000027731211	1306431A	1.31	2.1	3.41	0.33	0.1	3/5/2013
39	12	1996	W010000044001052	900000027838083	1307907ML	0.7	1.26	1.96	0.24	0.12	3/20/2013
40	1	1999	T527002000004100	900000027836667	1307965ML	6.55	10.68	17.23	2.44	0.14	3/20/2013
41	1	1994	W010000023000416	900000027814709	1307755A	20.46	45.89	66.35	9.6	0.14	3/18/2013
42	12	1994	W010000023000416	900000027814709	1307755A	0.99	2.23	3.22	0.46	0.14	3/18/2013
43	1	2011	L136500000016200	900000027706198	1306043A	173.33	40.44	213.77	30.68	0.14	3/1/2013
44	1	2011	E850003011000500	900000027789422	1307164A	143.46	33.95	177.41	25.61	0.14	3/12/2013
45	1	2011	L622000000004500	900000027848990	1308032A	60.42	14.3	74.72	10.79	0.14	3/21/2013
46	1	2011	P520000006001100	900000027896614	1308631A	16.6	3.93	20.53	2.96	0.14	3/27/2013
47	1	2011	C665000B11001100	900000027942275	1308764B	0.61	0.16	0.77	0.12	0.16	3/28/2013
48	1	2011	T366399000000105	900000027790177	1307156ATTY	0.5	0.13	0.63	0.09	0.14	3/12/2013
49	1	2011	R380000015000900	900000027964371	1308755ATTYD	0.36	0.09	0.45	0.07	0.16	3/28/2013
50	1	2011	W230099027000729	900000027964503	1308740MLD	0.39	0.1	0.49	0.07	0.14	3/28/2013
51	1	2011	S395000001000103	9	WEB13064CC	0.34	0.08	0.42	0.06	0.14	3/5/2013
52	1	2011	L205000042001100	900000027720157	1306364A	0.34	0.09	0.43	0.06	0.14	3/4/2013
53	1	2011	H193301000000500	900000027826818	1307839ATTY	0.34	0.09	0.43	0.06	0.14	3/19/2013
54	1	2011	C470095016001200	900000027947825	1308756ATTYC	0.28	0.07	0.35	0.05	0.14	3/28/2013
55	1	2011	L672500000000200	900000027952134	1308739ATTYC	0.29	0.07	0.36	0.05	0.14	3/28/2013
56	1	2011	W185000000001000	900000027964214	1308739ATTYD	0.25	0.06	0.31	0.05	0.16	3/28/2013
57	1	2011	W185000000001000	900000027964440	1308739ATTYD	0.25	0.06	0.31	0.05	0.16	3/28/2013
58	1	2011	V345099000001203	900000027717450	1306379ML	0.19	0.05	0.24	0.04	0.17	3/4/2013
59	1	2011	P776500000000500	900000027732798	1306459ATTY	0.23	0.06	0.29	0.04	0.14	3/5/2013

Exhibit A

	Tax Unit	Year	Account No.	Validation No.	Deposit No.	Levy Paid	Penalty/ Interest Paid	Subtotal Paid	Attorney Paid	Atty Fee Pct	Deposit Date
60	1	2011	S359101000000100	900000027784000	1307190ATTY	0.2	0.05	0.25	0.04	0.16	3/12/2013
61	1	2011	L117000000007300	900000027870260	1308432A	0.23	0.06	0.29	0.04	0.14	3/25/2013
62	1	2011	M66500000B000700	900000027738387	1306559ATTY	0.18	0.05	0.23	0.03	0.13	3/6/2013
63	1	2011	P050000125002500	900000027744786	1306539ML	0.17	0.04	0.21	0.03	0.14	3/6/2013
64	1	2011	S767500000014300	900000027833797	1307956ATTY	0.15	0.04	0.19	0.03	0.16	3/20/2013
65	1	2011	H347599023000000	900000027959738	1308755ATTYD	0.17	0.04	0.21	0.03	0.14	3/28/2013
66	1	2011	1671081639200000	900000027877478	1308554ML	0.08	0.02	0.1	0.02	0.2	3/26/2013
67	1	2011	M195099045001214	900000027896456	1308639ATTY	0.09	0.02	0.11	0.02	0.18	3/27/2013
68	1	2011	C176000000002400	900000027734783	1306531A	0.03	0.01	0.04	0.01	0.25	3/6/2013
69	1	2011	C490000043000300	900000027741211	1306581A	0.06	0.02	0.08	0.01	0.13	3/6/2013
70	1	2011	A063099000000102	900000027743959	1306579ML	0.03	0	0.03	0.01	0.33	3/6/2013
