

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

July 11, 2018

The Honorable Ramon Garcia, Hidalgo County Judge
 The Honorable David L. Fuentes, Commissioner Precinct No. 1
 The Honorable Eduardo Cantu, Commissioner Precinct No. 2
 The Honorable Jose M. Flores, Commissioner Precinct No. 3
 The Honorable Joseph Palacios, Commissioner Precinct No. 4

Dear Judge and Commissioners:

Pursuant to Local Government Code Section 115.0035 (c), we are submitting for your review the following monthly letters:

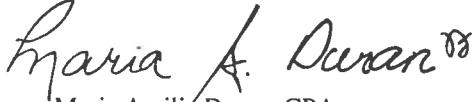
Department	Description
Mr. Homero Garza, Fire Marshal	Monthly Fees Report for the months of April 2018 and May 2018
Mr. Eduardo Olivarez, Chief Administrator Officer Hidalgo County Health and Human Services Department	Monthly Fee Report for April 2018
Ms. Angie Chapa, Law Librarian	Monthly Fee Report for April 2018
The Hon. David L. Fuentes, Commissioner Precinct No. 1	Precinct 1 Sanitation Program Monthly Fees Reports for the months of January 2018 through March 2018
The Hon. Eduardo Cantu, Commissioner Precinct No. 2	Monthly Fee Report for April 2018
The Hon. Joe M. Flores, Commissioner Precinct No. 3	Anzaldua's Park Monthly Fee Report for April 2018
The Hon. Joe M. Flores, Commissioner Precinct No. 3	Precinct 3 Sanitation Program Monthly Fees Reports for the months of January 2018 through March 2018
The Hon. Celestino Avila Jr. Constable Precinct No. 1	Monthly Fees Report for April 2018
The Hon. Martin Cantu, Constable Precinct No. 2	Monthly Fees Report for April 2018
The Hon. Lazaro Gallardo Jr, Constable Precinct No. 3	Monthly Fees Report for April 2018
The Hon. Atanacio Gaitan, Constable Precinct No. 4	Monthly Fees Report for April 2018
The Hon. Daniel Marichalar, Constable Precinct No. 5	Monthly Fees Report for April 2018
The Hon. J.E. "Eddie" Guerra, Hidalgo County Sheriff	Monthly Fees Report for March 2018
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Fee Monthly Report for April 2018
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Criminal Fees Monthly Report for April 2018
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Civil and Probate Court Cost Monthly Report for April 2018
Mr. T.J. Arredondo, Director of Planning	Review of Planning Department Monthly Fees Reports for the months of January 2018 through March 2018
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	Hidalgo County Tax Collected Reports for April 2018
The Hon. Jaime J. Munoz, Justice of the Peace Pct. 2 Pl. 2	Monthly Fines and Fees Report for April 2018
The Hon. Marcos Ochoa, Justice of the Peace Pct. 3 Pl. 2	Monthly Fines and Fees Report for April 2018
The Hon. Charlie Espinoza, Justice of the Peace Pct. 4 Pl. 1	Monthly Fines and Fees Report for April 2018

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERY JUDGE, 92ND D.C. JAIME E. TIJERINA 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. L. KENO VASQUEZ JUDGE, 398TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 448TH D.C.

The Hon. Homero A. Jasso, Justice of the Peace Pct. 4 Pl. 2	Monthly Fines and Fees Report for April 2018
The Hon. Jason Pena, Justice of the Peace Pct. 5 Pl. 1	Monthly Fines and Fees Report for April 2018
The Hon. Gilberto Saenz, Justice of the Peace Pct. 1 Pl. 1	Monthly Fines and Fees Report for May 2018
The Hon. Jesus E. Morales, Justice of the Peace Pct. 1 Pl. 2	Monthly Fines and Fees Report for May 2018
The Hon. Jason Pena, Justice of the Peace Pct. 5 Pl. 1	Monthly Fines and Fees Report for May 2018
Rolando Garza, Hidalgo County Appraisal District	Wonderful Citrus Packing LLC 2018 Tax Abatement Report No. 2018-20
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	City of Alton TIRZ No. 1-Report No. 2018-30
Mr. Jorge Arcaute, City Manager, City of Alton	City of Alton TIRZ No. 1-Report No. 2018-30
Rolando Garza, Hidalgo County Appraisal District	Hidalgo Wind Farm LLC-Phase I and Phase II 2018 Tax Abatement Report No. 2018-39 and 2018-40
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	April 2018 Delinquent Tax Attorney Payment Request Report No. 2018-44
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	May 2018 Delinquent Tax Attorney Payment Request Report No. 2018-59
The Hon. Atanacio Gaitan, Constable Precinct No. 4	Cash Count Audit No. 2018-45
The Hon. Celestino Avila Jr. Constable Precinct No. 1	Cash Count Report No. 2018-46
The Hon. J.E. "Eddie" Guerra, Hidalgo County Sheriff	Fee Account Cash Count Report No. 2018-47
Mr. Eduardo Olivarez, Chief Administrative Officer Hidalgo County Health and Human Services Department	Cash Count Report No. 2018-534
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	Cash Count Report No. 2018-557
The Hon. Jaime J. Munoz, Justice of the Peace Pct. 2 Pl. 2	Cash Count Report No. 2018-565
The Hon. Charlie Espinoza, Justice of the Peace Pct. 4 Pl. 1	Cash Count Report No. 2018-568

Respectfully,



Maria Arcilia Duran, CPA
 Hidalgo County Auditor

Attachments



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
 JUDGE, 92ND D.C.

JAMIE E. TIJERNA
 JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
 JUDGE, 131ST 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.

L. KENO VASQUEZ
 JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
 JUDGE, 430TH D.C.

RENEE R. BETANCOURT
 JUDGE, 448TH D.C.

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

June 29, 2018

Mr. Homero Garza, Fire Marshal
Hidalgo County Fire Marshal's Office
1903 N. Knights Drive
Pharr, Texas 78577

Re: *Monthly Fees Report* for the months of April 2018 and May 2018

Dear Mr. Garza:

We conducted a limited scope review of the *Monthly Fees Reports* and supporting documentation for the months of April 2018 and May 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported.

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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Reports* for the months of April 2018 and May 2018.

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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal dates of the *Monthly Fees Reports* to the County Auditor's Office to determine if the reports and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Reports* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Reports* by footing and cross-footing the reports.
- 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.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92 ND D.C.	JAME E. TIJERINA JUDGE, 93 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139 TH D.C.	ROSE GUERRA REYNA JUDGE, 206 TH D.C.	JUAN R. PARTIDA JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	L. KENO VASQUEZ JUDGE, 398 TH D.C.	ISRAEL RAMON, JR. JUDGE, 439 TH D.C.	RENEE R. BETANCOURT JUDGE, 448 TH D.C.
---	--	---	--	--	--	---	--	--	--	--

- Reviewed *Daily Remittance forms* to determine if fees collected were properly accounted and deposited with the County Treasurer on or before the fifth day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Reports* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Daily Remittance forms*, and the *Monthly Fees Reports* to verify proper completion.

Conclusion:

Total collections for the months of April 2018 and May 2018 were \$9,492.38 and \$14,790.50, respectively. Based on the results of our review, we concluded that fees collected were not properly accounted and reported (see Observation No. 1). In addition, the system of internal controls for the accounting and reporting of fees requires improvement as noted in the following observations.

Observation No. 1:

Collections for May 24, 2018 were short \$20.00. According to staff, they were not aware of the \$20.00 shortage until making the deposit with the County Treasurer.

The County Auditor's Office requires that cashiers count currency prior to issuing a receipt and ensure that the amount collected agrees to the applicable fee amounts and receipt amount. In addition, each cashier must reconcile the cash drawer against receipts issued and the change fund. The reconciliation must be witnessed by another person.

Failure to ensure that cashiers count currency prior to issuing receipts; collections are reconciled each cashier; and the reconciliation is witnessed by another person increases the risk of loss or misuse of County funds.

Recommendation:

Management should implement formal monitoring procedures to ensure that cashiers count currency prior to issuing a receipt; the cash drawer is reconciled against receipts issued and the change fund; and the reconciliation is witnessed by another person. In addition, the \$20.00 shortage must be replenished and deposited with the Hidalgo County Treasurer's Office.

Observation No. 2

We noted that deposits are not made on a daily basis. The Fire Marshall's Office, on most days, collects over \$100.00. According to staff, they wait to make the deposit with the County Treasurer's Office until they need to deliver documents with other departments.

The County Auditor's Office requires that collections be deposited intact on a daily basis, unless the account collected is less than \$100.00.

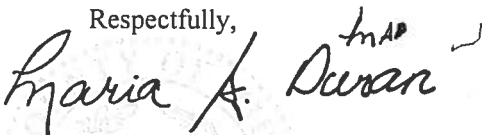
Failure to ensure that collects are deposited on a daily basis increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that collections are deposited on a daily basis. In addition, we recommend that deposits be made at Lone Star National Bank instead of the County Treasurer's Office due to the proximity of the bank to the Fire Marshall's Office. Attached is a copy of a sample deposit slip that should be used to order deposit slips.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

Please call Belinda ext. 4641 for details.

DEPOSIT TICKET

PP 9235

HIDALGO COUNTY - GENERAL FUND

C/O HIDALGO COUNTY

MAIN OFFICE

1903 N. Knights Dr, Pharr

DATE

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

ENDORSE & LIST CHECKS SEPARATELY OR ATTACH LIST

Unique # → 00300000

→ 02801

11191587

71015639

→ this # must be in sequential order

MEMBER FDIC
CUSTOMER SERVICE (800) 580-0322
CHECK VERIFICATION (956) 984-2444

LONE STAR NATIONAL BANK

TOTAL ITEMS

[Empty box for total items]

\$

[Vertical grid for check numbers]

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM ATTACHED LIST		

PLEASE RE-ENTER TOTAL HERE

TOTAL

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

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

July 2, 2018

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

Re: Environmental Health Division *Monthly Fees Report* for April 2018

Dear Mr. Olivarez:

We conducted a limited scope review of the Environmental Health Division *Monthly Fees Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2018. 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 improvement could be made.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001(b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts were issued in sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittance/Close-out Reports (Close-out Reports)* to determine if fees collected were properly accounted and deposited with the financial institution on a daily basis.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued by the Environmental Health Division; 2.) total deposits made with the financial institution; 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIMÉ E. TIJERINA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH D.C.

ROSE GUERRA REYNA
JUDGE, 206TH D.C.

JUAN R. PARTIDA
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 332ND D.C.

NOÉ GONZÁLEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LÓPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMÓN, JR.
JUDGE, 430TH D.C.

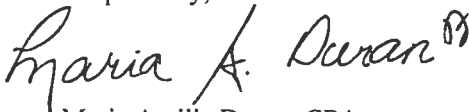
RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Conclusion:

Total collections for the month of April 2018 were \$28,475.00. Based on the results of our review, we concluded that fees collected were properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

June 19, 2018

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

Re: *Monthly Fee Report* for April 2018

Dear Ms. Chapa:

We conducted a limited scope review of the *Monthly Fee Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Fee Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fee Report* to the County Auditor's Office to determine if the report and applicable supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fee Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fee Report* by footing and cross-footing the report.
- 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 Remittances/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 Fee Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Daily Remittance/Close-out Forms*, and the *Monthly Fee Report* to verify proper completion.

Conclusion:

Total collections for the month of April were \$1,462.50. Based on the results of our review, we concluded that fees collected were properly accounted and reported.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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, 388TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.


ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Ms. Angie Chapa
June 19, 2018
Page 2 of 2

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

NGE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

June 25, 2018

The Honorable David L. Fuentes, Commissioner
Hidalgo County Precinct No. 1
1902 Joe Stephens Suite 101
Weslaco, Texas 78596

Re: Precinct 1 Sanitation Program *Monthly Fees Reports* for the months of January 2018 through March 2018

Dear Commissioner Fuentes:

We conducted a limited scope review of the Precinct 1 Sanitation Program *Monthly Fees Reports* and supporting documentation for the months of January 2018 through March 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Reports* for the months of January 2018 through March 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal dates of the *Monthly Fees Reports* to the County Auditor's Office to determine if the reports and applicable supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Reports* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Reports* by footing and cross-footing the reports.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts and permits issued followed a sequential order.
- Verified that procedures for voided receipts and voided permits were properly followed.
- Reviewed *Cashier's Daily Close-out Reports/Daily Remittance Forms (Close-out Reports)* to determine if fees collected were properly accounted and deposited with the financial institution on a daily basis.
- Verified that the collections per the *Monthly Fees Reports* agreed to: 1.) total receipts issued by the Precinct; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and *Monthly Fees Reports* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Conclusion:

Total collections for the months of January 2018, February 2018, and March 2018 were \$30,125.00, \$31,825.00, and \$39,300.00, respectively. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvement as noted in the following observations.

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.

Observation No. 1:

During the month of March, permit numbers 53200, 53201, 53202, 53241 and 53242 were out of sequence and not issued according to the Solid Waste Disposal Program. The permits were issued in the month of April. The permits were issued to user 40. According to the "Issued Permits" log, user 40 was issued additional permits even though the permits previously issued had not been sold.

Persons who accept accountable forms (i.e., permits, receipts, etc.) become responsible, upon receipt, for the accountability and safeguarding of such forms. The supervisor should verify that the permits previously issued to the cashier have been sold prior to issuing additional permits.

Failure to ensure that permits are properly accounted and safeguarded may result in the loss of County revenue.

Recommendation:

Management should ensure that permits are properly accounted and safeguarded. At a minimum, the procedures noted above should be implemented.

Observation No. 2

We noted that a \$25.00 shortage in the month of May 2017 and 5 missing permits (41601, 41644, 41646, 48210, and 50887) between January 2017 and December 2017 totaling \$125.00 have not been replenished and deposited with the County Treasurer, as previously requested by the County Auditor's Office.

A county officer is personally liable for the loss of funds (e.g., shortage, acceptance of counterfeit bill, hot check, credit card charge back, etc.) while his/her possession in the performance of official duties. Shortages must be replenished.

Failure to replenish a shortage results in the loss of County revenue.


Recommendation:

The \$150.00 should be immediately deposited with the County Treasurer.

Please provide a written management response to the observations noted above by July 6, 2018.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511, ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,

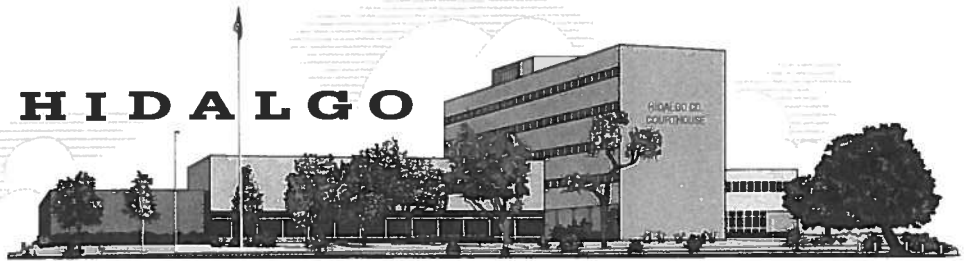

Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

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

June 26, 2018

The Honorable Eduardo Cantu, Commissioner
Hidalgo County Precinct No. 2
300 W. Hall Acres Suite G
Pharr, Texas 78577

Re: *Monthly Fee Report* for April 2018

Dear Commissioner Cantu:

We conducted a limited scope review of the Precinct 2 Sanitation Program *Monthly Fee Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fee Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fee Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fee Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fee Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts and permits issued followed a sequential order.
- Verified that procedures for voided receipts and voided permits were properly followed.
- Reviewed *Cashier's Daily Close-out Reports/Daily Remittance Forms (Close-out Reports)* to determine if fees collected were properly accounted and deposited with the financial institution on a daily basis.
- Verified that the collections per the *Monthly Fee Report* agreed to: 1.) total receipts issued by the Precinct; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fee Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

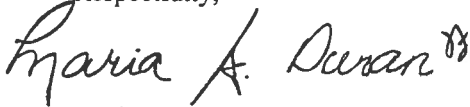
RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Conclusion:

Total collections for the month of April 2018 were \$8,500.00. Based on the results of our review, we concluded that fees collected were generally properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH D.C.

ROSE GUERRA REYNA
JUDGE, 268TH 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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

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

June 19, 2018

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

Re: *Monthly Fee Report* for April 2018

Dear Commissioner Flores:

We conducted a limited scope review of the Anzalduas Park *Monthly Fee Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fee Report* for the month of April 2018. 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 improvements could be made.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fee Report* to the County Auditor’s Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fee Report* to ensure that the report was signed by an authorized signatory as documented on the “Authorized Signatories Form.”
- Verified the mathematical accuracy of the *Monthly Fee Report* by footing and cross-footing the report.
- Reviewed tickets issued to determine if proper fee amounts were collected and reported.
- Verified tickets issued followed a sequential order.
- Verified that procedures for voided tickets were properly followed.
- Reviewed *Cashier’s Daily Close-out Reports/Daily Remittance Forms (Close-out Reports)* to determine if fees collected were properly accounted and deposited with the financial institution on or before the fifth business day after the day on which the funds were received pursuant to Local Government Code §113.022.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

NDE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 385TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

- Verified that the collections per the *Monthly Fee Report* agreed to: 1.) total receipts issued by the Precinct; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fee Report* to verify proper completion.

Conclusion:

Total collections for the month of April 2018 were \$4,568.00. Based on the results of our review, we have concluded that fees collected were properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvement as noted in the following observation.

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.

Observation No. 1:

A \$4.00 park entrance fee is collected from vehicles entering the Anzalduas Park on Saturdays and Sundays. Commissioners Court approved to increase the park entrance fee from \$2.00 to \$4.00 on March 23, 1993. A review of the County's financial records indicated that a park entrance fee has been collected since at least 1992. Commissioners Court may set and approve park entrance fees if approved by a majority of qualified voters through a referendum election; however, evidence that a referendum election was conducted was not provided. According to the Anzalduas 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 weekends and waived on weekdays. 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. According to the Anzalduas Park staff, a waiver policy will be presented to Commissioners Court.

Local Government Code §316.001(4) states that "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 §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 park entrance fees are properly collected. Failure to properly collect the park entrance fees may result in the loss of County funds.

Recommendation:

Management should develop and implement formal procedures to ensure that park entrance fees are properly collected. Evidence that a referendum election was conducted and evidence authorizing the collection and waiver of the fee should be obtained. In addition, the park entrance fee should continue to be collected after the cut-off time as required by the *Cash Handling Guidelines and Procedures*.