71	1	2011	S683000000020300	900000027787239	1307190ATTY	0.02	0.01	0.03	0.01	0.33	3/12/2013
72	1	2011	P776500000000500	900000027825904	1307824N	-0.23	-0.06	-0.29	-0.04	0.14	3/19/2013
73	1	2011	W185000000001000	900000027964407	1308739ATTYD	-0.25	-0.06	-0.31	-0.05	0.16	3/28/2013
74	1	2010	I200002000022900	900000027874241	1308589A	192.2	64.71	256.91	36.04	0.14	3/26/2013
75	1	2010	A036003001000900	900000027759010	1306731A	114.71	37.09	151.8	20.82	0.14	3/8/2013
76	1	2010	G390000000000200	900000027732822	CB1306405	73.86	23.39	97.25	13.41	0.14	3/5/2013
77	1	2010	G570000001003000	900000027746068	1306611A	36.77	13.11	49.88	7.23	0.14	3/7/2013
78	1	2010	M550000097001321	900000027787052	1307155A	36.71	11.75	48.46	6.61	0.14	3/12/2013
79	1	2010	A013502000000600	900000027712538	1306081A	28.91	9.25	38.16	5.2	0.14	3/1/2013
80	1	2010	T530000000000800	900000027726133	1306430A	22.75	7.28	30.03	4.09	0.14	3/5/2013
81	1	2010	N840000004002000	900000027731280	CB1306405	18.93	6.56	25.49	3.69	0.14	3/5/2013
82	1	2010	Z100000000000300	900000027762955	1306739	18.91	6.36	25.27	3.54	0.14	3/8/2013
83	1	2010	T856500000002700	900000027921270	1309254B	8.75	3	11.75	1.67	0.14	3/28/2013
84	1	2010	H510000001000100	900000027754614	1306638ML	3.38	1.04	4.42	0.6	0.14	3/7/2013
85	1	2010	A180000052000915	900000027812006	1307758A	0.23	0.09	0.32	0.05	0.16	3/18/2013
86	1	2010	H347500123000005	900000027805375	1307390ATTY	0.15	0.06	0.21	0.03	0.14	3/14/2013
87	1	2010	H250099037000101	900000027907713	1308788ML	0.13	0.04	0.17	0.02	0.12	3/28/2013
88	1	2009	D380002000016309	900000027723427	1306389ML	282.5	115.83	398.33	52.97	0.13	3/4/2013
89	1	2009	L136500000001200	900000027870146	1308464A	214.73	85.18	299.91	38.33	0.13	3/25/2013
90	1	2009	L644503000002100	900000027918813	1308732B	97.57	43.26	140.83	19.46	0.14	3/28/2013
91	1	2009	W23000000B000300	900000027869969	1308464A	84.59	35.25	119.84	15.86	0.13	3/25/2013
92	1	2009	S061001000003700	900000027870634	1308454A	72.26	30.34	102.6	13.65	0.13	3/25/2013
93	1	2009	E458000000004300	900000027722170	1306331A	63.63	26.3	89.93	11.83	0.13	3/4/2013
94	1	2009	B255000000032601	900000027890567	1308632A	55.43	22.72	78.15	10.23	0.13	3/27/2013
95	1	2009	P100000000005000	900000027878223	1308539A	54.07	22.53	76.6	10.14	0.13	3/26/2013
96	1	2009	I200002000022900	900000027874241	1308589A	43.67	19.94	63.61	8.97	0.14	3/26/2013
97	1	2009	I200003000012700	900000027783297	1307081A	40.94	17.06	58	7.68	0.13	3/11/2013
98	1	2009	S735000004000600	900000027919501	1308764B	38.16	16.4	54.56	7.38	0.14	3/28/2013
99	1	2009	E482501000007600	900000027813220	1307731A	23.16	10.65	33.81	4.79	0.14	3/18/2013
100	1	2009	L054000000002300	900000027729300	CB1306405	26.48	10.24	36.72	4.69	0.13	3/5/2013
101	1	2009	S392500001000700	900000027722726	1306343A	15.41	6.06	21.47	2.73	0.13	3/4/2013
102	1	2009	M520000120000300	900000027919970	1308731B	13.97	5.55	19.52	2.5	0.13	3/28/2013
103	1	2009	B293000000001400	900000027712575	1306043A	12.24	5.3	17.54	2.39	0.14	3/1/2013
104	1	2009	C497097ORG171103	900000027756100	1306707ML	0.37	0.19	0.56	0.08	0.14	3/8/2013
105	1	2009	T823000000004100	900000027785102	1307139ATTY	0.3	0.15	0.45	0.07	0.16	3/12/2013
106	1	2009	C497097ORG171103	900000027733270	1306455A	0.27	0.15	0.42	0.06	0.14	3/5/2013
107	1	2009	E503597000015703	900000027722144	1306307A	0.23	0.12	0.35	0.05	0.14	3/4/2013
108	1	2009	D687399000000700	900000027723737	1306381ML	0.16	0.08	0.24	0.04	0.17	3/4/2013
109	1	2009	G480002001000900	900000027963768	1308739ATTYD	0.12	0.07	0.19	0.03	0.16	3/28/2013
110	1	2009	L181000000027800	900000027707148	1306081A	0.07	0.04	0.11	0.02	0.18	3/1/2013
111	1	2009	S427701000000600	900000027849943	1308088A	0.11	0.05	0.16	0.02	0.13	3/21/2013
112	1	2009	M525800000001200	900000027891272	CB1308605	0.05	0.03	0.08	0.01	0.13	3/27/2013
113	1	2009	B255000000032601	900000027894815	1308632A	-55.43	-22.72	-78.15	-10.23	0.13	3/27/2013
114	1	2008	C247500000000600	900000027827289	1307832A	383.33	189.11	572.44	71.3	0.12	3/19/2013
115	1	2008	L317301000004900	900000027961709	1308702MLD	327.28	128.73	456.01	57.93	0.13	3/28/2013
116	1	2008	D380002000016309	900000027723427	1306389ML	229.04	121.39	350.43	47.07	0.13	3/4/2013
117	1	2008	G595001001004400	900000027808587	1307455A	192.79	101.54	294.33	38.75	0.13	3/15/2013
118	1	2008	H265000006000600	900000027931963	1309254B	201.81	100.9	302.71	38.14	0.13	3/28/2013

Exhibit A

	Tax Unit	Year	Account No.	Validation No.	Deposit No.	Levy Paid	Penalty/ Interest Paid	Subtotal Paid	Attorney Paid	Atty Fee Pct	Deposit Date
119	1	2008	A036005000000400	900000027748934	1306631A	137.98	69.45	207.43	26.28	0.13	3/7/201
120	1	2008	B156007000006800	900000027821770	1307864A	135.82	67	202.82	25.26	0.12	3/19/201
121	1	2008	F393000000001000	900000027817193	1307755A	106.9	53.81	160.71	20.37	0.13	3/18/201
122	1	2008	S725002001000800	900000027905235	1308738A	95.02	51.31	146.33	19.67	0.13	3/28/201
123	1	2008	P806005000000100	900000027899247	1308705ATTY	61.54	32.19	93.73	12.27	0.13	3/28/201
124	1	2008	P100000000005000	900000027878223	1308539A	54.07	29.02	83.09	11.11	0.13	3/26/201
125	1	2008	T210000239000717	900000027779731	1307055A	27.42	13.9	41.32	5.27	0.13	3/11/201
126	1	2008	W310000001001200	900000027713097	1306118ML	17.3	8.94	26.24	3.45	0.13	3/2/201
127	1	2008	W310000001001200	900000027945387	13087MLB	16.21	8.49	24.7	3.24	0.13	3/28/201
128	1	2008	L120000003000100	900000027716354	1306343A	15.82	8.39	24.21	3.2	0.13	3/4/201
129	1	2008	R170000000000500	900000027822509	1307855A	5.63	3.13	8.76	1.21	0.14	3/19/201
130	1	2008	W68000000B000500	900000027731643	CB1306405	5.09	2.48	7.57	0.95	0.13	3/5/201
131	1	2008	F345000149000300	900000027939334	1308739ATTYB	0.11	0.06	0.17	0.03	0.18	3/28/201
132	1	2008	A180000057001305	900000027811903	1307739ATTY	0.07	0.05	0.12	0.02	0.17	3/18/201
133	1	2008	V331495000005100	900000027887858	1308639ATTY	0.13	0.04	0.17	0.02	0.12	3/27/201
134	1	2008	A023000000009000	900000027836754	1307932A	0.03	0.02	0.05	0.01	0.2	3/20/201
135	1	2008	S357000000001900	900000027888469	1308681A	0.03	0.02	0.05	0.01	0.2	3/27/201
136	1	2008	F450000000001800	900000027855620	PE032213	-10.02	-5.31	-15.33	-2.06	0.13	3/22/201
137	1	2007	G761000000003800	900000027719994	1306391A	656.12	373.99	1030.11	121.05	0.12	3/4/201