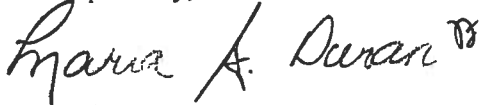
HIDALGO COUNTY DISTRICT JUDGES

The Honorable Jose M. Flores
June 19, 2018
Page 3 of 3

Please provide a written management response to the observation noted above by July 6, 2018.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

June 26, 2018

The Honorable Jose M. Flores, Commissioner
Hidalgo County Precinct No. 3
724 North Breyfogle
P.O. Box 607
Mission, TX 78574

Re: Precinct 3 Sanitation Program *Monthly Fees Reports* for the months of January 2018 through March 2018

Dear Commissioner Flores:

We conducted a limited scope review of the Precinct 3 Sanitation Program *Monthly Fees Reports* and supporting documentation for the months of January 2018 through March 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Reports* for the months of January 2018 through March 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal dates of the *Monthly Fees Reports* to the County Auditor's Office to determine if the reports and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Reports* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Reports* by footing and cross-footing the reports.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts and permits issued followed a sequential order.
- Verified that procedures for voided receipts and voided permits were properly followed.
- Reviewed *Cashier's Daily Close-out Reports/Daily Remittance Forms (Close-out Reports)* to determine if fees collected were properly accounted and deposited with the financial institution on a daily basis.
- Verified that the collections per the *Monthly Fees Reports* agreed to: 1.) total receipts issued by the Precinct; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Verified that the *Close-out Reports* and *Monthly Fees Reports* were properly completed.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 32ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH 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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

Conclusion:

Total collections for the months of January 2018, February 2018, and March 2018 were \$50,575.00, \$41,725.00, and \$52,925.00, respectively. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvement as noted in the following observations.

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.

Observation No. 1

We noted that the "Void Permit Log" was not being properly completed. The individual signing under the "Supervisors Signature of Approval" column is not listed as an authorized signatory for voids on the Authorized Signatories Form submitted to the Auditor's Office. In addition, at times, a supervisor's signature of approval is not being obtained prior to voiding a permit.

In addition, we noted cashiers continue to reactivate previously voided permits in the Solid Waste Disposal Program. For instance, on March 16, 2018 permit number 40882 was voided and replaced with permit 53638. On March 26, 2018, permit number 53638 was voided and permit number 40882 was reactivated. Three days later, permit number 40882 was once again voided and new permit 54347 was issued. Precinct 3 staff was unable to provide an explanation for reactivating void permits in the Solid Waste Disposal Program.

The County Auditor's Office requires the Precinct to maintain a "Void Permit Log" to document the issuance of a new permit to replace an active permit (void permit). The "Void Permit Log" requires for the employee to document the date permit was void, void permit number, reason for void, new permit number, the name of the individual requesting the new permit, employee's signature, and the supervisor's signature of approval.

The supervisor's signature must be obtained prior to voiding the permit. In addition, prior to issuing a replacement permit, the voided permit must be obtained from the constituent, marked void, and submitted to the County's Auditor's Office along with the *Monthly Fees Report*. If the void permit cannot be provided by the constituent because the vehicle was stolen or the vehicle was involved in an accident, a police report must be obtained prior to replacing the permit. Void permits should not be reactivated in the Solid Waste Disposal Program.

Failure to ensure that the "Void Permit Log" is properly completed; void permits are obtained from the constituents; and cashiers are not allowed to reactivate a void permit may result in the loss of County revenue.

Recommendation:

Management should ensure that the "Void Permit Log" is properly completed, and that all void permits are approved by a supervisor prior to voiding a permit. In addition, management should ensure all void/reissued permits are consistently documented and approved on the "Void Permit Log" and cashiers are prohibited from reactivating a void permit. Management should request the assistance from the Information Technology Department to ensure that cashiers are restricted from reactivating voided permits in the Solid Waste Disposal System. At a minimum, the procedures noted above should be implemented.

Observation No. 2:

We noted that manual receipts issued in the months of January and February were not always issued in sequential order.

The County Auditor's Office requires the Precinct to implement the manual back-up receipting system when the Solid Waste Disposal System, computerized receipting system, is down. Official manual receipts must be pre-numbered and issued in sequential order.

Failure to ensure that manual receipts are issued in sequential order may result in the loss of County revenue.

Recommendation:

Management should ensure that manual receipts are issued in sequential order.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 3:

We noted that voided receipts were missing the date receipts were being voided. In addition, manual receipt 232-000128 voided in February 2018 and receipt 232-51747 voided during the month of March 2018 were missing the cashier's signature, explanation for the void, and a supervisor's signature of approval.

The County Auditor's Office requires that approval to void a receipt be obtained prior to voiding a receipt. Approval to void receipts should be limited to supervisors listed on the Authorized Signatories Form. The supervisors should ensure the original and all copies of the void receipt contain on the face of the receipt the word "VOID", an explanation for the void, the date receipt was voided, the cashier's signature, and the supervisor's signature of approval.

Failure to ensure that receipts are properly voided may result in the loss of County funds.

Recommendation:

Management should ensure that receipts are properly voided. At a minimum, the procedures noted above should be implemented.

Observation No. 4:

We noted that permit number 50050, issued to user 47 in the month of January, and permit number 53340, issued to user 13 in the month of March were out of sequence and unaccounted for. Precinct 3 staff was unable to provide an explanation for the missing permits.

Persons who accept accountable forms (i.e., permits, receipts, etc.) become responsible, upon receipt, for the accountability and safeguarding of such forms. The person accountable shall be held liable for any amounts which may be required to be paid due to loss of the accountable forms resulting from his or her fault or negligence. Loss or theft of accountable forms must be promptly reported to the County Auditor's Office. The written notification should include a statement of the circumstances concerning the loss. Accountable forms reported lost or stolen must be marked "Void" in the electronic application system. Management must also monitor all missing accountable forms to determine if there is a pattern meriting further investigation, modification of procedures, retraining of personnel, or disciplinary action. Furthermore, the supervisor should verify that the permits previously issued to the cashier have been sold prior to issuing additional permits. Moreover, prior to replacing a permit, the cashiers should verify that the permit is in the Solid Waste Disposal System and not reported missing and unaccounted for. A missing and unaccounted permit should not be replaced until the constituent provides proof of payment.

Failure to ensure that permits are properly accounted and safeguarded may result in the loss of County revenue.

Recommendation:

Management should ensure that permits are properly accounted and safeguarded. At a minimum, the procedures noted above should be implemented. The unaccounted permits should also be voided in the Solid Waste Disposal Application Program and \$50.00 for the missing permits should be replenished and deposited with the County Treasurer.

Observation No. 5:

We noted that shortages and missing permits totaling \$840.00 (shortages of \$25.00, \$10.00, and \$5.00 on January 8, 2016, January 11, 2016, and February 24, 2016, respectively, and 32 missing permits between January 2016 and December 2017 totaling \$800.00) have not been replenished and deposited with the County Treasurer, as previously requested by the County Auditor's Office.

A county officer is personally liable for the loss of funds (e.g. shortage, acceptance of counterfeit bill, hot check, credit card charge back, etc.) while his/her possession in the performance of official duties. Shortages must be replenished.

Failure to replenish a shortage results in the loss of County revenue.

Recommendation:

The \$890.00 should be immediately deposited with the County Treasurer.

Please provide a management response to the observations noted above by July 6, 2018.

HIDALGO COUNTY DISTRICT JUDGES

If you have any questions regarding the requested information, please contact Corina Martinez, Internal Auditor I, at 318-2511, ext. 4624, Reynaldo Cantu III, Compliance Audit Supervisor, at ext 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer



HIDALGO COUNTY DISTRICT JUDGES

LUIS M SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

July 2, 2018

The Honorable Celestino Avila, Constable
Hidalgo County Precinct No. 1
1902 Joe Stephens Blvd. Suite 303
Weslaco, TX 78596

Re: *Monthly Fees Report* for April 2018

Dear Constable Avila:

We conducted a limited scope review of the Constable Precinct No. 1 *Monthly Fees Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (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. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- 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 Reports/Daily Remittance Forms (Close-out Reports)* to determine if fees collected were properly accounted and deposited with the financial institution in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued by the Constable; 2.) total deposits made with the financial institution; 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH D.C.

JUAN R. PARTIDA
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 332ND D.C.

NOE GONZALEZ
JUDGE, 378TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

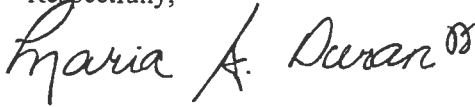
The Honorable Celestino Avila
July 2, 2018
Page 2 of 2

Conclusion:

Total collections for the month of April 2018 were \$3,402.50. Based on the results of our review, we concluded that fees collected were properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

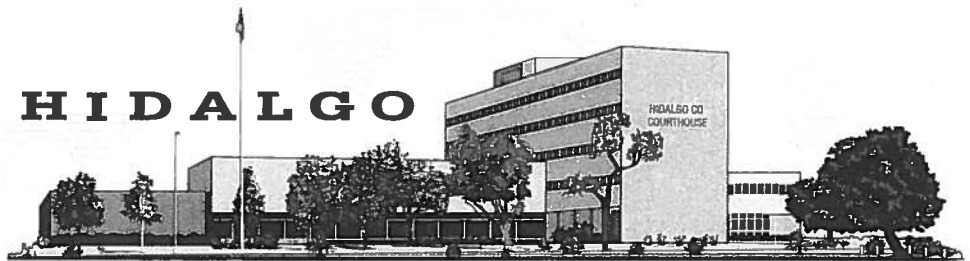


HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JAIME E. TIJERINA J. R. "BOBBY" FLORES ROSE GUERRA REYNA JUAN R. PARTIDA MARIO E. RAMIREZ, JR. NOE GONZALEZ LETICIA LOPEZ L. KENO VASQUEZ ISRAEL RAMON, JR. RENEE R. BETANCOURT

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

July 2, 2018

The Honorable Martin Cantu, Constable
Hidalgo County Precinct No. 2
300 W. Hall Acres, Ste. E
Pharr, TX 78577

Re: *Monthly Fees Reports* for April 2018

Dear Constable Cantu:

We conducted a limited scope review of the Constable Precinct No. 2 *Monthly Fees Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (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. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- 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 Forms* (Close-out Reports) to determine if fees collected were properly accounted and deposited with the financial institution in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued by the Constable; 2.) total deposits made with the financial institution; 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, Close-out Reports, and the *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAI ME E. TIJERINA
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, 312ND D.C.

NOE GONZALEZ
JUDGE, 370TH D.C.

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 439TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

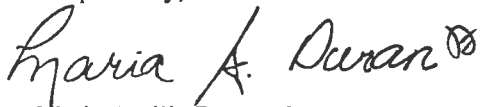
The Honorable Martin Cantu
July 2, 2018
Page 2 of 2

Conclusion:

Total collections for the month of April 2018 were \$21,994.50. Based on the results of our review, we concluded that fees were generally properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE 4700 D.C.	JAIME E. TIERINA JUDGE 4300 D.C.	J. R. "BOBBY" FLORES JUDGE 1100 D.C.	ROSE GUERRA REYNA JUDGE 3050 D.C.	JUAN R. PARTIDA JUDGE 2750 D.C.	MARIO E. RAMIREZ, JR. JUDGE 1700 D.C.	NOE GONZALEZ JUDGE 1700 D.C.	LETICIA LOPEZ JUDGE 1800 D.C.	L. KENO VASQUEZ JUDGE 3800 D.C.	ISRAEL RAMON, JR. JUDGE 4500 D.C.	RENEE R. BETANCOURT JUDGE 4400 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

July 2, 2018

The Honorable Lazaro Gallardo, Constable
Hidalgo County Precinct No. 3
730 N. Breyfogle Ste. B
Mission, TX 78573

Re: *Monthly Fees Report* for April 2018

Dear Constable Gallardo:

We conducted a limited scope review of the Constable Precinct No. 3 *Monthly Fees Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (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. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2018. 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.

Methodology:

In conduction our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- 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 Reports/Daily Remittance Forms* (Close-out Reports) to determine if fees collected were properly accounted and deposited with the financial institution in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued by the Constable; 2.) total deposits made with the financial institution; 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAINÉ E. TLIERINA
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.

NOÉ GONZALEZ
JUDGE, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Honorable Lazaro Gallardo

July 2, 2018

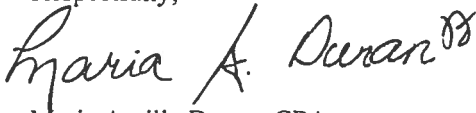
Page 2 of 2

Conclusion:

Total collections for the month of April 2018 were \$14,873.00. Based on the results of our review, we concluded that fees collected were generally properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

July 2, 2018

The Honorable Atanacio Gaitan Jr, Constable
Hidalgo County Precinct No. 4
2814 S. Business Highway 281
Edinburg, TX 78539

Re: *Monthly Fees Report* for the month of April 2018

Dear Constable Gaitan:

We conducted a limited scope review of the Constable Precinct No. 4 *Monthly Fees Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (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. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- 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 Reports/Daily Remittance Forms* (Close-out Reports) to determine if fees collected were properly accounted and deposited with the financial institution in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued by the Constable; 2.) total deposits made with the financial institution; 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

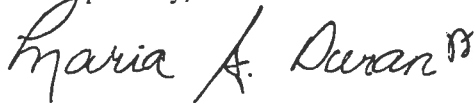
Honorable Atanacio Gaitan, Jr.
July 2, 2018
Page 2 of 2

Conclusion:

Total collections for the month of April 2018 were \$4,984.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE 1ST DISTRICT

JAIME E. TIJERINA
JUDGE 2ND DISTRICT

J. R. "BOBBY" FLORES
JUDGE 3RD DISTRICT

ROSE GUERRA REYNA
JUDGE 4TH DISTRICT

JUAN R. PARTIDA
JUDGE 5TH DISTRICT

MARIO E. RAMIREZ, JR.
JUDGE 6TH DISTRICT

NOE GONZALEZ
JUDGE 7TH DISTRICT

LETICIA LOPEZ
JUDGE 8TH DISTRICT

L. KENO VASQUEZ
JUDGE 9TH DISTRICT

ISRAEL RAMON, JR.
JUDGE 10TH DISTRICT

RENEE R. BETANCOURT
JUDGE 11TH DISTRICT

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

July 2, 2018

The Honorable Daniel Marichalar, Constable
Hidalgo County Precinct No. 5
P.O. Box 1279
Elsa, TX 78543

Re: *Monthly Fees Report* for the month of April 2018

Dear Constable Marichalar:

We conducted a limited scope review of the Constable Precinct No. 5 *Monthly Fees Report* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (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. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- 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 Reports/Daily Remittance Forms* (Close-out Reports) to determine if fees collected were properly accounted and deposited with the financial institution in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued by the Constable; 2.) total deposits made with the financial institution; 3.) total receipts issued by the County Treasurer.
- Reviewed receipts issued, *Close-out Reports*, and the *Monthly Fees Report* to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92ND D.C. JAIME E. TIJERINA 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, 376TH D.C. OVERSEER LETICIA LOPEZ JUDGE, 389TH D.C. L. KENO VASQUEZ JUDGE, 398TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 449TH D.C.

Honorable Daniel Marichalar

July 2, 2018

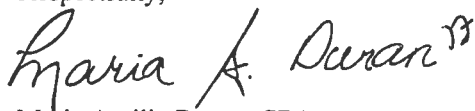
Page 2 of 2

Conclusion:

Total collections for the month of April 2018 were \$1,350.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 82 ND D.C.	JAIME E. TIJERINA JUDGE, 83 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139 TH D.C.	ROSE GUERRA REYNA JUDGE, 208 TH D.C.	JUAN R. PARTIDA JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	L. KENO VASQUEZ JUDGE, 398 TH D.C.	ISRAEL RAMON, JR. JUDGE, 430 TH D.C.	RENEE R. BETANCOURT JUDGE, 449 TH D.C.
---	---	---	--	--	--	---	--	--	--	--

COUNTY 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

June 21, 2018

The Honorable J.E. "Eddie" Guerra, Sheriff
Hidalgo County Sheriff's Office
711 El Cibolo Rd.
Edinburg, Texas 78540

Re: Sheriff's *Monthly Fees Report* for March 2018

Dear Sheriff Guerra:

We conducted a limited scope review of the Sheriff's *Monthly Fees Report* for March 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for March 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001(b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if fees were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts issued followed a sequential order.
- Verified that the receipts issued and the *Monthly Fees Report* were properly completed.

Conclusion:

Total collections for the month of March 2018 were \$107,351.07. Based on the results of our review, we have concluded that fees were generally properly accounted and reported.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

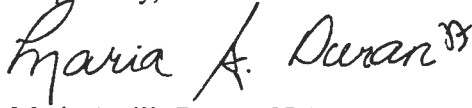
ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 445TH D.C.

The Honorable Eddie Guerra
June 21, 2018
Page 2 of 2

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

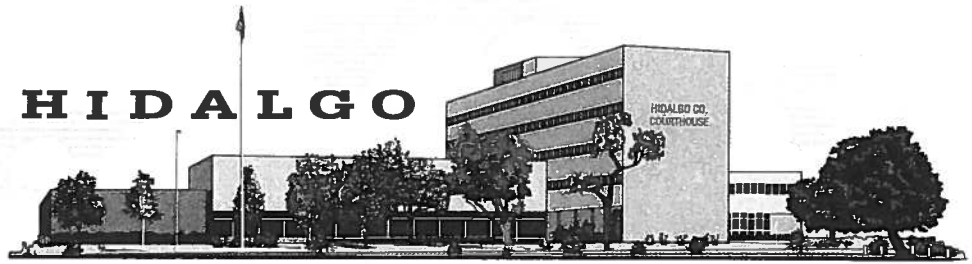
L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH 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

June 18, 2018

The Honorable Arturo Guajardo Jr., County Clerk
100 N. Clossner, 1st Floor
Edinburg, Texas 78539

Ref: *Fee Monthly Report* for April 2018

Dear Mr. Guajardo:

We conducted a limited scope review of the *Fee Monthly Report (Monthly Report)* for April 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for April 2018. 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 improvement could be made.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code § 114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued, 2.) total deposits made with the County Treasurer, and 3.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Verified the sequence of receipts per the *Monthly Report* agreed to receipts issued. In addition, verified that receipts followed sequential order.
- Reviewed *Revenue Remittance Reports* and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts, *Revenue Remittance Reports*, *Company Accounts Summary Report*, and a sample of bank deposit slips to verify proper completion.

Conclusion:

Total collections for the month of April 2018 were \$516,794.50. Based on the results of our review, we concluded that fees were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvement as noted in the following observations.

HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TLIERINA
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.

L. KENO VASQUEZ
JUDGE, 398th D.C.

ISRAEL RAMON, JR.
JUDGE, 430th D.C.

RENEE R. BETANCOURT
JUDGE, 449th D.C.

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.

Observation No. 1:

We noted that the April 2018 *Monthly Report* was submitted to the County Auditor's Office 10 days after the fifth day following the end of the month. According to staff, attempts were made to submit the *Monthly Report* on time; however, the submittal of the *Monthly Report* was delayed due to a heavy work load and management not being available to review and approve the *Monthly Report*.

Pursuant to Local Government Code §114.001 (b), "A monthly report must be filed within five days after the last day of each month." Timely submittal of the *Monthly Report* helps ensure the proper accounting and accurate projection of county revenues.