138	1	2007	G595001001004400	900000027808587	1307455A	199.61	129.08	328.69	43.71	0.13	3/15/201
139	1	2007	R380000026001800	900000027801621	1307388A	216.5	122.68	339.18	39.62	0.12	3/14/201
140	1	2007	C247500000000600	900000027827289	1307832A	148.69	91.2	239.89	30.33	0.13	3/19/201
141	1	2007	B035000004001800	900000027731878	1306407A	104.64	60.34	164.98	19.62	0.12	3/5/201
142	1	2007	A036005000000400	900000027748934	1306631A	76.68	47.8	124.48	15.99	0.13	3/7/201
143	1	2007	C211000000005100	900000027748429	1306632A	58.69	39.51	98.2	13.55	0.14	3/7/201
144	1	2007	P100000000005000	900000027878223	1308539A	49.56	32.54	82.1	11.08	0.13	3/26/201
145	1	2007	E810000010001000	900000027754571	1306638ML	54.62	30.04	84.66	9.75	0.12	3/7/201
146	1	2007	B255000000009701	900000027780881	1307032A	48.85	27.02	75.87	8.64	0.11	3/11/201
147	1	2007	S725002001000800	900000027905235	1308738A	26.58	17.54	44.12	5.98	0.14	3/28/201
148	1	2007	V340000005000900	900000027719430	1306309A	32.47	18.06	50.53	5.79	0.11	3/4/201
149	1	2007	R025001000003605	900000027871591	1308488A	28.72	15.97	44.69	5.12	0.11	3/25/201
150	1	2007	G130000001000200	900000027939912	1308709B	18.46	12.07	30.53	4.1	0.13	3/28/201
151	1	2007	B156007000006800	900000027821770	1307864A	7.38	4.53	11.91	1.51	0.13	3/19/201
152	1	2007	G400000000001900	900000027726143	1306440ML	7.64	4.23	11.87	1.37	0.12	3/5/201
153	1	2007	B365000007000300	900000027725883	1306431A	1.06	0.62	1.68	0.2	0.12	3/5/201
154	1	2006	G761000000003800	900000027719994	1306391A	204.17	140.88	345.05	41.34	0.12	3/4/201
155	1	2006	W392002000015700	900000027894184	1308640ML	120.42	79.48	199.9	22.76	0.11	3/27/201
156	1	2006	V340000005000900	900000027719430	1306309A	62.92	42.58	105.5	12.36	0.12	3/4/201
157	1	2006	E810000010001000	900000027754571	1306638ML	54.62	36.59	91.21	10.73	0.12	3/7/201
158	1	2006	L315800000002800	900000027920022	1308732B	54.38	35.34	89.72	10.03	0.11	3/28/201
159	1	2006	S010002001000900	900000027815682	1307702A	48.68	32.45	81.13	9.35	0.12	3/18/201
160	1	2006	P100000000005000	900000027878223	1308539A	37.4	29.04	66.44	9.03	0.14	3/26/201
161	1	2006	R380000026001800	900000027801621	1307388A	37.47	25.73	63.2	7.53	0.12	3/14/201
162	1	2006	L315800000002800	900000027725279	1306431A	32.5	21.13	53.63	6	0.11	3/5/201
163	1	2006	F675002000002500	900000027739853	1306511A	26.49	19.52	46.01	5.92	0.13	3/6/201
164	1	2006	R095502000003100	900000027788338	1307130A	26.88	19.18	46.06	5.73	0.12	3/12/201
165	1	2006	O200500000005600	900000027731726	CB1306405	18.32	14.97	33.29	4.81	0.14	3/5/201
166	1	2006	R284703000002000	900000027717966	1306358A	21.02	15.47	36.49	4.7	0.13	3/4/201
167	1	2006	H425004039000300	900000027713804	1306107ML	10.7	7.91	18.61	2.44	0.13	3/2/201
168	1	2006	E720000016001200	900000027731518	1306443A	10.77	7.57	18.34	2.24	0.12	3/5/201
169	1	2006	T570002000001400	900000027814175	1307702A	9.37	6.46	15.83	1.9	0.12	3/18/201
170	1	2006	G595001001004400	900000027808622	1307455A	6.36	4.88	11.24	1.51	0.13	3/15/201
171	1	2006	L605098000001900	900000027739033	1306531A	3.33	2.18	5.51	0.62	0.11	3/6/201
172	1	2006	A015000000000500	900000027781228	PE031113	-35.97	-25.9	-61.87	-7.98	0.13	3/11/201
173	1	2005	C247500000000600	900000027827289	1307832A	216.72	184.93	401.65	52.01	0.13	3/19/201
174	1	2005	G761000000003800	900000027719994	1306391A	218.55	177.03	395.58	48.19	0.12	3/4/201
175	1	2005	L045000163000001	900000027892904	1308659A	122.05	90.72	212.77	23.25	0.11	3/27/201
176	1	2005	L110002002011700	900000027707549	1306011A	74.35	61.47	135.82	16.96	0.12	3/1/201
177	1	2005	W392002000015700	900000027894184	1308640ML	77.05	60.1	137.15	15.95	0.12	3/27/201

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	Tax Unit	Year	Account No.	Validation No.	Deposit No.	Levy Paid	Penalty/ Interest Paid	Subtotal Paid	Attorney Paid	Atty Fee Pct	Deposit Date
178	1	2005	L315800000002800	900000027725279	1306431A	69.04	53.16	122.2	13.98	0.11	3/5/201
179	1	2005	R380000026001800	900000027801621	1307388A	53.23	42.94	96.17	11.66	0.12	3/14/201
180	1	2005	E810000010001000	900000027754571	1306638ML	52.64	41.58	94.22	11.29	0.12	3/7/201
181	1	2005	P100000000005000	900000027878223	1308539A	32.75	29.37	62.12	8.5	0.14	3/26/201
182	1	2005	A414000000000200	900000027845722	1308091ML	21.89	17.22	39.11	4.6	0.12	3/21/201
183	1	2005	E330000152000200	900000027757724	1306788A	13.41	9.88	23.29	2.52	0.11	3/8/201
184	1	2005	S447004000001500	900000027806559	1307481A	8.64	7.38	16.02	2.07	0.13	3/15/201
185	1	2005	V360000001006500	900000027717358	1306377A	5.91	5.26	11.17	1.52	0.14	3/4/201
186	1	2005	M355000121001500	900000027822103	1307888A	6.26	4.57	10.83	1.16	0.11	3/19/201
187	1	2005	G595001001004400	900000027808587	1307455A	0.6	0.53	1.13	0.15	0.13	3/15/201
188	1	2004	E400000010001300	900000027711317	1306081A	159.95	163.69	323.64	44.87	0.14	3/1/201
189	1	2004	W392002000015700	900000027894184	1308640ML	102.65	92.39	195.04	23.1	0.12	3/27/201
190	1	2004	H345000000003300	900000027719644	1306331A	33.18	34.28	67.46	9.46	0.14	3/4/201
191	1	2004	L330000000004600	900000027707086	1306081A	34.64	29.68	64.32	7.12	0.11	3/1/201
192	1	2004	S010002001000900	900000027815661	1307702A	25.73	23.33	49.06	5.87	0.12	3/18/201
193	1	2004	A080000000110705	900000027858671	1308143A	15.87	12.63	28.5	2.83	0.1	3/22/201
194	1	2004	S100000002003000	900000027870430	1308489A	7.52	7.24	14.76	1.91	0.13	3/25/201
195	1	2004	T210000262000400	900000027724136	CB1306405	6.29	6.11	12.4	1.64	0.13	3/5/201
196	1	2004	C295005000000700	900000027780690	1307064A	7	5.72	12.72	1.31	0.1	3/11/201
197	1	2004	L110002002011700	900000027707549	1306011A	5.02	4.75	9.77	1.23	0.13	3/1/201
198	1	2004	L110001003005805	900000027713880	1306107ML	4.31	3.41	7.72	0.77	0.1	3/2/201
199	1	2004	D680000003000700	900000027953892	1308759ATTYC	0.09	0.1	0.19	0.03	0.16	3/28/201
200	1	2004	C420000009000900	900000027809675	RF130315	-4.34	-0.78	-5.12	-1.03	0.2	3/15/201
201	1	2004	C420000009000900	900000027809675	RF130315	-282.28	-59.28	-341.56	-68.31	0.2	3/15/201
202	1	2003	A080000000110807	900000027818061	1307783A	67.21	73.72	140.93	18.65	0.13	3/18/201
203	1	2003	M374500000005000	900000027756937	1306731A	64.8	58.32	123.12	12.25	0.1	3/8/201