Failure to ensure that the *Monthly Report* is submitted to the County Auditor's Office within five days after the last day of each month may result in the improper accounting and inaccurate projection of County revenues.

Recommendation:

Management should ensure that the *Monthly Report* is filed with the County Auditor's Office within 5 days after the last day of each month.

Observation No. 2:

We were not able to verify the receipt sequence issued through *Kofile*. *Kofile* creates an order number for every type of activity recorded on *Kofile* (e.g., receipting, scanning, or searching); however, the *Kofile* "Order Summary Report" only provides information regarding the issuance of order numbers (receipt) in which a financial transaction occurred; therefore, a gap in the receipt sequence exists. According to staff, the department is working with *Kofile* representatives to create a report that will include all order numbers and type of orders issued (e.g., receipting, scanning, or searching) during the month.

Having a report that includes all types of activity recorded on *Kofile* (e.g., receipting, scanning, or searching) will help ensure that all financial transactions are accounted and recorded properly.

Failure to ensure that a report can be generated from *Kofile* that includes all activity recorded on *Kofile* may result in financial transactions not accounted and recorded properly and the loss or misuse of County funds.

Recommendation:

Management should continue working with *Kofile* representatives to create a report that will include every type of activity recorded during the month.

Observation No. 3:

As of April 2018, four company accounts (escrow accounts) reflect incorrect balances in the *Company Accounts Summary Report*. The balances were overstated as follows:

- Edward Abstract and Title Co., \$4.00;
- Nain Engineering LLC Maps account, \$75.00;
- Perdue Brandon Fielder Collins account, \$4.00; and
- Spoor Engineering account, \$85.00.

The discrepancies are mainly attributed to entering incorrect amounts into *Kofile* when the accounts were opened or glitches in the receipting system. According to staff, *Kofile* representatives were informed of the discrepancies; however, they have not been resolved.

The County Auditor's Office requires that all company accounts reflect the proper balances.

Failure to ensure that the company accounts reflect the proper balances will result in the companies receiving services that are not paid for.

Recommendation:

Management should continue working with *Kofile* representatives to correct the errors in the escrow accounts listed above.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 4:

We noted that deposit slips did not include the receipt sequence for which the deposit was being made on the face of the deposit slip. According to staff, the receipt sequence is not noted on the deposit slips since they are able to generate a report that indicates the receipts that were issued for the day.

Pursuant to the Cash Handling Guidelines, "Deposit slips must contain sufficient information to identify the cash receipts for which the deposit is being made. Deposit slips must include the date of deposit, receipt sequence, amount of currency and coins, a listing of check numbers and amounts, and the total dollar amount of the deposit. If it is not possible to list all the checks collected, copies of the checks must be maintained and attached to the Close-Out Report." The information on the deposit slip creates an audit trail that assists in the review of the financial transactions.

Failure to ensure that the deposit slips contain the receipt sequence may increase the risk that discrepancies between receipts and deposits are not discovered in a timely manner.

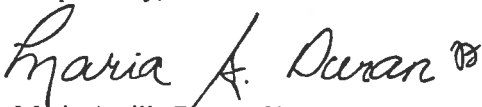
Recommendation:

Management should ensure that deposit slips are properly prepared. Please refer to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for preparing deposit slips.

Please provide written management responses to the observations noted above by June 29, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Gricelda Quintero, Internal Auditor II, at 318-2511 ext. 4643, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

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

June 19, 2018

The Honorable Arturo Guajardo Jr.
Hidalgo County Clerk
100 N. Clossner, 1st Floor
Edinburg, Texas 78539

Ref: *Criminal Fees Monthly Report for April 2018*

Dear Mr. Guajardo:

We conducted a limited scope review of the *Criminal Fees Monthly Report (Monthly Report)* for April 2018 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 fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for April 2018. 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 improvement could be made.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code § 114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Verified that procedures for voided receipt were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued *per Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Verified that jail time ordered to be serve by the defendant as stated on the Judgment Order agrees to the jail time reported on the Sheriff's "D" Monthly Report.
- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
- Reviewed randomly selected receipts to determine if fines, fees, and court costs were allocated and reported in the proper amounts.
- Reviewed *Cashier's Daily Fund Reports* and bank deposit slips to verify proper completion and accuracy.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 32ND 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, 381TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

- Reviewed *Revenue Remittance Reports* and County Treasurer receipts to determine if collections were deposited with the County Treasurer in a timely manner.
- Reviewed receipts, *Revenue Remittance Reports*, the *Monthly Report*, and mail logs to verify proper completion.
- Reviewed randomly selected validated deposit slips to determine if the deposit composition (cash, checks, credit card, etc.) agreed to the applicable payment method listed on the receipts.

Conclusion:

Total collections for the month of April 2018 were \$188,383.68. Based on the results of our review, we concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 15 receipts issued in the month of April 2018 contained errors in the allocation of fines, fees, and court costs. The County Clerk's Office was notified of the required adjustments (see Exhibit A).

Some of the errors were the result of programming errors in *Odyssey* and others were due to human error. Staff was advised of the errors and the *Odyssey* programming errors (RMP and RMP_r) were corrected. The adjustments resulting from human error (ADD.CC, STF, DDCF, and Local Transaction Fee) have not been completed. According to staff, due to an oversight, staff did not verify that the fines, fees, and court costs were correct prior to taking in a payment. Furthermore, the department contacted the District Attorney's Office for further assistance in the evaluation of the fees. In addition, adjustments for the months of July 2016 (19); August 2016 (24); September 2016 (18); October 2016 (32); November 2016 (24); December 2016 (18); January 2017 (48); February 2017 (70); March 2017 (69); April 2017 (25); May 2017 (27); June 2017 (24); July 2017 (14); August 2017 (12); September 2017 (17); October 2017 (13); November 2017 (12); December 2017 (11); January 2018 (15); February 2018 (17); and March 2018 (16) are still pending to be completed.

There are numerous statutes that require the County Clerk to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval.

Failure to ensure that fines, fees, and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should ensure that all pending adjustments are completed. In addition, management should ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.
- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.
- The bill of costs should be revised through a court order to reflect the correct fines, fees, and court costs.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

Observation No. 2:

We noted that the April 2018 *Monthly Report* was submitted to the County Auditor's Office 10 days after the fifth day following the end of the month. According to staff, attempts are made to submit the *Monthly Report* in a timely manner; however, the submittal of the *Monthly Report* is delayed due to heavy work load and management not being available to review and approve the *Monthly Report* in time.

Local Government Code §114.001 (b) states, "A monthly report must be filed within five days after the last day of each month." Timely submittal of the *Monthly Report* helps ensure the proper accounting and accurate projection of County revenues.

Failure to ensure that the *Monthly Report* is submitted to the County Auditor's Office within five days after the last day of each month may result in the improper accounting and inaccurate projection of County revenues.

Recommendation:

Management should ensure that the *Monthly Report* is filed with the County Auditor's Office within 5 days after the last day of each month.

Observation No. 3:

We noted that deposit slips did not include the receipt sequence for which the deposit was being made on the face of the deposit slip. According to staff, the receipt sequence is not noted on the deposit slip as department is able to generate a report that would indicate the receipts that were issued for the day.

Pursuant to the Cash Handling Guidelines, deposit slips must contain sufficient information to identify the cash receipts for which the deposit is being made. Deposit slips must include the date of deposit, receipt sequence, amount of currency and coins, a listing of check numbers and amounts, and the total dollar amount of the deposit. If it is not possible to list all the checks collected, copies of the checks must be maintained and attached to the Close-out Report. The information on the deposit slip creates an audit trail that assists in the review of the financial transactions.

Failure to ensure that the deposit slips contain the receipt sequence may increase the risk that discrepancies between receipts and deposits are not discovered in a timely manner.

Recommendation:

Management should ensure that deposit slips are properly prepared. Please refer to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for preparing deposit slips.

Observation No. 4:

We noted that the *Hidalgo County Clerk Void/Adjustment Sheets* for 1 of 12 receipts voided in April 2018 was not submitted along with the *Monthly Report*. According to staff, the *Hidalgo County Clerk Void/Adjustment Sheet* was inadvertently not submitted with the *Monthly Report*; however, a copy of the voided receipts would be submitted to the County Auditor's Office.

The County Auditor's Office requires that if a receipt is voided, an *Hidalgo County Clerk Void/Adjustment Sheet* containing the date of the void, signature of the clerk, the signature of the supervisor approving the void, the reason for the void, and the new receipt number, if applicable, along with all copies of the voided receipt securely attached together be submitted to the County Auditor's Office.

Failure to ensure that the *Hidalgo County Clerk Void/Adjustment Sheet* is submitted to the County Auditor's Office increases the risk that receipts that are not properly voided go undetected.

Recommendation:

Management should implement procedures to ensure that the *Hidalgo County Clerk Void/Adjustment Sheet* are submitted to the County Auditor's Office

Please provide written management responses to the observations noted above by July 6, 2018.

HIDALGO COUNTY DISTRICT JUDGES

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Gricelda Quintero, Internal Auditor II, at 318-2511 ext. 4643, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures: Copy of *Criminal Fees Monthly Report* and Exhibits

cc: Valde Guerra, County Executive Officer
Annette Muniz, Hidalgo County Clerk Chief Deputy
Berenize Alvarado, Hidalgo County Clerk Internal Auditor



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 52ND 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, 312ND D.C.

NOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Receipt Journal by Fund and Fee Code

TXHIDALGOPROD

Transaction Date Range: 04/01/2018 - 04/30/2018 Sorted by: By receipt number
 County Clerk County Court at Law #1 County Court at Law #2 County Court at Law #4 County Court at Law #5 County Court at Law #6 County Court at Law #7 County Court at

Tills: CC - Daniela Blanco,CC - Jason Rohr,CC - Juan Perez,CC - Julie Gomez,CC - Syh

	Totals	Fee Totals
Total Receipts	188,989.78	188,989.78 X9-2
Total Adjustments Impacting Receipts	(606.10)	(606.10) X9-2
Final Fee Code Totals	188,383.68	✓ 188,383.68 X2-3; X3-1; X8-1; X9-2
Refunds	✓ 6.91	X2-1
Due Treasurer	\$ 188,376.77	X; X5-4

Hidalgo County Clerk
 Criminal Court Cost

April 2018

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

[Signature]
 County Clerk

May 11, 2018
 Date

AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE
 DATE: 5/10/18 5/17/18 5/21/18 5/23/18

Received Auditor's Office

2018 MAY 15 AM 9:38

Receipt Journal by Fund and Fee Code

TXHIDALGOPROD

Transaction Date Range: 04/01/2018 - 04/30/2018 Sorted by: By receipt number
 County Clerk County Court at Law #1 County Court at Law #2 County Court at Law #4 County Court at Law #5 County Court at Law #6 County Court at Law #7 County Court at Law #8

Criminal

Fee Code: Totals for All Funds	Totals	Fee Totals
1100-341 10-180-005-0-000 County Clerk	188,383.68	188,383.68
1100-342-10-180-001-0-000 Sheriff	11,583.74	11,583.74
1100-341 10-180-005-0-000 Stenographer	7,586.54	7,586.54
1100-341 10-180-008-0-000 Jury - County Clerk	4,911.57	4,911.57
1100-207 20-000-005-0-000 Time Payment - State	22.00	22.00
1100-341 10-180-017-0-000 County Clerk EFile Fee	2,201.22	2,201.22
1100-207 20-000-019-0-000 Failure to Appear-Vendor	2,570.00	2,570.00
1100-207 20-000-022-0-000 Refund/Overprint-CC	350.70	350.70
1100-207 20-000-015-0-000 Consolidated Court Costs	6.91	6.91
1100-207 20-000-019-0-000 Arrest-DPS	20,382.49	20,382.49
1100-207 20-000-019-0-000 Arrest-T.A.B.C.	9.14	9.14
1100-207 20-000-015-0-000 State Traffic Fee	5.00	5.00
1100-207 20-000-045-0-000 EMS Trauma Fund (CCP)	3,276.91	3,276.91
1100-207 20-000-045-0-000 Judi(CR-CC Statutory Court) to	10,163.43	10,163.43
1100-207 20-000-053-0-000 Jury Service Fund	2,336.38	2,336.38
1100-207 20-000-054-0-000 Judicial Support Fee - State	614.75	614.75
1100-207 20-000-058-0-000 Drug Court Fee - State (CCP)	1,314.50	1,314.50
1100-207 20-000-059-0-000 Indigent Defense Representation	5,657.48	5,657.48
1100-207 20-000-061-0-000 Moving Violation Fee	486.69	486.69
1100-207 20-000-065-0-000 Failure to Appear-State	10.89	10.89
1100-207 20-000-072-0-000 Elec Filing Fee - CR-CC to State	1,169.30	1,169.30
1100-341 10-180-051-0-000 Tax A/C Scofflaw - CC	1,198.51	1,198.51
	1,401.60	1,401.60

Receipt Journal by Fund and Fee Code

TXHIDALGOPROD

Transaction Date Range: 04/01/2018 - 04/30/2018 Sorted by: By receipt number
 County Clerk County Court at Law #1 County Court at Law #2 County Court at Law #4 County Court at Law #5 County Court at Law #6 County Court at Law #7 County Court at

Tills: CC - Daniela Blanco,CC - Jason Rohr,CC - Juan Perez,CC - Julie Gomez,CC - Syl

Criminal

	Totals	Fee Totals
1100-341-10-180-003-0-000 CC Time Payment 10%	633.65	✓ 459.58 ✓ X2-3; X; X3
1100-341-10-180-002-0-000 CC Time Payment 40%	1,526.00	✓ 633.66 ✓ X2-3; X; X3
1100-341-10-180-004-0-000 CC - Admin Transaction Fee	3,870.89	✓ 1,526.00 ✓ X2-3; X; X3
1100-341-10-180-009-0-000 CC - DA Fees	146.07	✓ 3,870.89 ✓ X2-3; X; X3
1100-341-10-180-012-0-000 CC - Jud. Support Fee (CR)	233.79	✓ 146.07 ✓ X2-3; X; X3
1100-341-10-180-015-0-000 CC - FTA - Admin Fee	14,824.78	✓ 233.79 ✓ X2-3; X; X3
1100-341-20-180-001-0-000 CC - Public Defense	327.79	✓ 14,824.78 ✓ X2-3; X; X3
1100-341-10-180-006-0-000 County Clerk - Court Costs	1,042.12	✓ 327.79 ✓ X2-3; X; X3
1100-202-000-000-0-000 APJ Delinquent Fee	99,864.84	✓ 1,042.12 ✓ X2-3; X; X3
1100 - General Fund	5,516.08	99,864.84
1238-341-20-180-001-0-000 County Records Management	5,516.08	✓ 5,516.08 ✓ X2-3; X; X1; X3
1238 - County Records Management and Preservation	5,516.08	5,516.08
1237-341-10-180-000-0-000 CC - Rec. Mgmt Preserv. Fees	612.69	✓ 612.69 ✓ X2-3; X; X1; X3
1237 - County Clerk Records Management and	612.69	612.69
1200-341-10-180-000-0-000 CC - Fines	50,681.01	✓ 50,681.01 ✓ X2-3; X; X1; X3
1200 - Road and Bridge Countywide	50,681.01	50,681.01
1241-341-10-180-001-0-000 Courthouse Security Fund	736.77	✓ 736.77 ✓ X2-3; X; X1; X3
1241 - Courthouse Security	736.77	736.77
1255-341-10-180-000-0-000 CC/DC Crl Tech - CC Fee	972.29	✓ 972.29 ✓ X2-3; X; X1; X3
1255 - County and District Court Technology Fund	972.29	972.29
1225-341-10-000-000-0-000 Pre-Final Interv Program-DA	30,000.00	✓ 30,000.00 ✓ X2-3; X; X1; X3
1225 - Pre-Trial Intervention Program	30,000.00	30,000.00

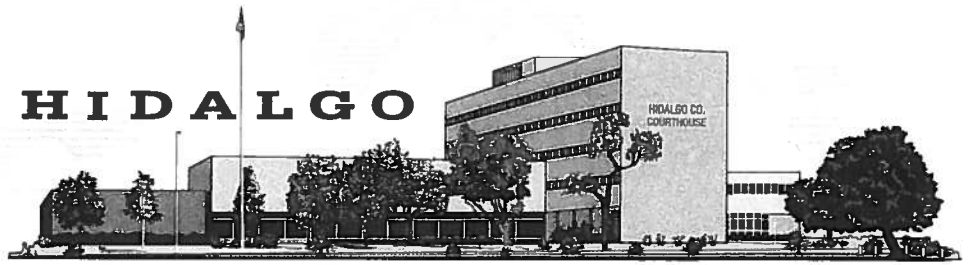
Hidalgo County Clerk
 Schedule of Adjustments
 For the Month Ended April 31, 2018

Rcpt	Cause	Date	Name	Offense	Off.date	Conviction	Disposition Status	ADD.C	SCOF	STF	TOTAL
COL-2018-07900	CR-17-04480-A	4/17/2018	Hinojosa, Jose Maximiliano	DRIVING WHILE INTOXICATED	2/1/2017	1/29/2018	CONVICTED	3.00	-	30.00	829.10
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed. In addition, based on judgment date SCOF (\$20.00) should be assessed.											
COL-2018-07754	CR-18-00256-D	4/16/2018	Saldivar, Maria Cruz Alvarado	DRIVING WHILE INTOXICATED	9/10/2017	3/9/2018	CONVICTED	3.00	30.00	1,094.10	
COL-2018-06707	CR-16-00170-F	4/2/2018	Salazar, Roberto Irvin	DRIVING WHILE INTOXICATED	8/26/2015	4/27/2016	CONVICTED	3.00	30.00	1,523.10	
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed.											
COL-2018-08289	CR-17-00854-D	4/24/2018	Benavides, Ricardo Jesus	DRIVING WHILE INTOXICATED	11/9/2016	1/25/2018	CONVICTED	3.00	30.00	1,298.10	
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed. In addition, based on judgment date FTA fees (\$30.00) should have been assessed.											
COL-2018-08426	CR-17-09622-F	4/26/2018	Ramirez, Michael Lee	DRIVING WHILE INTOXICATED	5/1/2017	4/26/2018	PENDING	3.00	-	30.00	1,048.10
2018-020630	CR-17-01356-H	4/30/2018	BOCANEGRA, ABRAHAM JOSUE	DRIVING WHILE INTOXICATED BAC >= 0.15	11/30/2016	4/30/2018	PENDING	3.00	-	30.00	848.10
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed. In addition, DDCF (\$60.00) and JUD (\$15) should be assessed. Once the type of disposition has been determined, DA (\$25.00) and JSF (\$4.00) could be assessed.											
COL-2018-07834	CR-17-06769-G	4/17/2018	ROJAS, MARCO ANTONIO	DRIVING WHILE INTOXICATED	3/11/2017	10/10/2017	CONVICTED	3.00	-	30.00	1,050.10
COL-2018-07690	CR-16-14199-G	4/16/2018	HERNANDEZ, CARLOS LOPEZ	DRIVING WHILE INTOXICATED	10/9/2016	10/23/2017	CONVICTED	3.00	-	30.00	1,035.10
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed. In addition, based on judgment date DEL fees should have been assessed.											
COL-2018-06951	CR-14-5711-G	4/4/2018	IRACHETA, CLAUDIA RODRIGUEZ	DRIVING WHILE INTOXICATED	4/6/2014	8/3/2017	CONVICTED	3.00	-	30.00	964.10
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed. In addition, based on judgment date FTA Fees (\$30.00), SCOF (\$20.00) and DEL fees should have been assessed.											
COL-2018-06694	CR-17-11943-D	4/2/2018	Fuentes, Karen Denise	POSS MARIJU < 2 OZ	7/7/2017	1/26/2018	CONVICTED	-	-	-	944.00
Based on the type of offense, ADD.C (\$3.00) and STF (\$30.00) should not be assessed. In addition, based on judgment date FTA fees (\$30.00) and SCOF (\$20.00) should be assessed.											
COL-2018-08125	CR-17-06883-B	4/20/2018	SANCHEZ, JORDAN ANDREW	POSS MARIJU < 2 OZ	6/12/2017	1/11/2018	DEFERRED	25.00	4.00	-	448.00
Based on the type of offense and disposition, DDCF (\$60.00), JUD (\$15.00), DA (\$25.00), and JSF (\$4.00) should be assessed.											
2018-019648	CR-17-07973-F	4/24/2018	BARRERA, USAIAH	POSS MARIJU < 2 OZ	7/9/2017	4/24/2018	DISMISSED	-	-	-	542.00
Based on the type of offenses, DDCF (\$60.00) and JUD (\$15.00) should be assessed. In addition, once the type of disposition has been determined, DA (\$25.00) and JSF (\$4.00) could be assessed.											
2018-019890	CR-17-12027-H	4/25/2018	Villagomez, Hector Aaron	POSS MARIJU < 2 OZ	7/20/2017	4/25/2018	PENDING	-	-	-	717.00
COL-2018-07225	CR-18-00038-F	4/6/2018	PEREZ, FABIAN F	POSS MARIJU < 2 OZ	9/12/2017	3/15/2018	PENDING	-	-	-	415.00
COL-2018-07238	CR-18-01364-G	4/6/2018	TREVINO, BRANDON NEFHALI	POSS MARIJU < 2 OZ	10/18/2017	3/29/2018	PENDING	-	-	-	217.00

During the month of April 2018 there were 86 payments for PreTrial Diversion Program. However, Local Transaction Fee was not assessed. Please provide status indicating the waiver of the fee for PreTrial Diversion Program payments.