204	1	2003	F375000000001805	900000027725127	1306431A	22.26	24.78	47.04	6.34	0.13	3/5/201
205	1	2003	G400000000002000	900000027719086	1306332A	10.69	9.83	20.52	2.12	0.1	3/4/201
206	1	2003	C730000019000800	900000027858160	1308130PML	6.9	7.32	14.22	1.8	0.13	3/22/201
207	1	2003	C655000002001600	900000027899972	1308781A	5.21	4.89	10.1	1.07	0.11	3/28/201
208	1	2003	S415001005000700	900000027722202	1306331A	1.26	1.5	2.76	0.4	0.14	3/4/201
209	1	2003	S725002008000200	900000027905660	1308764A	0.32	0.36	0.68	0.09	0.13	3/28/201
210	1	2002	A080000000110807	900000027818061	1307783A	282.88	344.17	627.05	83.59	0.13	3/18/201
211	1	2002	F225001001002200	900000027816819	1307755A	113.3	117.45	230.75	24.3	0.11	3/18/201
212	1	2002	T210000277000320	900000027732812	CB1306405	80.13	95.08	175.21	22.83	0.13	3/5/201
213	1	2002	C655000002001600	900000027899972	1308781A	99.42	105.06	204.48	22.22	0.11	3/28/201
214	1	2002	R064000000000700	900000027958403	1308740MLD	112.75	109.37	222.12	20.8	0.09	3/28/201
215	1	2002	L054000000006300	900000027759211	1306755A	75.44	76.95	152.39	15.62	0.1	3/8/201
216	1	2002	C630000016001200	900000027719031	1306309A	60.73	61.34	122.07	12.3	0.1	3/4/201
217	1	2002	P640000002000500	900000027811966	1307756ATTY	40.48	49.54	90.02	12.09	0.13	3/18/201
218	1	2002	F375000000001805	900000027725127	1306431A	32.01	39.48	71.49	9.7	0.14	3/5/201
219	1	2002	J541000000000200	900000027755745	1306755A	44.08	44.52	88.6	8.93	0.1	3/8/201
220	1	2002	N120003000001025	900000027730244	1306431A	18.5	24.05	42.55	6.16	0.14	3/5/201
221	1	2002	R021501000002800	900000027902343	1308791A	15.12	17.56	32.68	4.09	0.13	3/28/201
222	1	2002	K240000000029304	900000027732385	CB1306405	18.91	18.1	37.01	3.43	0.09	3/5/201
223	1	2002	A180000045000303	900000027792869	1307207A	11.99	13.6	25.59	3.1	0.12	3/13/201
224	1	2002	L636000000004400	900000027716243	1306309A	2.75	3.26	6.01	0.78	0.13	3/4/201
225	1	2002	T094002000000500	900000027889652	1308631A	2.5	2.66	5.16	0.57	0.11	3/27/201
226	1	2001	A080000000110807	900000027818061	1307783A	95.04	127.03	222.07	29.79	0.13	3/18/201
227	1	2001	E150000002000600	900000027845683	1308088A	161.35	169.41	330.76	29.77	0.09	3/21/201
228	1	2001	C140000033000317	900000027877938	1308581A	135.04	141.79	276.83	24.92	0.09	3/26/201
229	1	2001	R064000000000700	900000027958403	1308740MLD	94.19	102.67	196.86	19.07	0.1	3/28/201
230	1	2001	B368002000004000	900000027724099	1306411A	65.99	71.92	137.91	13.37	0.1	3/5/201
231	1	2001	F225001001002200	900000027816819	1307755A	54.83	63.42	118.25	12.75	0.11	3/18/201
232	1	2001	W380000321000001	900000027787578	1307156A	63.03	66.18	129.21	11.63	0.09	3/12/201
233	1	2001	C655000002001600	900000027899972	1308781A	37.9	44.6	82.5	9.15	0.11	3/28/201
234	1	2001	F375000000001805	900000027725127	1306431A	27.85	37.69	65.54	8.94	0.14	3/5/201
235	1	2001	K240000000029304	900000027732385	CB1306405	37.22	40.07	77.29	7.43	0.1	3/5/201
236	1	2001	H043000000001400	900000027902699	1308791A	13.42	19.02	32.44	4.69	0.14	3/28/201

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	Tax Unit	Year	Account No.	Validation No.	Deposit No.	Levy Paid	Penalty/ Interest Paid	Subtotal Paid	Attorney Paid	Atty Fee Pct	Deposit Date
237	1	2001	B505000015000600	900000027827358	1307811A	2.21	2.64	4.85	0.55	0.11	3/19/2013
238	1	2001	G080000007002200	900000027804054	1307364A	1.04	1.14	2.18	0.21	0.1	3/14/2013
239	1	2000	A130000002000300	900000027788689	1307164A	82.86	117.11	199.97	25.85	0.13	3/12/2013
240	1	2000	R064000000000700	900000027958403	1308740MLD	75.47	91.32	166.79	16.64	0.1	3/28/2013
241	1	2000	T888000000002900	900000027825314	1307881A	45.66	62.56	108.22	13.36	0.12	3/19/2013
242	1	2000	F225001001002200	900000027816819	1307755A	52.85	67.47	120.32	13.24	0.11	3/18/2013
243	1	2000	F375000000001805	900000027725127	1306431A	29.06	42.82	71.88	9.85	0.14	3/5/2013
244	1	2000	C140000033000317	900000027877938	1308581A	46.1	53.94	100.04	9.34	0.09	3/26/2013
245	1	2000	S735000004000600	900000027706317	1306064A	15.58	23.54	39.12	5.54	0.14	3/1/2013
246	1	2000	S510000001000400	900000027789281	1307170A	15.87	20.59	36.46	4.12	0.11	3/12/2013
247	1	2000	1004800000007635	900000027718517	1306332A	17.23	19.47	36.7	3.18	0.09	3/4/2013
248	1	2000	B368002000004000	900000027724099	1306411A	13.47	16.3	29.77	2.97	0.1	3/5/2013
249	1	2000	H265000006002000	900000027709245	1306066A	1.89	2.59	4.48	0.55	0.12	3/1/2013
250	1	1999	A130000002000300	900000027788689	1307164A	80.84	123.96	204.8	26.68	0.13	3/12/2013
251	1	1999	C535300000015000	900000027958539	1308755ATTYD	45.55	75.16	120.71	17.42	0.14	3/28/2013
252	1	1999	F225001001002200	900000027816819	1307755A	47.15	65.85	113	12.66	0.11	3/18/2013
253	1	1999	C535300000015000	900000027728656	1306459ATTY	16.6	27.39	43.99	6.35	0.14	3/5/2013
254	1	1999	F375000000001805	900000027725127	1306431A	17.63	28.09	45.72	6.29	0.14	3/5/2013
255	1	1999	H383000000014300	900000002791998	1308755B	20.6	26.57	47.17	4.54	0.1	3/28/2013
256	1	1999	L215500000000800	900000002783522	1307955A	10.34	14.46	24.8	2.79	0.11	3/20/2013
257	1	1999	E540000014002200	900000002789877	1308781A	7.13	10.56	17.69	2.18	0.12	3/28/2013
258	1	1999	M550000097001308	900000002778698	1307155A	3.85	5.73	9.58	1.2	0.13	3/12/2013
259	1	1999	T210000277000320	900000002773281	CB1306405	3.02	4.68	7.7	1.02	0.13	3/5/2013
260	1	1998	A130000002000300	900000002778868	1307164A	68.08	112.56	180.64	23.69	0.13	3/12/2013
261	1	1998	F225001001002200	900000002781681	1307755A	47.15	71.51	118.66	13.51	0.11	3/18/2013
262	1	1998	C535300000015000	900000002772865	1306459ATTY	27.54	48.74	76.28	11.03	0.14	3/5/2013
263	1	1998	T685000000005800	900000002796089	1308759ATTYD	7.24	12.25	19.49	2.64	0.14	3/28/2013
264	1	1998	G280000001000000	900000002789566	1308681A	6.98	11.1	18.08	2.23	0.12	3/27/2013
265	1	1997	F225001001002200	900000002781681	1307755A	46.79	76.58	123.37	14.25	0.12	3/18/2013
266	1	1997	V382000000000100	900000002779760	1307207ML	11.93	20	31.93	3.85	0.12	3/13/2013
267	1	1997	B157006000004500	900000002784511	1308091ML	1.42	2.35	3.77	0.45	0.12	3/21/2013
268	1	1996	N120003000003200	900000002790157	1308731A	46.3	87.35	133.65	17.64	0.13	3/28/2013
269	1	1996	F225001001002200	900000002781681	1307755A	44.33	77.87	122.2	14.3	0.12	3/18/2013