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

June 19, 2018

The Honorable Arturo Guajardo Jr., County Clerk
100 N. Closner, 1st Floor
Edinburg, Texas 78539

Ref: *Civil and Probate Court Cost Monthly Report* for April 2018

Dear Mr. Guajardo:

We conducted a limited scope review of the *Civil and Probate Court Cost Monthly Report (Monthly Report)* for April 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for April 2018. 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 improvement could be made.

Methodology:

In conducting our review, the following procedures were also performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code § 114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued *per Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
- Reviewed randomly selected receipts to determine if fees and court costs were allocated and reported in the proper amounts.
- Reviewed *Cashier's Daily Fund Reports* and bank deposit slips to verify proper completion and accuracy.
- Reviewed *Revenue Remittance Reports* and County Treasurer receipts to determine if collections were deposited with the County Treasurer in a timely manner.
- Reviewed receipts, *Revenue Remittance Reports*, the *Monthly Report*, and mail logs to verify proper completion.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 52ND D.C.

RODOLFO DELGADO
JUDGE, 53RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 133TH 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, 379TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Reviewed randomly selected validated deposit slips to determine if the deposit composition (cash, checks, credit card, etc.) agreed to the applicable payment method listed on the receipts.
- Reviewed and verified that the number of civil cases and motions were correctly reported on the *Monthly Report*.

Conclusion:

Total collections for the month of April 2018 were \$154,451.15. Based on the results of our review, we concluded that fees and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that two receipts issued in the month of April 2018 contained errors in the allocation of fees and court costs (see Exhibit A). The errors were the result of the incorrect assessment of the Records Management and Preservation Fee (RMP). The fee was over assessed by \$5.00. According to staff, the fee schedules on the receipting system have been corrected to reflect the correct RMP fee on all new filings. In addition, adjustments for the months of July 2016 (19); August 2016 (26); September 2016 (19); October 2016 (24); November 2016 (14); December 2016 (14); January 2017 (19); February 2017 (20); March 2017 (26); April 2017 (23); May 2017 (24); June 2017 (21); July 2017 (18); August 2017 (3); September 2017 (2); October 2017 (4); November 2017 (2); December 2017 (1); January 2018 (3); and February 2018 (1) are still pending to be completed.

There are numerous statutes that require the County Clerk to charge various fees and court costs for certain services and offenses. Fees and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval.

Failure to ensure that fees and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fees and court costs.

Recommendation:

Management should ensure that all pending adjustments are completed. In addition, management should ensure that fees and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fees and court costs.
- Staff should review the allocation of fees and court costs before the official County receipt is issued.
- Staff should ensure that the proper cost allocation of fees and court costs is entered when a case is setup.
- The bill of costs should be revised through a court order to reflect the correct fees and court costs.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

Observation No. 2:

We noted that the April 2018 *Monthly Report* was submitted to the County Auditor's Office 10 days after the fifth day following the end of the month. According to staff, attempts are made to submit the *Monthly Report* in a timely manner; however, the submittal of the *Monthly Report* is delayed due to a heavy workload.

Local Government Code §114.001 (b) states, "A monthly report must be filed within five days after the last day of each month." Timely submittal of the *Monthly Report* helps ensure the proper accounting and accurate projection of County revenues.

Failure to ensure that the *Monthly Report* is submitted to the County Auditor's Office within five days after the last day of each month may result in the improper accounting and inaccurate projection of County revenues.

HIDALGO COUNTY DISTRICT JUDGES

Recommendation:

Management should ensure that the *Monthly Report* is filed with the County Auditor's Office within 5 days after the last day of each month.

Observation No. 3:

We noted that deposit slips did not include the receipt sequence for which the deposit was being made on the face of the deposit slip. According to staff, the receipt sequence is not noted on the deposit slip as department is able to generate a report that would indicate the receipts that were issued for the day.

Pursuant to the Cash Handling Guidelines, "Deposit slips must contain sufficient information to identify the cash receipts for which the deposit is being made. Deposit slips must include the date of deposit, receipt sequence, amount of currency and coins, a listing of check numbers and amounts, and the total dollar amount of the deposit. If it is not possible to list all the checks collected, copies of the checks must be maintained and attached to the Close-Out Report." The information on the deposit slip creates an audit trail that assists in the review of the financial transactions.

Failure to ensure that the deposit slips contain the receipt sequence may increase the risk that discrepancies between receipts and deposits are not discovered in a timely manner.

Recommendation:

Management should ensure that deposit slips are properly prepared. Please refer to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for preparing deposit slips.

Observation No. 4:

We noted that the *Hidalgo County Clerk Void/Adjustment Sheets* for 2 of 8 receipts voided in April 2018 were not submitted along with the *Monthly Report*. According to staff, the *Hidalgo County Clerk Void/Adjustment Sheets* were inadvertently not submitted with the *Monthly Report*; however, copies of the voided receipts would be provided.

The County Auditor's Office requires that if a receipt is voided, an *Hidalgo County Clerk Void/Adjustment Sheet* containing the date of the void, signature of the clerk, the signature of the supervisor approving the void, the reason for the void, and the new receipt number, if applicable, along with all copies of the voided receipt securely attached together be submitted to the County Auditor's Office.

Failure to ensure that the *County Clerk Void/Adjustment Sheet* is submitted to the County Auditor's Office increases the risk that receipts that are not properly voided go undetected.

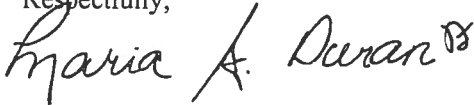
Recommendation:

Management should implement procedures to ensure that the *Hidalgo County Clerk Void/Adjustment Sheets* are submitted to the County Auditor's Office.

Please provide written management responses to the observations noted above by July 6, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Gricelda Quintero, Internal Auditor II, at 318-2511 ext. 4643, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosure: Exhibit A

cc: Valde Guerra, County Executive Officer
Annette Muniz, Hidalgo County Clerk Chief Deputy
Berenize Alvarado, Hidalgo County Clerk Internal Auditor

HIDALGO COUNTY DISTRICT JUDGES

**Hidalgo County Clerk
 Schedule of Adjustments
 For the Month Ended April 30, 2018**

April 2018 Civil Fee Testing

RMP.C was over assessed by \$5.00

Rcpt	Cause	Date	Payor	File Date	RMP.C	TOTAL
2018-020224	CL-17-2368-A	4/26/2018	GEICO County Mutual Insurance Company	6/5/2017	\$ 10.00	\$ 304.00

April 2018 Probate Fee Testing

RMP.P was over assessed by \$5.00

Receipt	Cause	Date	Payor	File Date	RMF.P	TOTAL
2018-018515	P-38,174	4/17/2018	HANSEN, JOHN	5/11/2017	\$ 10.00	\$ 646.00

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

July 2, 2018

Mr. T.J. Arredondo, Director
Hidalgo County Planning Department
1304 S. 25th St.
Edinburg, Texas 78539

Re: Review of Planning Department *Monthly Fees Reports*
For the months of January 2018 through March 2018

Dear Mr. Arredondo:

We conducted a limited scope review of the Planning Department *Monthly Fees Reports* and supporting documentation for the months of January 2018 through March 2018 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if collections were properly accounted and reported. 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.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Reports* for the months of January 2018 through March 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal dates of the *Monthly Fees Reports* to the County Auditor's Office to determine if the reports and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Reports* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Reports* by footing and cross-footing the reports.
- Reviewed receipts issued to determine if 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 the *Revenue Detail Report by Account* generated from *alio* to determine if fees collected were properly accounted and deposited with the financial institution on or before the fifth business day after the day on which the funds were received.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH 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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Verified that the collections per the *Monthly Fees Reports* agreed to: 1.) total receipts issued by the department; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Verified that the receipts issued and the *Monthly Fees Reports* were properly completed.

Conclusion:

Total collections for the months of January 2018 through March 2018 were \$96,909.37, \$48,421.84, and \$23,900.90, respectively. Based on the results of our review, we concluded that fees collected were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvement as noted in the following observations.

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.

Observation No. 1:

On August 7, 2007, February 1, 2011, and November 29, 2011, Commissioners Court approved the amount to be collected for Utility Certificates, Septic Tank Escrow, and Subdivision Review fees, respectively. We noted that the Planning Department collected other fees which we could not determine were statutorily authorized and approved by Commissioner's Court, if required, as follows:

- Letter in Lieu of Certificate - \$30.00;
- Approved Building Application - \$30.00;
- Hidalgo County Map 36"x41" - \$35.00;
- Hidalgo County Map 72"x62" - \$56.00;
- Maps or Model Subdivision Rules in PDF Format- \$20.00;
- Unauthorized Construction Penalty - \$30.00; and
- 2% Inspection Fee.

The Planning Department was not able to provide the dates the fees were approved by Commissioners Court or the statute that allows for the collection of the fees.

Departments may only collect fees that are statutorily authorized and approved by Commissioner's Court, if required.

Recommendation:

Management should conduct research to determine the statutory authority for collection of the fees. If the Planning Department is statutorily authorized to collect the fees, Commissioners Court approval of the fees should be obtained. In the alternative, collection of the fees should be discontinued.

Observation No. 2:

We noted that, at times, voided receipts did not contain the date the receipt was voided and the signature of the supervisor approving the void.

The County Auditor's Office requires that all copies of voided receipts be submitted to the County Auditor's Office. The cashier must obtain approval by his/her supervisor prior to voiding the receipt. Approval of void receipts should be limited to supervisors. The supervisor should ensure the voided receipt contains on the face of the receipt the word "void", an explanation for the void, the date receipt was voided, and the supervisor's signature of approval. Furthermore, the supervisor should ensure that, if a new receipt is issued, the voided receipt number and the new receipt number are cross-referenced.

Failure to ensure proper procedures for voiding receipts are followed may result in the loss or misuse of County funds.

HIDALGO COUNTY DISTRICT JUDGES

Recommendation:

Management should develop and implement formal procedures to ensure that receipts are properly voided. At a minimum, the procedures noted above should be implemented.

Observation No. 3:

The *Monthly Fees Reports* and applicable supporting documentation were not filed with the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b). The reports were submitted 6, 9, and 9 days late for the months of January 2018 through March 2018, respectively. According to staff, the preparation of the monthly reports was delayed due to the Administrative Assistant IV managing a high volume of work.

Local Government Code §114.001 (b) requires monthly reports to be filed with the County Auditor's Office within five days after the last day of each month.

Failure to ensure that the monthly report is filed with the County Auditor's Office within five days after the last day of the month may result in the improper reporting of County funds.

Recommendation:

Management should ensure that the *Monthly Fees Report* and supporting documentation are filed with the County Auditor's Office within five days after the last day of the month.

Please provide a management response to the observations noted above by July 13, 2018.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511, ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

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

July 6, 2018

The Honorable Pablo "Paul" Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
County Administration Building
2804 South Business Highway 281
Edinburg, Texas 78539

Re: Hidalgo County Tax Collected Reports for April 2018

Dear Mr. Villarreal:

We conducted a limited scope review of the *Hidalgo County Tax Collected Reports* and supporting documentation for the County of Hidalgo (GHD), Road District No. 2 (RD2), Road District No. 5 (RD5), Road District No. 15 (RD15), and State District (TEX) taxing entities for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b) and Local Government Code §115.901.

The objective of the review was to determine if taxes, penalties, interest, and fees collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Hidalgo County Deposit Status Report – All Locations* and the *Hidalgo County Tax Collected Reports* for the County of Hidalgo (GHD), Road District No. 2 (RD2), Road District No. 5 (RD5), Road District No. 15 (RD15), and State District (TEX) taxing entities. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Hidalgo County Tax Collected Reports* to the County Auditor's Office to determine if the reports and supporting documentation were received within fifteen or twenty-five days, as applicable, after the last day of the month pursuant to Tax Code §31.10 (a).
- Verified the signature on the *Hidalgo County Tax Collected Reports* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Tax Collected Reports* by footing and cross-footing the reports.
- Verified that taxes collected per the *Hidalgo County Tax Collected Reports* agreed to: 1.) total collections per *ACT's* Deposit Distribution Report (Report No. TC298-D); 2.) total deposits made with the County Treasurer; and 3.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Verified that modifications to the tax levy per the *Hidalgo County Tax Collected Report* agreed to modifications made to the tax levy per *ACT's Tax Collector Monthly Report* (Report No. TC168) for each entity.
- Compared the *Hamer Enterprise* Online Credit Card Payment Report to the *Hidalgo County Deposit Status Report – All Locations* to ensure all online credit card transactions received within the period in review were timely receipted.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAMIE E. THERINA
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, 383RD D.C.

L. KENO VASQUEZ
JUDGE, 384TH D.C.

ISRAEL RAMON, JR.
JUDGE, 438TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Compared the *Electronic Check BMI 147 Report* to the *Hidalgo County Deposit Status Report – All Locations* to ensure all online e-check transactions received within the period in review were timely receipted.
- Reviewed the *Hidalgo County Tax Collected Report* and County Treasurer receipts to determine whether collections were properly accounted and deposited with the County Treasurer in a timely manner.
- Reviewed deposits that did not agree to the *Hidalgo County Deposit Status Report – All Locations* report to determine if the shortages were replenished and/if overages were deposited to the general fund as miscellaneous revenue.
- Reviewed selected validated deposit slips to determine if the deposit composition (cash, checks, credit card payments) agreed to the total of the applicable payment method listed on the *Hidalgo County Deposit Status Report – All Locations* report.

Conclusion:

Total collections for the month of April 2018 as reported on the *Hidalgo County Tax Collected Reports* for the County of Hidalgo (GHD), Road District No. 2 (RD2), Road District No. 5 (RD5), Road District No. 15 (RD15), and State District (TEX) taxing entities was \$11,793,020.76. Based on the results of our review, we concluded that taxes, penalties, interest, and fees collected were generally properly accounted and reported; however, the system of internal controls for the accounting of collections requires improvement as noted in the following observation.

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.

Observation No. 1:

We noted that total deposits did not agree to the amount collected per the *Deposit Status Report - All Locations* report, as follows:

- Deposits were short a total of \$312.11.
 - Net shortages totaling \$312.11 were replenished with funds in the Cashier Over/Short balance sheet account. Some of the significant shortages are as follows:
 - On April 6, 2018 one cashier was short \$301.00 at the Edinburg Substation.

The County Auditor's Office was not notified of any of the shortages.

- Deposits were over a total of \$351.20.
 - Net overages totaling \$351.20 were placed in the Cashier Over/Short balance sheet account. Some of the significant overages are as follows:
 - On April 5, 2018 one cashier was over \$302.31 at the Edinburg Substation.

According to staff, overages will not be remitted to the County Treasurer's Office as miscellaneous revenue for the time being. Overages are deposited to the Tax General bank account and credited to the Cashier Over/Short balance sheet account. The funds are utilized to replenish collection shortages, if any.

An explanation for the shortages and overages was requested from the Tax Office; however, a response was not received.

The County Auditor's Office requires cash receipts be deposited intact on a daily basis. In addition, overages should be remitted to the County Treasurer's Office as miscellaneous revenue. If a shortage occurs of \$100.00 or more or criminal conduct is suspected, regardless of the amount, the shortage must be immediately reported to the County Auditor's Office and the Sheriff's Office. Shortages should be replenished or a request for indemnification be made to Commissioners Court pursuant to Local Government Code §157.903. Local Government Code §157.903 authorizes Commissioners Court to indemnify an elected or appointed County officer against personal liability for the loss of County funds, if the loss was not the result of the officer's negligence or criminal action. Failure to implement internal controls may be considered negligence. Supervisors must monitor all overages and shortages to determine if there is a pattern meriting further investigation, modification of collection procedures, retraining of personnel, or disciplinary action.

Failure to ensure that overages and shortages are properly accounted and reported may result in the loss or misuse of funds.

HIDALGO COUNTY DISTRICT JUDGES

Recommendation:

Management should develop and implement formal monitoring procedures to ensure that overages and shortages are properly accounted and reported. At a minimum, procedures should include the following:

- Transfer overages to the County Treasurer as miscellaneous revenue;
- Replenish shortages or request indemnification from Commissioners Court pursuant to Local Government Code §157.903;
- Monitor all overages and shortages to determine if there is a pattern meriting further investigation, modification of collection procedures, retraining of personnel, or disciplinary action; and
- Immediately report shortages to the County Auditor's Office and the Sheriff's Office, regardless of the amount, if criminal conduct is suspected.

In addition, management should conduct further research to determine the reason for the large shortage and overage.

Please provide a written management response to the observation noted above by July 23, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observation, please contact Abigail Guajardo, MSA, Internal Auditor II, at 318-2511 ext. 4652, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer
Eva Mireles, Tax Office Chief of Operations
Julio Espinosa, Property Tax Manager
Crystal Puente, Chief Accountant

HIDALGO COUNTY DISTRICT JUDGES

COUNTY 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

June 4, 2018

The Honorable Jaime J. Muñoz
Hidalgo County Justice of the Peace Pct. 2, Pl. 2
300 W. Hall Acres, St. B
Pharr, Texas 78577

Re: *Monthly Fines and Fees Report* for April 2018

Dear Judge Muñoz:

We have conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely receipted by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-Out Reports* (Close-Out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-Out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.

Conclusion:

Total collections for the month of April 2018 were \$136,617.40. Based on the results of our review, we have concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 6 receipts contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments (see Exhibit A) and the adjustments were completed; however, the adjustments for the months of August 2015 (8), September 2015 (2), October 2015 (10), November 2015 (15), December 2015 (9), April 2016 (1), May 2016 (17), July 2016 (16), August 2016 (1), September 2016 (13), October 2016 (10), January 2018 (2), February 2018 (2), and March 2018 (2) are pending to be completed. According to the Court Coordinator, staff does not consistently verify that fines, fees, and court costs have been properly assessed prior to issuing receipts. In addition, due to a heavy workload, limited number of staff, and technical difficulties with *Odyssey*, the adjustments cannot be completed in a timely manner.

There are numerous statutes that require Justices of the Peace to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval. In addition, the County Auditor's Office requires that adjustments be made within three days of notification.

Failure to ensure that fines, fees, and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should ensure that the pending adjustments are completed. In addition, management should develop and implement formal procedures to ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.
- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.
- Access for setting up offense codes with the proper fines, fees, and court costs in *Odyssey* should be limited to staff with adequate knowledge of the applicable allocation.
- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

Observation No. 2:

Copies of the January 2015 through April 2018 Office of Court Administration “Official Justice of the Peace Monthly Reports” (OCA Reports) have not been filed with the County Auditor’s Office. According to the Justice of the Peace staff, copies of the OCA Reports cannot be generated due to programming errors in *Odyssey*. The assistance of the Information Technology Department has been requested; however, the problem has not been resolved.

Local Government Code §112.002 (a) authorizes the county auditor to prescribe the system of accounting for the county. Local Government Code §112.002 (b) states that “the county auditor may adopt and enforce regulations, not inconsistent with law or with a rule adopted under Section 112.003, that the auditor considers necessary for the speedy and proper collecting, checking, and accounting of the revenues and other funds and fees that belong to the county or to a person for whom a district clerk, district attorney, county officer, or precinct officer has made a collection or for whose use or benefit the officer holds or has received funds.” Pursuant to Local Government Code §112.002 (a) and (b), the County Auditor requires the submittal of properly completed reports (i.e., *Monthly Report*, copy of the OCA Report, *Schedule of Receipts and Deposits* form, Cash Disbursement Journal, etc.) for checking and properly accounting of funds collected by the Justice of the Peace Offices.

Failure to ensure that properly completed OCA Reports are filed with the County Auditor's may result in improper reporting to the State.

Recommendation:

Management should ensure that a properly completed OCA Report is filed with the County Auditor’s Office within five days after the last day of each month. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 3:

We noted that collections for 20 of 21 days were deposited at the bank 2 to 5 days after collections were receipted. According to the Court Coordinator, deposits are not made daily due to limited staff and a heavy workload.

Pursuant to the “Cash Handling Guidelines and Procedures” prescribed by the County Auditor’s Office, cash receipts must be deposited intact on a daily basis, unless the amount collected is less than \$100.00.

Failure to deposit collections at the bank on a daily basis increases the risk that loss or theft can occur.

Recommendation:

Management should ensure that collections are deposited at the bank on a daily basis.

Observation No. 4:

We noted that 1 cash bond (CRNT16-0241-J2) posted by a defendant who failed to appear before the Justice of the Peace was not forfeited (liquidated) by the 10th workday following the date of their release from jail. The bond was received on October 4, 2016 (see Exhibit B). According to the Court Coordinator, the bond has not been forfeited due to programming errors in *Odyssey*. The assistance of the Information Technology Department has been requested; however, the problem has not been resolved.

Pursuant to Code of Criminal Procedure §45.044 (a)(2), “A justice or judge may enter a judgment of conviction and forfeit a cash bond posted by the defendant in satisfaction of the defendant’s fine and cost if the defendant fails to appear according to the terms of the defendant’s release.” Pursuant to the terms of the cash bond, the defendant must appear before the Justice of the Peace by the 10th workday following the date of their release from jail. If the defendant fails to appear, the Justice of the Peace may declare the cash bond forfeited, enter a judgment of guilty, assess a fine, and apply the cash bond to the payment of the imposed judgment.

Failure to ensure that bonds are liquidated in a timely manner may result in the defendant being assessed additional court cost and fees, in error.

Recommendation:

HIDALGO COUNTY DISTRICT JUDGES

Management should ensure that cash bonds are liquidated in a timely manner. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 5:

We noted that 2 of 127 online credit card transactions were receipted 5 to 7 days after date of transaction. Consequently, the applicable case disposition was not recorded in *Odyssey* in a timely manner. According to the Court Coordinator, the payments were not receipted on time due to an oversight.

The County Auditor's Office requires that all cash (i.e., cash, checks, credit card payments, etc.) received be promptly recorded and controlled using pre-numbered official County receipts. In addition, the case dispositions should be recorded in *Odyssey* upon receipt of payment.

Failure to ensure that credit card transactions are promptly receipted may result in the loss or misuse of County funds. In addition, failure to ensure that case dispositions are entered in a timely manner may result in the arrest of the defendant, in error.

Recommendation:

Management should ensure that credit card transactions are promptly receipted and case dispositions are entered in a timely manner.

Please provide written management responses to the observations noted above by June 20, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Edgar Alan Escobedo, Internal Auditor I, at 318-2511 ext. 4655, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures: Copies of *Monthly Report* and Exhibits

cc: Valde Guerra, County Executive Officer



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18**

PBC

Judge: **JAIME J. MUNOZ**
Precinct No. **2** Place No. **2**

City: **PHARR, TX**
Hidalgo County, Texas

Part I: RECAP OF AMOUNT PAYABLE TO THE COUNTY TREASURER

TOTAL CASH COLLECTED	(Receipts #s) <u>02456</u> THRU <u>03292</u>	<u>136,617.40</u>
	<u>JP2-2 2018-01488</u>	<u>\$ -136,667.40</u> Xga
LESS: COST ON DEPOSIT		<u>0.00</u> 50.00 X7 ✓
ADD: COST ON DEPOSIT LIQUIDATED		<u>0.00</u> - X7 ✓
AMOUNT OWED TO COUNTY (Should Match Amt in Part III)		<u>\$ 136,617.40</u> X3 ✗
Less: Total amount of remittances to County Treasurer (From Part II)		<u>139,067.40</u> (A)
		<u>\$ 136,968.40</u>
Total funds due to County Treasurer (Overtransfer Made to Co Treas.)		<u>(351.00)</u>
		<u>(2450.00)</u> X4-a14
		<u>31</u>

Part II: REMITTANCES MADE TO THE COUNTY TREASURER

DESCRIPTION	AMOUNT	COMMENT
Total Collections for the Month (See Schedule of Receipts & Deposits)	\$ <u>136,617.40</u>	
Add: Previous Month's Bond Overtransfer <u>Oct 2016</u>	<u>50.00</u>	B, ✓ Bx, ✓
Add: HCSO Monthly "D" Collections Report <u>July 2015</u>	<u>2400.00</u>	\$0.00 X4-b ✓
Total Remittances Made to the County Treasurer	\$ <u>139,067.40</u> (A)	
	<u>136,968.40</u>	

PREPARED BY: [Signature]

DATE: 5-1-18

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

AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE
DATE: on 5/31/2018
49 6/1/18 [Signature]

[Signature]
JUSTICE OF THE PEACE
DATE: 5-1-18

X2

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18**

Judge: JAIMIE J. MUNOZ
Precinct No. 2 Place No. 2

City: PHARR, TEXAS
Hidalgo County, Texas

PBC

Part III: SUMMARY OF COLLECTIONS PAYABLE TO THE COUNTY TREASURER

Name of Fine, Fee, Court Cost	# Issued/ Filed	Statute Reference	Detail of Amt Collected	GL Acct No	Amt Collected
FINES:					
County Fines (Local Fine)		LGC 113.004, PC 12.23		1200-351310-064-000-0-000	\$ 54,601.70
Texas Parks & Wildlife 85% Fine (State Fine)		TPWC 12.107		1100-207-20-000-012-0-000	-
No Safety Belt 50% Fine (State Fine)		TRC 545.412, 545.413 (j)		1100-207-20-000-028-0-000	609.23
Gross Weight 50% Fine (State Fine)		TRC Sec 621.506 (g)		1100-207-20-000-013-0-000	-
School District 50% Fines		Educ. Code § 25.093 (d) 1 (A)		1100-2072000000070-000	99.00
LOCAL COURT COSTS AND FEES:					
Courthouse Security Adm. Fee(\$3)		C.C.P. Art. 102.017 (b)		1241-341-10-060-001-0-000	1,959.14
Courthouse Security Fund JP (\$1)		C.C.P. Art. 102.017		1245-34110-064-000-0-000	645.00
Justice Court Technology Fund (\$4)		C.C.P. Art. 102.0173		1242-341-10-060-000-0-000	2,612.20
Time Payment - @40% OF \$25.00 (\$10.00)		LGC 133.103 (d)		1100-341-10-060-001-0-000	40.00
Time Payment - @ 10% of \$25.00 (\$2.50)		LGC 133.103 (e)		1100-341-10-060-002-0-000	10.00
Administrative Local Transaction Fee (\$2)		C.C.P. Art. 102.072		1100-341-10-060-003-0-000	1,435.10
Motor Vehicle Adm. Fee (\$10-\$20) (Minimal Fee for Exp. DL, Exp Insp. Cert, Exp. Mv Reg.)		TRC Sec 548.605, 521.026, 502.407		1100-341-10-060-004-0-000	-
Special Fees				1100-34110-064-000-0-000	1,265.00
Deferred Disposition		C.C.P. Art. 45.051	1,184.99		
Administrative Fee - "Drivers Safety Course" (\$10)		C.C.P. Art. 45.051(f)	80.10		
Support of Judiciary Fund (\$.60)		LGC 133.105		1100-341-10-060-009-0-000	387.00
Traffic Fee (\$3)		T.R.C. 542.403		1100-34110-064-000-0-000	927.00
Child Safety (\$20-\$25)		C.C.P. Art. 102.014 (c)		1100-341-10-060-011-0-000	45.00
Failure to Appear (\$4)		TRC 706.006/TRC 706.007(d)(2)		1100-341-10-060-012-0-000	52.00
Scofflaw Fee (\$20)		TRC 502.010(a)		1100-341-10-140-049-0-000	3,340.96
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102.015		1100-341-10-060-013-0-000	617.00
Truancy Court Cost (\$50)		Fam. Code 65.107 (a), (b)		1100-341-10-060-014-0-000	-
STATE COURT COSTS AND FEES:					
Criminal Justice Planning Fund C.C.P. (\$5)		C.C.P. Art. 102.051		1100-207-20-000-003-0-000	-
State General Revenue Fund (\$2.50)		C.C.P. Art. 102.015		1100-207-20-000-010-0-000	-
Law Enforcement Education Fund (\$1, \$1.50, \$3.50)		Govt. Code Sec. 415.082		1100-207-20-000-011-0-000	-
Operators and Chauffeurs License Fund (\$75)		T.R.C. 601.192		1100-207-20-000-031-0-000	-
Time Payment - @50% OF \$25.00 (\$12.50)		LGC 133.103 (b)		1100-207-20-000-005-0-000	50.00
Juvenile Crime and Delinquency Fund (\$ 25, \$ 50)		C.C.P. Art. 102.075(m)		1100-207-20-000-007-0-000	2.52
Comprehensive Rehabilitation Fund (\$5)		C.C.P. Art. 102.082		1100-207-20-000-008-0-000	-
Fugitive Apprehension Fund (\$5)		C.C.P. Art. 102.019 (a) 2		1100-207-20-000-009-0-000	25.24
Consolidated Court Costs Fund (\$17)		CCP 102.075 (a) 3/ LGC 133.102		1100-207-20-000-015-0-000	26,006.52
Compensation Victims Of Crime Fund (\$3, \$5, \$15, \$35)		C.C.P. Art. 56.55 (2) & (3)		1100-207-20-000-017-0-000	75.73
Judicial & Court Personnel Training Fund (\$1, \$2)		Govt. Code Sec. 56.001 (b)		1100-207-20-000-027-0-000	10.10
Correctional Management Institute of Texas Fund (\$ 50)		CCP Art. 102.075		1100-207-20-000-029-0-000	2.52
Indigent legal Services Fee-JP (\$6)	134	Govt. Code Sec. 101.141 (2) (B)		1100-207-20-000-004-0-000	804.00
State Traffic Fee- Subtitle C (\$30)		TRC Sec 542.4031		1100-207-20-000-035-0-000	9,270.00
Jury Service Fee (\$4)		C.C.P. Art. 102.0045		1100-207-20-000-053-0-000	2,580.00
Support of Judiciary Fund (\$5.40)		LGC 133.105		1100-207-20-000-054-0-000	3,469.00
Birth Certificate Fee (\$1.80)		HSC 191.022(f)		1100-207-20-000-039-0-000	-
Defensive Driving Record Fee (\$12)		C.C.P. Art. 45.0511 (c-1)		1100-207-20-000-057-0-000	-
Indigent Defense Representation Fund (\$2)		LGC 133.107/GC 102.023		1100-207-20-000-059-0-000	1,276.00
Moving Violation Fee (\$0.10)		C.C.P. Art. 102.022/GC		1100-207-20-000-061-0-000	44.60
Safety Seat Violation Fee (\$0.15)		TRC 545.412 (b-1)		1100-207-20-000-062-0-000	(0.15)
Failure to Appear (\$20)		TRC 706.006/TRC 706.007(d)(2)		1100-207-20-000-066-0-000	260.00
Electronic Filing Fee - Civil (\$10)		GC 101.141/GC 51.851		1100-207-20-000-070-0-000	1,340.00
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102.015		1100-207-20-000-073-0-000	611.00
Texas Home Visiting Program Contribution (\$5)		HSC 191.0048/LGC 118.018 (c)		1100-207-20-000-074-0-000	-
Judicial & Court Personnel Training Fund-Civil (\$5)	134	GC 51.971 (a)		1100-207-20-000-076-0-000	670.00
ARREST /WARRANT FEES: STATE					
D.P.S. (\$3, \$5, \$35, \$50)		C.C.P. Art. 102.011		1100-207-20-000-019-0-000	3065.24
T.A.B.C. (\$3, \$5, \$35, \$50)				1100-207-20-000-020-0-000	5.00
P.K.W.L. (\$3, \$5, \$35, \$50)				1100-207-20-000-021-0-000	-
U.T.P.A. (\$3, \$5, \$35, \$50)				1100-207-20-000-022-0-000	-
ARREST /WARRANT/SERVICE FEES: COUNTY					
Sheriff Fees:					
Constable Fees:					
Precinct #1				1100-342-10-060-001-0-000	30.00
Precinct #2				1100-342-10-291-000-0-000	235.00
Precinct #3				1100-342-10-292-000-0-000	3677.42
Precinct #4				1100-342-10-293-000-0-000	600.00
Precinct #5				1100-342-10-294-000-0-000	1,050.00
District Attorney Fees				1100-342-10-295-000-0-000	-
Tax Assessor Fraud Investigators				1100-341-10-060-007-0-000	-
School District Arrest Fee				1100-342-10-060-002-0-000	5.00
Fire Marshal Fee				1100-342-10-060-003-0-000	70.00
Due to Others				1100-342-20-060-001-0-000	-
Warrant Fees Due to Other Law Enforcement Agencies		C.C.P. Art. 102.011 (a) 2 (A)		1100-207-30-000-003-0-000	-
Refund - Overpayments				1100-202-00-000-010-0-000	351.00
Due to Others				1100-202-00-000-010-0-000	-
Restitution				1100-202-00-000-010-0-000	-
Failure to Appear- OmniBase (\$6)		TRC 706.006/TRC 706.007(d)(2)		1100-202-00-000-019-0-000	78.00
Delinquent Fee		C.C.P. Art. 103.0031(b)		1100-202-00-000-004-0-000	4,745.33
Justice Fees (Local Fees)					
Small Claims Court Filing Fee (\$25)		LGC 118.121/118.122	3,350.00	1100-341-10-060-001-0-000	3,435.00
Debt Claim Fee (Justice Court Filing Fee) (\$25)		LGC 118.121/118.122	-		-
Landlord & Tenant Eviction Filing Fee (Forcible Entry & Detainer Court) (\$25)		LGC 118.121/118.122	-		-
Transcript Fees (\$10)		LGC 118.121/118.123 (b)	-		-
Abstract Fees (\$5)		LGC 118.121/118.123 (c)	45.00		-
Writ Filing Fee (\$5)		LGC 118.121/118.123 (d)	40.00		-
Issuing other Document (\$1 1st pg, 25 for each addtl' pg)		LGC 118.121/118.123 (e)	-		-
Certified Copies of Court Papers (\$2 1st pg, 25 for each addtl' pg)		LGC 118.121	-		-
Proable Cause Tow Hearing Fee (\$20)		LGC 101.141 (a)4	-		-
Birth Certificates (\$22 each \$9.20 local)		HSC 191.0045 (3)(d)		1100-341-10-060-001-0-000	-
Death Certificates (\$20 each, each addtl' \$3)		HSC 191.0045 (3)(d)		1100-341-10-060-001-0-000	-
Preservation of Vital Statistics Fee (\$1 each)		HSC Sec 191.0045(h) Rules of Civil Proc., Rule 504.1(b) CCP 102.004		1100-341-10-060-008-0-000	-
Jury Fees (Civil \$22, Criminal \$3)				1100-341-10-060-006-0-000	88.00

**AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE**
DATE: en 5/31/2018
CA 4/20/18 J.C. 6/4/18

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: \$ 136,769.82

136617.40

X2

Justice of the Peace Jaime J. Muñoz
Precinct 2, Place 2
Schedule of Bonds on Deposit