270	1	1996	L10700B000001200	900000002793811	1308730B	20.17	36.92	57.09	7.17	0.13	3/28/2013
271	1	1996	N120003000003200	900000002790162	1308731A	7.37	13.88	21.25	2.8	0.13	3/28/2013
272	1	1995	F225001001002200	900000002781681	1307755A	42.49	79.74	122.23	14.47	0.12	3/18/2013
273	1	1995	W38000052400000	900000002774918	1306602A	25.86	50.87	76.73	9.86	0.13	3/7/2013
274	1	1995	L10700B000001200	900000002770888	1306031A	24.42	47.65	72.07	9.13	0.13	3/1/2013
275	1	1995	L205000051000500	900000002787488	1308581A	13.38	25.02	38.4	4.51	0.12	3/26/2013
276	1	1995	N120003000003200	900000002790157	1308731A	5.26	10.55	15.81	2.1	0.13	3/28/2013
277	1	1995	L10700B000001200	900000002793811	1308730B	1.2	2.34	3.54	0.45	0.13	3/28/2013
278	1	1994	F225001001002200	900000002781681	1307755A	39.44	78.75	118.19	14.14	0.12	3/18/2013
279	1	1994	W38000052400000	900000002774918	1306602A	14.47	30.19	44.66	5.77	0.13	3/7/2013
280	1	1994	H045000084003100	900000002794516	1308707B	5.86	12.05	17.91	2.26	0.13	3/28/2013
281	1	1994	H045000084003100	900000002794519	1308707B	5.85	12.05	17.9	2.26	0.13	3/28/2013
282	1	1993	F225001001002200	900000002781681	1307755A	35.92	76.03	111.95	13.52	0.12	3/18/2013
283	1	1993	S357502000001100	900000002771433	1306359ML	21.04	43.01	64.05	7.29	0.11	3/4/2013
284	1	1992	S357502000001100	900000002771431	1306359ML	77.57	167.81	245.38	28.28	0.12	3/4/2013
285	1	1992	F225001001002200	900000002781681	1307755A	35.19	78.71	113.9	13.88	0.12	3/18/2013
286	1	1992	S477000000040600	900000002778690	1307180A	12.87	26.92	39.79	4.23	0.11	3/12/2013
287	1	1992	S477000000040600	900000002792107	1308707B	12.88	26.91	39.79	4.23	0.11	3/28/2013
288	1	1992	W01000003000072	900000002774103	1306532A	6.63	15.03	21.66	2.7	0.12	3/6/2013
289	1	1992	L319000006001600	900000002772820	1306459ATTY	1.45	3.56	5.01	0.72	0.14	3/5/2013
290	1	1991	L319300000008A00	900000002772180	1306377A	15.42	38.85	54.27	7.49	0.14	3/4/2013
291	1	1991	H185000182000400	900000002775659	1306781A	2.07	5.02	7.09	0.91	0.13	3/8/2013
292	1	1990	L319300000008A00	900000002772172	1306377A	22.42	59.19	81.61	11.3	0.14	3/4/2013
293	1	1989	L319300000008A00	900000002772172	1306377A	21.02	58.02	79.04	10.97	0.14	3/4/2013
294	1	1988	L319300000008A00	900000002772172	1306377A	20.46	58.93	79.39	11.05	0.14	3/4/2013
295	12	1999	S716000000000800	900000002789453	1308638ML	0.12	0.18	0.3	0.04	0.13	3/27/2013

Exhibit A

	Tax Unit	Year	Account No.	Validation No.	Deposit No.	Levy Paid	Penalty/ Interest Paid	Subtotal Paid	Attorney Paid	Atty Fee Pct	Deposit Date
296	12	1996	N12000300000320(	90000002790157	1308731A	2.48	4.7	7.18	0.95	0.13	3/28/2013
297	12	1996	L10700B000001200	90000002793811	1308730B	1.08	1.98	3.06	0.39	0.13	3/28/2013
298	12	1996	N12000300000320(	90000002790162	1308731A	0.39	0.75	1.14	0.15	0.13	3/28/2013
299	12	1995	L10700B000001200	90000002770888	1306031A	1.38	2.68	4.06	0.51	0.13	3/1/2013
300	12	1995	N12000300000320(	90000002790157	1308731A	0.3	0.6	0.9	0.12	0.13	3/28/2013
301	12	1995	L10700B000001200	90000002793811	1308730B	0.06	0.12	0.18	0.02	0.11	3/28/2013
302	12	1992	W01000003000072	90000002774103	1306532A	0.34	0.76	1.1	0.14	0.13	3/6/2013