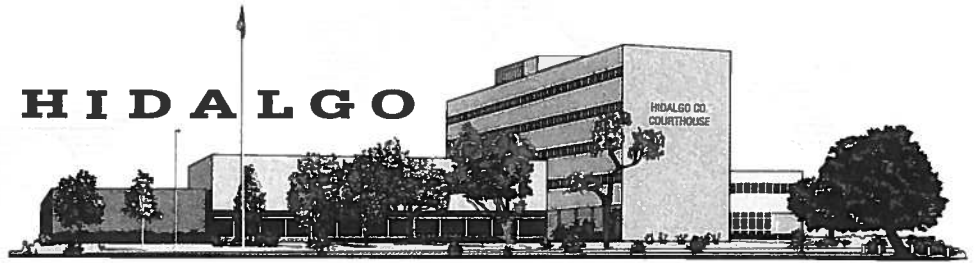
Year	Receipt Date	Docket No.	Bond Amount
2016			
	10/4/2016	CRNT16-0241-J22	50.00
		Total	<u>50.00</u>

Justice of the Peace Jaime Muñoz
Schedule of Adjustments
For the Month Ended April 30, 2018

Receipt Number	Case Number	Date	Offense	Disposition Date	Off date	CCC	CHS	CHSJP	CO	CRF	DEL	DPS	DPSr	DSCr	IDRF	JCTF	JSF	LTF	MVF	C	S	IV	SCOF	SJFC	SJFS	SOR	STF	TPDC	TPDS	UTFC	TOTAL
<u>TPDC and TPDS should be split \$1.00 each.</u>																															
JP22-2018-03157	CR0334-14-2	4/25/2018	invalid license	4/25/2018	1/19/2014	40	3	1	65.9	-	55.5	5	-	-	2	4	4	2	0.1	4	20	6	20	0.6	5.4	-	-	-	2	-	240.5
driving while fail to maintain financial responsibility																															
JP22-2018-02470	CR0927-14-2	4/2/2018	lity	4/2/2018	2/11/2014	40	3	1	175	-	79.2	5	-	-	2	4	4	2	-	-	-	20	0.6	5.4	-	-	2	-	343.2		
<u>Delinquent was under assessed \$0.05.</u>																															
parent permits unlicense d minor to drive																															
JP22-2018-02683	TR17-0668-J22	4/6/2018	drive	4/6/2018	2/18/2017	40	3	1	100.2	-	56.7	-	5	-	2	4	4	2	-	-	-	20	0.6	5.4	-	-	1	1	-	245.9	
<u>Drivers safety course was over assessed \$0.10.</u>																															
JP22-2018-03178	TR18-0333-J22	4/26/2018	no safety belt	1/9/2018	1/9/2018	40	3	1	-	-	-	-	5	10.1	2	4	4	2	-	-	-	-	-	0.6	5.4	-	30	1	1	3	112.1
<u>LTF was overassessed. Furthermore, court costs should be assessed.</u>																															
Assault causes bodily injury family member																															
JP22-2018-02615	CRNT18-0007-J22	4/5/2018	member	4/5/2018		-	-	-	-	-	-	-	-	-	-	-	-	125	-	-	-	-	-	-	-	5	-	-	-	130	
<u>CCC was over assessed. Please adjust \$0.34 to County fine and \$0.35 to CRF.</u>																															
JP22-2018-02809	TR18-1547-J22	4/12/2018	safety seat	4/12/2018	2/23/2018	40.69	3	1	12.5	12.5	-	-	5	-	2	4	4	2	0.1	-	-	-	-	0.6	5.4	-	30	1	1	3	127.79

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

June 18, 2018

The Honorable Marcos Ochoa
Hidalgo County Justice of the Peace Pct. 3, Pl. 2
730 Breyfogle, Suite A
Mission, Texas 78572

Re: *Monthly Fines and Fees Report* for April 2018

Dear Judge Ochoa:

We have conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Reports, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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, 312ND D.C.

NOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.
- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
 - Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely receipted by the Justice of the Peace and County Treasurer's Office.
 - Reviewed *Cashier's Daily Close-out Reports* (Close-out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
 - Reviewed receipts issued, Close-out Reports, *Schedule of Receipts and Deposit* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
 - Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.

Conclusion:

Total collections for the month of April 2018 were \$177,838.48. Based on the results of our review, we concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 47 receipts issued in April 2018 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments (see Exhibit A); however, adjustments have not been completed. In addition, adjustments for the months of March 2015 (11); April 2015 (59); May 2015 (13); June 2015 (70); August 2015 (81); September 2015 (69); October 2015 (126); November 2015 (40); December 2015 (26); January 2016 (32); February 2016 (68); March 2016 (65); April 2016 (31); May 2016 (23); June 2016 (16); July 2016 (23); August 2016 (33); September 2016 (17); October 2016 (21); November 2016 (12); December 2016 (6); January 2017 (6); February 2017 (24); March 2017 (30); April 2017 (31); May 2017 (38); June 2017 (38); July 2017 (37); August 2017 (26); September 2017 (15); October 2017 (18); November 2017 (31); December 2017 (16); January 2018 (27); February 2018 (56); and March 2018 (49) are still pending to be completed. According to the Court Coordinator, they will be working on the 2018 adjustments and work towards the older adjustments.

There are numerous statutes that require Justices of the Peace to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval. In addition, the County Auditor's Office requires that adjustments be made within three days of notification.

Failure to ensure that fines, fees, and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should ensure that all pending adjustments are completed. In addition, management should ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.

IDALGO COUNTY DISTRICT JUDGES

- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.
- Access for setting up offense codes with the proper fines, fees, and court costs in *Odyssey* should be limited to staff with adequate knowledge of the applicable allocation.
- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

Observation No. 2:

Copies of the Office of Court Administration’s “Official Justice of the Peace Monthly Reports” (OCA Reports) for the months of January 2014 through June 2014 and September 2014 through April 2018 have not been filed with the County Auditor’s Office. In addition, incorrect copies of the OCA reports for the months of April 2012, July 2012, October 2012, May 2013 through December 2013, July 2014, and August 2014 were filed with the County Auditor’s Office. According to the Justice of the Peace staff, copies of the OCA Reports cannot be generated due to programming errors in *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Local Government Code §112.002 (a) authorizes the county auditor to prescribe the system of accounting for the county. Local Government Code §112.002 (b) states that “the county auditor may adopt and enforce regulations, not inconsistent with law or with a rule adopted under Section 112.003, that the auditor considers necessary for the speedy and proper collecting, checking, and accounting of the revenues and other funds and fees that belong to the county or to a person for whom a district clerk, district attorney, county officer, or precinct officer has made a collection or for whose use or benefit the officer holds or has received funds.” Pursuant to Local Government Code §112.002 (a) and (b), the County Auditor requires the submittal of properly completed reports (i.e., *Monthly Report, Schedule of Receipts and Deposits* form, copy of the OCA Report, Cash Disbursement Journal, etc.) for checking and properly accounting of funds collected by the Justice of the Peace Offices.

Failure to ensure that properly completed OCA Reports are filed with the County Auditor's Office may result in improper reporting to the State.

Recommendation:

Management should ensure that a properly completed OCA Report is filed with the County Auditor’s Office within five days after the last day of each month. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 3:

We noted that 25 cash bonds (see Exhibit B) posted by defendants who failed to appear before the Justice of the Peace were not forfeited (liquidated) by the 10th workday following the date of their release from jail. The bonds were received on September 10, 2015 (17), December 11, 2015 (6), October 20, 2016 (1), and November 8, 2016 (1). According to the Court Coordinator, the bonds have not been forfeited since they were receipted incorrectly. The Information Technology Department has been contacted for assistance on correcting and forfeiting the bonds; however, the problem has not been resolved.

Code of Criminal Procedure Article 45.044 (a)(2) states, “A justice or judge may enter a judgment of conviction and forfeit a cash bond posted by the defendant in satisfaction of the defendant’s fine and cost if the defendant fails to appear according to the terms of the defendant’s release.” Pursuant to the terms of the cash bond, the defendant must appear before the Justice of the Peace by the 10th workday following the date of their release from jail. If the defendant fails to appear, the Justice of the Peace may declare the cash bond forfeited, enter a judgment of guilty, assess a fine, and apply the cash bond to the payment of the imposed judgment.

Failure to ensure that bonds are liquidated in a timely manner may result in the misuse of County funds.

IDALGO COUNTY DISTRICT JUDGES

Recommendation:

Management should ensure that cash bonds are liquidated in a timely manner. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 4:

We noted that collections for 6 of 21 days were deposited at the bank 2 to 4 days after collections were received. According to the Court Coordinator, problems balancing the Close-out Reports and having only one runner caused the delay in making the deposits.

Pursuant to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office, cash receipts must be deposited intact on a daily basis, unless the amount collected is less than \$100.00.

Failure to deposit collections on a daily basis increases the risk that loss or theft can occur.

Recommendation:

Management should develop and implement formal monitoring procedures to ensure that collections are deposited at the bank on a daily basis.

Observation No. 5:

We noted that 7 of 9 Close-out Reports were submitted to the County Treasurer's Office 3 to 7 days after the bank deposit was made. According to the Court Coordinator, the Close-out Reports were not submitted to the County Treasurer's Office on a daily basis due to an oversight.

The County Auditor's Office requires that cashiers reconcile cash on hand to receipts issued and the approved change fund, if any, on a daily basis by utilizing the Close-out Report. Once the reconciliation is completed and the collections are deposited to the County's General Fund bank account, the Close-out Report along with the bank validated deposit slip must be submitted to the County Treasurer's Office on a daily basis. The County Treasurer's Office utilizes the Close-out Report, along with the bank validated deposit slip to timely receipt and account for the collections deposited to the County's General Fund bank account.

Failure to submit the daily Close-out Report along with the bank validated deposit slip prevents the County Treasurer's Office from recording the receipts into the accounting system on a timely basis and may increase the risk that an employee could misappropriate funds.


Recommendation:

Management should ensure that the Close-out Report is submitted to the County Treasurer's Office on a daily basis after the daily deposit has been made.

Please provide written management responses to the observations noted above by June 29, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Araceli A. Guillen, Internal Auditor I, at 318-2511 ext. 4649, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,


Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures: Copy of *Monthly Report* and Exhibits

cc: Valde Guerra, County Executive Officer

HDALGO COUNTY DISTRICT JUDGES

JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18

Judge: Homero A. Jasso
Precinct No. 4 Place No. 2

City: EDINBURG, TX
Hidalgo County, Texas

PBC

Part I: RECAP OF AMOUNT PAYABLE TO THE COUNTY TREASURER

TOTAL CASH COLLECTED (Receipts #s) Jp42-2018-01673
0 THRU Jp42-2018-02349 \$83,794.64 - X10-A

LESS: COST ON DEPOSIT _____ X7 ✓

ADD: COST ON DEPOSIT LIQUIDATED _____ X7 ✓

AMOUNT OWED TO COUNTY (Should Match Amt in Part III)

Less: Total amount of remittances to County Treasurer (From Part II)

Total funds due to County Treasurer (Overtransfer Made to Co Treas.)

\$83,794.64
91,569.59 (A)
\$ 106,799.59
(7,774.95) X4-R
\$ 106,799.59
7A

Part II: REMITTANCES MADE TO THE COUNTY TREASURER

DESCRIPTION	AMOUNT	COMMENT
Total Collections for the Month (See Schedule of Receipts & Deposits)	<u>\$83,794.64</u> 106,799.59	<u>B1</u>
Add: Previous Month's Bond Overtransfer <u>Unliquidated Bonds</u> <u>Dec '13, May '16, through Aug. '16, Oct. '16</u>	<u>7,288.95</u>	<u>\$0.00 Ex B</u> ✓
Add: HCSO Monthly "D" Collections Report <u>April '15 "D" Coll.</u>	<u>219.00</u>	<u>\$0.00 Ex B</u> ✓
<u>June '15 "D" Coll.</u>	<u>267.00</u>	<u>Ex B</u> ✓
Total Remittances Made to County Treasurer	<u>91,569.59</u> (A) <u>\$ 106,799.59</u>	

PREPARED BY: [Signature]

DATE PREPARED: 5/3/2018

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

RECEIVED

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [Signature] JUSTICE OF THE PEACE
DATE: 04/05/2018 07/11/18 04/18 DATE

MAY - 7 2018
THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) DAY OF THE FOLLOWING MONTH (LGC § 114.001).
COUNTY AUDITOR'S FORM: RE -JP-004

Justice of the Peace Homero A. Jasso
Precinct 4, Place 2
Schedule of Bonds on Deposit
As of April 30, 2018

Year	No.	Receipt Date	Receipt No.	Docket No.	Bond Amount
2013					
	1	12/4/2013	24161J42	JP13-04-171	350.00
2015					
	2	5/12/2015	28871J42	JP15-05-201	129.00
	3	5/12/2015	28870J42	JP15-05-202	135.10
	4	6/16/2015	29255J42	JP15-01-491	297.35
	5	6/16/2015	29256J42	JP15-01-490	305.10
	6	6/19/2015	29300J42	JP15-06-315	167.00
	7	6/25/2015	29349J42	JP08-06-383	283.00
	8	7/13/2015	29518J42	JP15-07-278	129.00
	9	7/13/2015	29519J42	JP15-07-279	127.00
	10	7/13/2015	29520J42	JP15-07-280	167.00
	11	7/24/2015	29623J42	JP15-07-435	167.00
	12	7/24/2015	29624J42	JP15-07-434	167.00
	13	7/24/2015	29625J42	JP15-07-433	168.00
	14	9/21/2015	JP42-2015-00509	-	100.00
	15	10/9/2015	JP42-2015-00673		167.00
	16	11/13/2015	JP42-2015-00987	CRNT15-0017-J42	0.10
	17	11/13/2015	JP42-2015-00989		155.00
	18	11/13/2015	JP42-2015-00990	CRNT15-0019-J42	33.10
	19	12/17/2015	JP42-2015-01310	-	283.00
	20	12/17/2015	JP42-2015-01295	-	127.00
	21	1/25/2016	JP42-2016-00255	CRNT16-0006-J42	153.00
2016					
	22	1/25/2016	JP42-2016-00260	CRNT16-0010-J42	153.00
	23	1/25/2016	JP42-2016-00279	TR16-0192-J42	153.00
	24	2/1/2016	JP42-2016-00362	JP05-02-976	327.00
	25	2/9/2016	JP42-2016-00480	-	79.00
	26	2/26/2016	JP42-2016-00810	CRNT16-0035-J42	153.00
	27	3/1/2016	JP42-2016-00846	-	179.00
	28	3/7/2016	JP42-2016-00965	JP15-07-111	172.00
	29	3/14/2016	JP42-2016-01071	-	179.00
	30	4/18/2016	JP42-2016-01618	TR16-1348-J42	32.10
	31	5/4/2016	JP42-2016-01860	TR16-1492-J42	450.00
	32	5/5/2016	JP42-2016-01883	CRNT16-0030-J42	78.00
	33	6/24/2016	JP42-2016-02498	JP15-04-226	5.10
	34	6/30/2016	JP42-2016-02567		50.00
	35	6/30/2016	JP42-2016-02568	TR16-2308-J42	50.00
	36	6/30/2016	JP42-2016-02570	TR16-2278-J42	50.00
	37	7/6/2016	JP42-2016-02643	JP15-07-399	138.10
	38	7/6/2016	JP42-2016-02644	JP15-07-398	105.10

39	7/6/2016	JP42-2016-02647	JP15-03-440	5.00
40	7/11/2016	JP42-2016-02697	JP14-08-283	100.00
41	7/19/2016	JP42-2016-02779	JP09-10-723	93.90
42	7/19/2016	JP42-2016-02781	JP09-10-724	119.90
43	7/29/2016	JP42-2016-02900		299.00
44	8/26/2016	JP42-2016-03191	CRNT16-0166-J42	129.00
45	10/20/2016	JP42-2016-03603	JP08-12-833	283.00
46	10/21/2016	JP42-2016-03609	CRNT16-0181-J42	129.00
2017				
47	6/20/2017	JP42-2017-02537	CRNT17-0109-J42	167.00
			Sub-Total	<u>\$ 7,288.95</u>
			April 2015 jail payments	219.00
			June 2015 jail payments	267.00
			Total	<u><u>\$ 7,774.95</u></u>

Justice of the Peace Homer Jasso
Schedule of Adjustments
For the Month Ended April 30, 2018

Receipt	Case #	Date	Offense Description	Charge Offense	CCC	CHS	CMSIP	CO	CRF	CVCJ	DEL	DPS	DPS	FA	IDRF	JCD	ICPT	ICTF	JSF	LTF	MVF	SCOF	SJFC	SIFS	SO	SOT	TP	TPCO	TPDC	TPDS	TPST	UTFC	WAR	Received Amt		
JP42 2018 01/57 882	JP03 09	4/1/18	9/16/03 INSURANCE	NO LIABILITY	17	3	0	0	275	15	119	70	5	5	0.5	2	4	0	2	2	2	20	0	0	0	0	0	0	0	0	0	0	0	50	518.70	
JP42 2018 02/345 199	JP01 02	4/10/18	1/26/01 SAFETY BELT	NOT SECURED BY					5.05												2.00													7.05		
JP42 2018 01/375 963	JP06 03	4/2/18	3/25/06 INSURANCE	NO LIABILITY	40	3	0	0	275		122	40							4	4	4	20	0	0	0	0	0	0	0	0	0	0	0	50	530.40	
Based on the disposition date, TP \$25 should not have been assessed.																																				
JP42 2018 01/960 464	JP01 10	4/11/18	10/3/01 (WHEN UNLICENSED)	NO DRIVER'S LICENSE	17	3	0	0	0.50	15		5	5	0.5	2	4	0	2	4	0	2	20	0	0	0	25							50	149.00		
JP42 2018 01/770 09/78 142	1K16	4/3/18	3/7/76 SPEED (H)	MORE ABOVE POSTED	40	3	0	0	20.00		42.63		5	2	0.0	4	4	4	4	4	4	20	0	0	0	30	0	0	0	0	0	0	0	209.73		
Please enter disposition date.																																				
JP42 2018 01/938 765	JP03 06	4/10/18	6/9/03 (WHEN UNLICENSED)	NO DRIVER'S LICENSE	17	3	0	0	0.50	15		5	5	0.5	2	4	0	2	4	0	2	20	0	0									50	150.00		
JP42 2018 02/288 406	JP06 10	4/1/18	10/10/06 43 MPH/30 MPH	PRIMA FACE LIMIT	40	3	0	0	39.00		61.50		5						4	4	4	20	0	0	0	30	0	0	0	0	0	0	50	266.50		
SAFETY SEAT SYS CHLD																																				
PASS CHILDREN																																				
JP42 2018 01/819 02/11 142	1K15	4/5/18	8/2/15 49 NOT SECURED BY	UNLESS TALLER THAN	40	3	0	0	32.50		59.13		5	2	0.0	4	4	4	4	4	4	20	0	0	0	30	0	0	0	0	0	0	0	0	256.23	
JP42 2018 01/940 38/28 142	1K17	4/10/18	8/16/17 RESPONSIBILITY (H)	FINANCIAL	22	07	1.66	0.55				2.76	1.10					2	2	2	2	11	03	0.33	2.98									50	50.00	
JP42 2018 02/238 6331 142	1K17	4/14/18	11/18/17 RESPONSIBILITY (H)	FINANCIAL	22	07	1.66	0.55				2.76	1.10					2	2	2	2	11	03	0.33	2.98									50	50.00	
JP42 2018 01/927 6484 142	1K17	4/9/18	11/15/17 RESPONSIBILITY (H)	FINANCIAL	40	3	0	0	1.00			5	2	0.0	4	4	4	4	4	4	4	20	0	0	0	30	0	0	0	0	0	0	0	0	89.00	
Based on number of payments LT collect should have been \$2. Based on the disposition date, TP \$25 should have been assessed.																																				
JP42 2018 02/104 228	JP05 08	4/19/18	1/3/05 71 MPH/55 MPH	PRIMA FACE LIMIT					148		65.40											20.00													283.40	
Please correct the appear by date and disposition date. In addition, DEL was under assessed, should be \$66.60. Please call Auditor's office for instructions																																				
JP42 2018 02/187 612	JP09 12	4/23/18	1/2/18/09 (WHEN UNLICENSED)	NO DRIVER'S LICENSE	25	96	1.95	0.65			42.83	3.25		1.30				2	6	2	6	12	98	0.39	3.49									100.00		
JP42 2018 01/818 060	JP12 08	4/5/18	7/11/13 LICENSE INVALID	DRIVING WHILE							0.10										5.90													6.00		
DEL was over assessed, should be \$26.13. If approved by Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																				
JP42 2018 02/251 051	JP13 12	4/25/18	11/18/13 LICENSE INVALID	DRIVING WHILE	40	00	3	0	0		45	90	5	0	2			4	4	4	4	20	0	0	0	30	0	0	0	0	0	0	0	0	133.00	
Based on disposition date, TP \$25 should have been assessed. In addition, based on offense type, MVF \$0.10 should have been assessed.																																				
JP42 2018 01/860 205	JP13 04	4/6/18	4/9/13 (WHEN UNLICENSED)	NO DRIVER'S LICENSE	40	00	3	0	0		66	00		2				4	4	4	4	20	0	0	0	30	0	0	0	0	0	0	0	0	153.00	
Based on offense type, MVF \$0.10 should have been assessed.																																				
JP42 2018 02/128 014	JP11 17	4/19/18	11/29/11 (WHEN UNLICENSED)	NO DRIVER'S LICENSE	40	00	3	0	0		90	90		2				4	4	4	4	20	0	0	0	30	0	0	0	0	0	0	0	0	393.90	

Justice of the Peace Homer Jasso
 Schedule of Adjustments
 For the Month Ended April 30, 2018

Receipt	Case #	Date	Description	CCC	CHS	CHSP	CMIT	CO	CRF	CVC7	DEL	DPS	DPSr	FA	IDRF	JCD	JCTF	JSF	LTF	MVF	SCOF	SJFC	SJFS	SO	SOr	STF	TP	TPCO	TPDC	TPDS	TPST	UTFC	WARr	Received Amt		
CONST4																																				
Charge Offense																																				
Please correct the appeal by date. Based on the date of the first payment, TP \$25 should have been assessed. DEL was under assessed, should be \$54.33. Please call Auditor's office for instructions.																																				
IP13 U4	4/6/18	4/9/13	44 MPH/30 MPH	40.00	3.00	1.00		42.00				5.00			2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40										3.00	162.10		
PRIMA FACIE LIMIT																																				
DEP was over assessed, should be \$36.03. If approved by the Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																				
SPEEDING EXCEED																																				
IP13 J2	4/25/18	1/18/13	65 MPH/55 MPH	40.00	3.00	1.00		45.03	5.00		2.00				2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40										3.00	165.13		
PRIMA FACIE LIMIT																																				
Please correct the appeal by date. Based on the date of the first payment, TP \$25 should have been assessed. DEL was under assessed, should be \$54.33. Please call Auditor's office for instructions.																																				
IP15 UB	4/5/18	5/26/15	INSURANCE					13.00																										13.00		
NO LIABILITY																																				
Please correct the appeal by date. Based on the date of the first payment, TP \$25 should have been assessed. Please enter disposition date. DEL was under assessed, should be \$92.73. Please call Auditor's office for instructions																																				
IP42 2018 01820 2A7	4/5/18	5/26/15	VEHICLE INSPECTION					13.00																										13.00		
EXPIRED MOTOR																																				
Please correct the appeal by date and disposition date. DEL was under assessed, should be \$92.73. Please call Auditor's office for instructions																																				
IP15 O2	4/16/18	1/23/15	(WHEN UNLICENSED)	12.35	0.93	0.31		166				28.27	1.54		0.62		1.24	1.24	4.00	0.03	6.18	0.18	1.67									0.31	0.31	240.63		
NO DRIVER'S LICENSE																																				
IP15 U2	4/17/18	1/24/15	(WHEN UNLICENSED)	14.00	1.05	0.35						32.03	1.75		0.70		1.40	1.40	4.00	0.04	7.00	0.20	1.89									0.35	0.35	80.00		
NO DRIVER'S LICENSE																																				
Please correct the appeal by date. Please enter disposition date. DEL was under assessed, should be \$92.70. Please call Auditor's office for instructions																																				
IP15	4/21/18	1/21/15	NO CDL	10.85	0.82	0.27						24.80	1.36		0.55		1.09	1.09	4.00	0.03	5.42	0.16	1.46									0.27	0.27	62.00		
NO DRIVER LICENSE																																				
IP15	4/21/18	1/21/15	WHEN UNLICENSED	25.90	1.94	0.65						59.24	3.24		1.28		2.59	2.59	2.00	0.06	11.95	0.39	3.50									0.65	0.65	350.00		
WHEN UNLICENSED																																				
Please correct the appeal by date.																																				
IP14 L2	4/21/18	11/22/14	78 MPH/55 MPH	40.00	3.00	1.00		149				96.33	5.00		2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40									1.00	1.00	50	417.43	
PRIMA FACIE LIMIT																																				
IP14 L2	4/18/18	11/25/14	(TURNING LEFT)	40.00	3.00	1.00						51.63	5.00		2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40									1.00	1.00	50	223.73	
OPEN CONTAINER OF																																				
IP15 U1	4/5/18	6/9/15	ALCOHOL DRIVER	40.00	3.00	1.00		200				101.73	5.00		2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40										1.00	1.00	50	440.83
Display Expired License																																				
IP15 U1	4/9/18	6/11/17	Plate #	40.00	3.00	1.00		52.90							2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40									1.00	1.00	50	141.90	
Plate #																																				
Please correct the appeal by date and enter disposition date. TP \$25 should have been assessed. In addition, DEL was over assessed, should be \$51.63. If approved by the Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																				
IP15 U1	4/9/18	4/9/15	TURN INDICATOR	40.00	3.00	1.00						111.63			2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40									1.00	1.00	50	283.73	
FAIL TO SIGNAL WITH																																				
Please correct the appeal by date. Based on the citation appear by date, SCOF \$20 should have been assessed. Based on the first payment date, TP \$25 should have been assessed. In addition, please correct disposition date																																				
IP15 U1	4/2/18	11/25/17	Misdemeanor					52.00																											52.00	
Alcoholic Beverage																																				
Minor Possesses																																				
Based on the first payment date, TP \$25 should have been assessed.																																				
IP15 U1	4/16/18	4/11/18	Vehicle Passenger	11.34	0.85	0.28		31.00				1.42	0.59		0.59		1.13	1.13				0.17	1.53									0.28	0.28	50.00		
Open Container in																																				
IP15 U1	4/9/18	4/7/18	Vehicle Passenger	28.66	2.15	0.72						3.58	1.41		1.41		2.87	2.87	2.00			0.43	3.87									0.72	0.72	50.00		
Open Container in																																				
IP15 U1	4/22/18	4/17/18	Vehicle Passenger					50.00																										50.00		
Open Container in																																				
IP15 U1	4/30/18	4/11/18	Vehicle Passenger					50.00																										50.00		
Open Container in																																				

VG-A

Justice of the Peace Homer Jasso
 Schedule of Adjustments
 For the Month Ended April 30, 2018

Receipt	License #	Date	Offense Description	CCC	CHS	CHSP	CMIT	CO	CRF	CVC7	DEL	DPS	DPS-	FA	IDRF	JCD	JCTF	JSF	LTF	MVF	SCOF	SIFC	SIF5	SO	Sor	STF	TP	TPCO	TPDC	TPDS	TPST	UTFC	WARr	Received Amt	
CONST4																																			
Charge Offense																																			
Please correct the appear by date. In addition based on the first payment date, TP \$25 should have been assessed. Please correct disposition date. DEL was under assessed, should be \$82.80. Please call Auditor's office for instructions																																			
IP42	2018	02/02	1845 H2	4/16/18	5/21/16 (M)			31.80							0.22			0.44	0.44		2.19	0.06	0.59	0.55											50.00
Financial Responsibility																																			
Fail to Maintain																																			
IP42	2018	01/69	1845 H2	4/2/18	5/21/16 (M)			50.00							0.60			1.20	1.20		6.01	0.19	1.63	1.51											50.00
Financial Responsibility																																			
Fail to Maintain																																			
IP42	2018	02/20	1845 H2	4/10/18	5/21/16 (M)			50.00							0.60																				50.00
Financial Responsibility																																			
DEL was under assessed, should be \$27.30. Please call Auditor's office for instructions																																			
FAIL TO MAINTAIN																																			
IP42	2018	02/01	1845 H2	4/18/18	10/26/16						1.08				0.20				0.16	0.16	2.00	0.81	0.02	0.22											6.60
Financial																																			
Based on disposition date, TP \$25 should have been assessed. In addition DEL was under assessed, should be \$81.60. Please call Auditor's office for instructions																																			
IP42	2018	02/24	4453 H2	4/25/18	12/12/16 (M)			98.00												2.00															100.00
Financial Responsibility																																			
Fail to Maintain																																			
Based on appear by date, SCOF \$20 should have been assessed.																																			
IP42	2018	01/50	5481 H2	4/9/18	8/15/17			100							5.00				4.00	4.00	2.00		0.60	5.40											169.00
Display/Obtain Wrong																																			
FAIL TO MAINTAIN																																			
IP42	2018	01/29	5186 H2	4/5/18	8/19/17			175							5.00				4.00	4.00	2.00		0.60	5.40											244.00
Financial																																			
Please correct the appear by date. Please enter disposition date. In addition, based on the first payment date, TP \$25 should have been assessed																																			
IP42	2018	02/16	4012 H2	4/10/18	7/18/17			51.00							2.24				1.79	1.79	2.00	8.97	0.27	2.42											90.00
Financial																																			
Local Government Code Chapter 133 Sec. 133.103 Time Payment Fee (a) A person convicted of an offense shall pay, in addition to all other costs, a fee of \$25 if the person: (1) has been convicted of a felony or misdemeanor, and (2) pays any part of a fine, court costs, or restitution on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, or restitution. TP \$25 should have been assessed																																			
IP42	2018	02/16	4357 H2	4/19/18	7/24/17										2.24				1.79	1.79	2.00	8.97	0.27	2.42											41.00
Financial																																			
Please correct the appear by date. Based on the first payment date, TP \$25 should have been assessed. In addition, please enter disposition date																																			
IP42	2018	01/23	4768 H2	4/7/18	8/12/17			30.00																											50.00
Financial																																			
Please correct the appear by date and disposition date. Based on the number of payments, LTF should have been a total of \$10. In addition, based on the first payment date, TP \$25 should have been assessed																																			
IP42	2018	02/09	0316 H2	4/20/18	11/4/17			69.00																											95.00
Failure Refuse to Vaccinate Dog or Cat																																			
Please correct the appear by date and disposition date. Based on the citation appear by date, SCOF \$20 should have been assessed. In addition, based on the first payment date, TP \$25 should have been assessed																																			
IP42	2018	01/92	6394 H2	4/12/18	11/12/17			29.00																											37.00
Financial																																			
Please correct the appear by date, and enter correct disposition date. Based on first payment date, TP \$25 should have been assessed, DEL was under assessed, should be \$56.90. Please call Auditor's office for instructions																																			
IP42	2018	02/10	0415 H2	4/11/18	1/19/17			5.40							13.56				1.03	1.03	0.02	5.17	0.18	1.40											50.00
IN-REGARD RED LIGHT																																			
Please correct the appear by date, and enter correct disposition date. Based on first payment date, TP \$25 should have been assessed. In addition, based on the first payment date, TP \$25 should have been assessed																																			
IP42	2018	01/95	0706 H2	4/11/18	2/20/17			65.90							6.00				4.00	4.00	2.00	0.10	20.00	0.60	5.40										161.00
NO DRIVER LICENSE																																			
WHEN UNLICENSED																																			

X8-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

June 1, 2018

The Honorable Charlie Espinoza
Hidalgo County Justice of the Peace Pct. 4, Pl. 1
212 N. 12th Avenue
Edinburg, Texas 78541

Ref: *Monthly Fines and Fees Report* for April 2018

Dear Judge Espinoza:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report. 2.) total collections per *Odyssey's* Fee Distribution Report. 3.) total deposits made with the County Treasurer. and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely received by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-out Reports* (Close-out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "Official Justice of the Peace Monthly Report" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.

Conclusion:

Total collections for the month of April 2018 were \$211,082.29. Based on the results of our review, we concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 11 receipts contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments (see Exhibit A); however, the adjustments have not been completed. In addition, adjustments for the months of October 2015 (1), August 2016 (1), September 2016 (2), October 2016 (5), November 2016 (5), December 2016 (2), April 2017 (4), May 2017 (4), June 2017 (1), July 2017 (7), August 2017 (3), September 2017 (5), October 2017 (4), November 2017 (4), December 2017 (3), January 2018 (6), February 2018 (6), and March 2018 (13) are still pending to be completed. According to staff, attempts to check the fines, fees, and court costs prior to taking in a payment are being made and will continue to be made.

There are numerous statutes that require Justices of the Peace to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval. In addition, the County Auditor's Office requires that adjustments be made within three days of notification.

Failure to ensure that fines, fees, and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should ensure that all pending adjustments are completed. In addition, management should ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.
- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.
- Access for setting up offense codes with the proper fines, fees, and court costs in *Odyssey* should be limited to staff with adequate knowledge of the applicable allocation.
- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 2:

We noted that a mail log was not utilized to record payments received through the mail. According to staff, a mail log is not used since the mail is received and opened by the Justice of the Peace. The Justice of the Peace subsequently distributes payments received through the mail to staff for receipting purposes.

The County Auditor's Office requires that mail be opened and listed on a daily mail log. The mail log should include the following information for each mail-in payment received: date received, the name of the payer, the amount of the remittance, the form of the remittance (e.g., cash or check), and, if applicable, the check number.

Failure to ensure mail-in payments are recorded on a mail log increases the risk that payments could be lost or misappropriated without detection.

Recommendation:

Management should ensure that a daily mail log is maintained to record payments received through the mail. Please refer to the mail log section of the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for processing payments received through the mail.

Observation No. 3:

Copies of the Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) for the months of February 2013, September 2013, May 2014, and September 2014 through April 2018 have not been filed with the County Auditor's Office. In addition, an incorrect copy of the OCA Report for the month of January 2014 was filed with the County Auditor's Office. According to the Justice of the Peace staff, copies of the OCA Reports cannot be generated due to programming errors in *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Local Government Code §112.002 (a) authorizes the county auditor to prescribe the system of accounting for the county. Local Government Code §112.002 (b) states that "the county auditor may adopt and enforce regulations, not inconsistent with law or with a rule adopted under Section 112.003, that the auditor considers necessary for the speedy and proper collecting, checking, and accounting of the revenues and other funds and fees that belong to the county or to a person for whom a district clerk, district attorney, county officer, or precinct officer has made a collection or for whose use or benefit the officer holds or has received funds." Pursuant to Local Government Code §112.002 (a) and (b), the County Auditor requires the submittal of properly completed reports (i.e., *Monthly Report*, copy of the OCA Report, *Schedule of Receipts and Deposits* form, Cash Disbursement Journal, etc.) for checking and properly accounting of funds collected by the Justice of the Peace Offices.

Failure to ensure that properly completed OCA Reports are filed with the County Auditor's Office may result in improper reporting to the State.

Recommendation:

Management should ensure that a properly completed OCA Report is filed with the County Auditor's Office within five days after the last day of each month. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 4:

We noted that a \$400.00 appeal bond received for docket number E12-09-880 on May 3, 2013 has not been forwarded to the County Clerk or refunded to the defendant. According to the notes in the County Clerk's docket, County Court-At-Law No. 4 issued a judgment nisi on June 9, 2014 on the case related to the appeal bond received on May 3, 2013. A judgment nisi is a judgment that is not final or absolute. A judgment nisi is an intermediate judgment which will become final unless a party appeals or formally requests the court to set it aside.

Code of Criminal Procedure Article 44.16 states, "If the defendant is not in custody, a notice of appeal shall have no effect until the required appeal bond has been given and approved. The appeal bond shall be given within ten days after the sentence of the court has been rendered." Code of Criminal Procedure Article 44.18

HIDALGO COUNTY DISTRICT JUDGES

states, "In appeals from justice and corporation courts, all the original papers in the case, together with the appeal bond, if any, and together, with a certified transcript of all the proceedings had in the case before such court shall be delivered without delay to the clerk of the court to which the appeal was taken, who shall file the same and docket the case."

Failure to ensure that court action is taken in a timely manner for cases in which an appeal bond was posted may result in the improper accounting of appeal bonds.

Recommendation:

Management should contact the County Clerk's Office to determine if the appeal bond needs to be forwarded to the County Clerk's Office or refunded to the defendant.

Observation No. 5:

We noted that 5 cash bonds posted by defendants who failed to appear before the Justice of the Peace were not forfeited (liquidated) by the 10th workday following the date of their release from jail (see Exhibit B). According to the Justice of the Peace staff, the bonds were not forfeited due to complications encountered with *Odyssey*. Assistance has been requested from the Information Technology Department; however, the problem has not been resolved.

Code of Criminal Procedure Article 45.044 (a)(2) states, "A justice or judge may enter a judgment of conviction and forfeit a cash bond posted by the defendant in satisfaction of the defendant's fine and cost if the defendant fails to appear according to the terms of the defendant's release." Pursuant to the terms of the cash bond, the defendant must appear before the Justice of the Peace by the 10th workday following the date of their release from jail. If the defendant fails to appear, the Justice of the Peace may declare the cash bond forfeited, enter a judgment of guilty, assess a fine, and apply the cash bond to the payment of the imposed judgment.

Failure to ensure that bonds are liquidated in a timely manner may result in the misuse of County funds.

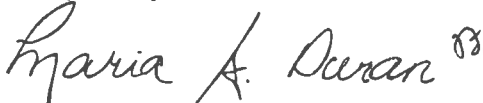
Recommendation:

Management should ensure that cash bonds are liquidated in a timely manner. In addition, the continued assistance from the Information Technology Department should be requested until the problem has been resolved.

Please provide written management responses to the observations noted above by June 20, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Edgar Alan Escobedo, Internal Auditor I, at 318-2511 ext. 4655, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
County Auditor

Enclosures: Copies of *Monthly Report*, Exhibit A, and Exhibit B

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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

NOÉ GONZALEZ
JUDGE, 370TH D C
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D C

L. KENO VASQUEZ
JUDGE, 398TH D C

ISRAEL RAMON, JR.
JUDGE, 430TH D C

RENEE R. BETANCOURT
JUDGE, 449TH D C

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18**

Judge: **CHARLIE ESPINOZA**
Precinct No. **4** Place No. **1**

PBC

City: **EDINBURG, TX**
Hidalgo County, Texas

Part I: RECAP OF AMOUNT PAYABLE TO THE COUNTY TREASURER

TOTAL CASH COLLECTED	(Receipts #s) <u>JP41-2018-04579</u> THRU <u>JP41-2018-06271</u>	\$ <u>211,082.29</u> ✓
		X9-a ₁
LESS: COST ON DEPOSIT	_____	X7 ✓
ADD: COST ON DEPOSIT LIQUIDATED	_____	X7 ✓
AMOUNT OWED TO COUNTY (Should Match Amt in Part III)		\$ <u>211,082.29</u> X3-a ₂
Less: Total amount of remittances to County Treasurer (From Part II)		<u>213,424.29</u> \$ <u>211,082.29</u> (A)
Total funds due to County Treasurer (Overtransfer Made to Co Treas.)		<u>(2,342.00)</u> X4-a ₂

Part II: REMITTANCES MADE TO THE COUNTY TREASURER

DESCRIPTION	AMOUNT	RECEIPT NO.
Total Collections for the Month (See Schedule of Receipts & Deposits)	\$ 211,082.29	B ₁ ✓
Add: Previous Month's Bond Overtransfer (2013, 2015, 2016)	1068.00	Ex-B ₃ ✓
Add: HCSO Monthly "D" Collections Report (July 2015)	1274.00	X4-b ✓
Total Remittances Made to County Treasurer	\$ <u>213,424.29</u> (A)	
	\$ <u>211,082.29</u>	

PREPARED BY: Alan Long

DATE: 5/7/18

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

ACCEPTED BY THE HONORABLE
COUNTY CLERK
DATE: 5/7/18

Charlie Espinoza
JUSTICE OF THE PEACE
DATE: 5/7/18

JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18

Judge: CHARLIE ESPINOZA
Precinct No. 4 Place No. 1

City: EDINBURG, TX
Hidalgo County, Texas

Part III SUMMARY OF COLLECTIONS PAYABLE TO THE COUNTY TREASURER

PAGE 2 OF 2

Name of Fine, Fee, Court Cost	# Issued/ Filed	Statute Reference	Detail of Amt Collected	GL Acct No.	Amt. Collected
FINES:					
County Fines (Local Fine)		LGC 113.004, PC 12.23		1200-351-10-067-000-0-000	\$ 62,663.37
Texas Parks & Wildlife 85% Fine (State Fine)		TPWC 12.107		1100-207-20-000-012-0-000	695.70
No Safety Belt 50% Fine (State Fine)		TRC 545.412, 545.413 (j)		1100-207-20-000-023-0-000	1,028.50
Gross Weight 50% Fine (State Fine)		TRC Sec 621.506 (g)		1100-207-20-000-013-0-000	-
School District 50% Fines		Educ. Code § 25.093 d) 1 (A)		1100-207-30-000-010-0-000	-
LOCAL COURT COSTS AND FEES:					
Courthouse Security Adm. Fee (\$3)		C.C.P. Art. 102.017 (b)		1241-341-10-060-001-0-000	3,040.24
Courthouse Security Fund JP (\$1)		C.C.P. Art. 102.017		1245-341-10-067-000-0-000	1,007.43
Justice Court Technology Fund (\$4)		C.C.P. Art. 102.0173		1242-341-10-060-000-0-000	4,053.66
Time Payment - @40% OF \$25.00 (\$10.00)		LGC 133 103 (d)		1100-341-10-060-001-0-000	57.60
Time Payment - @ 10% of \$25.00 (\$2.50)		LGC 133 103 (c)		1100-341-10-060-002-0-000	14.40
Administrative Local Transaction Fee (\$2)		C.C.P. Art. 102.072		1100-341-10-060-003-0-000	2,150.51
Motor Vehicle Adm. Fee (\$10-\$20) (Disposal Fee for Exp. DL, Exp. Insp. Cert, Exp. Mv. Reg.)		TRC Sec 548.605, 521.026, 502.407		1100-341-10-060-004-0-000	420.00
Special Fees				1100-341-10-067-000-0-000	3,588.86
Deferred Disposition		C.C.P. Art. 45.051	3,209.60		
Administrative Fee - "Drivers Safety Course" (\$10)		C.C.P. Art. 45.051(f)	379.26		
Support of Judiciary Fund (\$6.60)		LGC 133 105		1100-341-10-060-009-0-000	604.45
Traffic Fee (\$3)		T.R.C. 542.403		1100-341-10-067-000-0-000	1,664.63
Child Safety (\$20-\$25)		C.C.P. Art. 102.014 (c)		1100-341-10-060-011-0-000	98.15
Failure to Appear (\$4)		TRC "66.006/TRC 706 07 d)(2)		1100-341-10-060-012-0-000	-
Scofflaw Fee (\$20)		TRC 502.010(a)		1100-341-10-140-049-0-000	5,920.00
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102.015		1100-341-10-060-013-0-000	930.17
STATE COURT COSTS AND FEES:					
Criminal Justice Planning Fund C.C.P. (\$5)		C.C.P. Art. 102.051		1100-207-20-000-003-0-000	-
State General Revenue Fund (\$2.50)		C.C.P. Art. 102.015		1100-207-20-000-010-0-000	-
Law Enforcement Education Fund (\$1, \$1.50, \$3.50)		Govt. Code Sec. 415.082		1100-207-20-000-011-0-000	-
Operators and Chauffeurs License Fund (\$75)		T.R.C. 601.192		1100-207-20-000-031-0-000	-
Time Payment - @50% OF \$25.00 (\$12.50)		LGC 133.103 (b)		1100-207-20-000-005-0-000	72.00
Juvenile Crime and Delinquency Fund (\$25, \$50)		C.C.P. Art. 102.075(m)		1100-207-20-000-007-0-000	-
Comprehensive Rehabilitation Fund (\$5)		C.C.P. Art. 102.082		1100-207-20-000-008-0-000	-
Fugitive Apprehension Fund (\$5)		C.C.P. Art. 102.019 (a) 2		1100-207-20-000-009-0-000	-
Consolidated Court Costs Fund (\$17)		CCP 102.075 (a) 3/ LGC 133.102		1100-207-20-000-015-0-000	40,536.19
Compensation Victims Of Crime Fund (\$3, \$5, \$15, \$30)		C.C.P. Art. 56.55 (2) & (3)		1100-207-20-000-017-0-000	-
Judicial & Court Personnel Training Fund (\$1, \$2)		Govt. Code Sec. 56.001 (b)		1100-207-20-000-027-0-000	-
Correctional Management Institute of Texas Fund (\$5.00)		CCP Art. 102.075		1100-207-20-000-029-0-000	-
Indigent legal Services Fee-JP (\$6)	519	Govt. Code Sec. 101.141(2)(B)		1100-207-20-000-004-0-000	3,114.00
State Traffic Fee- Subtitle C (\$30)		TRC Sec 542.4031		1100-207-20-000-035-0-000	16,646.13
Jury Service Fee (\$4)		C.C.P. Art. 102.0045		1100-207-20-000-053-0-000	4,029.66
Support of Judiciary Fund (\$5.40)		LGC 133.105		1100-207-20-000-054-0-000	5,415.99
Birth Certificate Fee (\$1.80)		HSC 191.022(f)		1100-207-20-000-039-0-000	-
Defensive Driving Record Fee (\$12)		C.C.P. Art. 45.0511 (c-1)		1100-207-20-000-057-0-000	-
Indigent Defense Representation Fund		LGC 133.107/GC 102.023		1100-207-20-000-059-0-000	1,990.76
Moving Violation Fee (\$0.10)		C.C.P. Art. 102.022/GC		1100-207-20-000-061-0-000	75.74
Safety Seat Violation Fee (\$0.15)		TRC 545.412 (b-1)		1100-207-20-000-062-0-000	0.45
Failure to Appear (\$20)		TRC 706.006/TRC 706.007(d)(2)		1100-207-20-000-066-0-000	-
Electronic Filing Fee - Civil (\$10)		GC 101.1411/GC 51.351		1100-207-20-000-070-0-000	5,190.00
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102.015		1100-207-20-000-073-0-000	930.17
Texas Home Visiting Program Contribution (\$5)		HSC 191.004/LGC 118 018 c		1100-207-20-000-074-0-000	-
Judicial & Court Personnel Training Fund-Civil (\$5)	519	GC 51.971 (a)		1100-207-20-000-076-0-000	2,595.00
ARREST/WARRANT FEES: STATE					
D.P.S. (\$3, \$5, \$35, \$50)		C.C.P. Art. 102.011		1100-207-20-000-019-0-000	4,513.69
T.A.B.C. (\$3, \$5, \$35, \$50)				1100-207-20-000-020-0-000	-
P.K.W.L. (\$3, \$5, \$35, \$50)				1100-207-20-000-021-0-000	25.00
Texas Comptrollers Criminal Investigators				1100-207-20-000-060-0-000	-
ARREST/WARRANT/SERVICE FEES: COUNTY					
Sheriff Fees:		LGC 118.131			
Constable Fees:				1100-342-10-060-001-0-000	250.00
Precinct #1				1100-342-10-291-000-0-000	275.00
Precinct #2				1100-342-10-292-000-0-000	100,000.00
Precinct #3				1100-342-10-293-000-0-000	375.00
Precinct #4				1100-342-10-294-000-0-000	7,393.37
Precinct #5				1100-342-10-295-000-0-000	-
District Attorney Fees				1100-341-10-060-007-0-000	-
Tax Assessor Fraud Investigators				1100-342-10-060-002-0-000	-
School District Arrest Fee				1100-342-10-060-003-0-000	-
Fire Marshal Fee				1100-342-20-060-001-0-000	-
Due to Others					
Warrant Fees/Out of County Service Fees TO: Law Enforcement Agencies		C.C.P. Art. 102.311 a 2 A		1100-207-30-000-003-0-000	-
Refund - Overpayments				1100-202-00-000-013-0-000	10.30
Due to Others				1100-202-00-000-013-0-000	-
Restitution				1100-202-00-000-013-0-000	-
Failure to Appear- OmniBase (\$0)				1100-202-00-000-019-0-000	-
Delinquent Attorney Fee				1100-202-00-000-004-0-000	10,391.47
Justice Fees (Local Fees)					
Small Claims Court Filing Fee \$25				1100-341-10-060-001-0-000	25.00
Debt Claim Fee/Justice Court Filing Fee (\$5)					
Landlord & Tenant Eviction Filing Fee - \$10					
Transcript Fees \$50					
Abstract Fees \$5					
Writ Filing Fee \$5					
Issuing other Document \$5					
Certified Copies of Court Papers \$5					
Probable Cause Low Hearing Fee \$20					
Birth Certificates (\$22 each \$9.20 local)					
Death Certificates (\$20 each, each add 1 \$3)					
Preservation of Vital Statistics Fee (\$1 each)					
Jury Fees (Civil \$22, Criminal \$3)					

AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE
DATE: 4/25/2018

**Justice of the Peace Charlie Espinoza
Precinct 4, Place 1
Schedule of Bonds on Deposit**

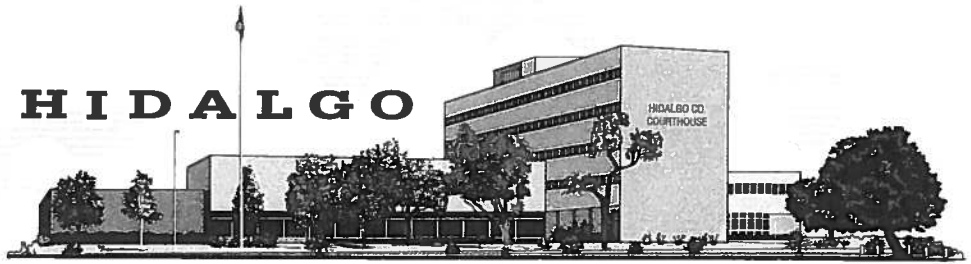
Year	Receipt Date	Receipt No.	Docket No.	Bond Amount
2013				
	5/3/2013		E12-09-880	400.00
2015				
	9/1/2015	JP41-2015-00734	-	3.00
	9/9/2015	JP41-2015-00859	TR15-0671-J41	155.00
	11/23/2015	JP41-2015-02494	TR15-1687-J41	155.00
2016				
	1/26/2016	JP41-2016-00733	-	200.00
	3/28/2016	JP41-2016-03636	TR16-1985-J41	155.00
			Total	<u>1,068.00</u>

Justice of the Peace Charlie Espinoza Schedule of Adjustments For the Month Ended April 30, 2018

Receipt Number	Case Number	Date	Disposition Date	Offense	Off date	CCC	CHS	CHSIP	CO	CRF	CSS	DD	DEL	DPS	DPSr	IDRF	JCTF	JSF	LTF	MMVF	SCOF	SJFC	SJFS	STF	SV50	TPDC	TPW	TPWF	TPWFr	UTFC	WARr	WFPREC41	TOTAL	
TPWF and County fine should be split 85% TPWF and 15% county.																																		
05940	0049-J41	4/24/2018	2/7/2017	no fishing		40	3	1	62.5	-	-	-	109.2	-	-	2	4	4	2	-	20	0.6	5.4	-	1	1	-	-	-	-	-	-	-	473.2
05110	E10.12	4/9/2018	6/1/2010	no hunters		40	3	1	52.45	-	-	-	88.5	-	-	2	4	4	2	-	20	0.6	5.4	-	-	-	5	155.55	-	-	-	-	-	383.5
05563	E11.12	4/16/2018	11/26/2011	improperly tagged deer		40	3	1	52.45	-	-	-	88.5	-	-	2	4	4	2	-	20	0.6	5.4	-	-	-	5	155.55	-	-	-	-	-	383.5
Based on offense date, CSS should NOT be assessed.																																		
04802	E12.01	4/17/2018	12/14/2011	safety seat		40	3	1	12.5	-	0.15	-	58.58	5	-	2	4	4	2	0.1	20	0.6	5.4	30	12.5	-	-	-	-	3	-	50	253.83	
Based on offense, CRF and county fine should be split 50% each.																																		
05225	J41	4/10/2018	3/12/2018	no safety belt, child		40	3	1	-	48	-	-	-	5	-	2	4	4	2	-	-	0.6	5.4	30	-	1	1	-	-	-	-	-	150	
05939	J41	4/24/2018	3/29/2018	no safety belt, child		40	3	1	-	3	-	-	-	5	-	2	4	4	2	-	-	0.6	5.4	30	-	1	1	-	-	-	-	-	105	
Based on delinquent disposition, CRF should NOT be assessed.																																		
05999	J41	4/7/2018	4/7/2018	no safety belt, child		40	3	1	-	25	-	-	-	5	-	2	4	4	2	-	-	0.6	5.4	30	-	1	1	-	-	-	-	-	152	
TPWF and County fine should be split 85% TPWF and 15% county. In addition, Delinquent was under assessed \$5.77.																																		
04616	J41	4/22/2018	9/3/2016	no hunters education		40	3	1	70	-	-	-	116.7	-	-	2	4	4	2	-	20	0.6	5.4	-	-	1	1	-	-	255	5	-	-	530.7
Delinquent was under assessed \$0.06. In addition, MVF should be assessed.																																		
05215	E10.04.94	4/10/2018	4/3/2010	no drivers license		40	3	1	66.27	-	-	-	60.9	5	-	2	4	4	2	-	20	0.6	5.4	-	-	-	-	-	-	-	50	264.17		
Delinquent was under assessed \$0.23.																																		
04971	J41	4/5/2018	5/25/2016	no drivers license		40	3	1	91.9	-	-	-	69	-	5	2	4	4	2	0.1	20	0.6	5.4	-	-	1	1	-	-	-	50	300		
Delinquent was under assessed \$0.03.																																		
05905	J41	4/24/2018	1/9/2017	no drivers license		40	3	1	0.13	-	-	-	36.63	-	5	2	4	4	2	0.1	20	0.6	5.4	30	-	1	1	-	-	-	-	-	3	158.86

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

June 25, 2018

The Honorable Homero A. Jasso
Hidalgo County Justice of the Peace Pct. 4, Pl. 2
224 N. 12th Ave.
Edinburg, Texas 78539

Re: *Monthly Fines and Fees Report* for April 2018

Dear Judge Jasso:

We have conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.

- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely received by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-out Reports* (Close-out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.

Conclusion:

Total collections for the month of April 2018 were \$83,794.64. Based on the results of our review, we concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 61 receipts issued in April 2018 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments (see Exhibit A); however, adjustments have not been completed. In addition, adjustments for the months of April 2015 (37), June 2015 (1), September 2015 (34), October 2015 (5), November 2015 (6), December 2015 (2), January 2016 (6), February 2016 (26), March 2016 (25), April 2016 (16), May 2016 (54), June 2016 (37), July 2016 (34), August 2016 (37), September 2016 (16), October 2016 (23), November 2016 (26), December 2016 (6), January 2017 (29), February 2017 (33), March 2017 (51), April 2017 (29), May 2017 (22), June 2017 (33), July 2017 (50), August 2017 (42), September 2017 (45), October 2017 (41), November 2017 (22), December 2017 (34), January 2018 (46), February 2018 (60), and March 2018 (69) are still pending to be completed. According to Court Coordinator, the Information Technology Department will be contacted for more training on completing adjustments.

There are numerous statutes that require Justices of the Peace to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval. In addition, the County Auditor's Office requires that adjustments be made within three days of notification.

The County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should contact the Information Technology Department to provide the training needed to complete the pending adjustments. In addition, management should ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.
- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.

HIDALGO COUNTY DISTRICT JUDGES

- Access for setting up offense codes with the proper fines, fees, and court costs in *Odyssey* should be limited to staff with adequate knowledge of the applicable allocation.
- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

Observation No. 2:

Copies of the Office of Court Administration’s “Official Justice of the Peace Monthly Reports” (OCA Reports) for the months of November 2013 through February 2014, June 2014 through July 2015, and September 2015 through April 2018 have not been filed with the County Auditor’s Office. In addition, incorrect copies of the OCA Reports for the months of April 2012 through June 2012, September 2012 through October 2013, March 2014 through May 2014, and August 2015 were filed with the County Auditor’s Office. According to the Justice of the Peace staff, properly completed OCA Reports cannot be generated from *Odyssey* due to data entry errors. Furthermore, the County Auditor’s Office has determined that the OCA Reports are incorrect due to failure by Justice of the Peace staff to enter the jail time activity and several pending adjustments into *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Local Government Code §112.002 (a) authorizes the county auditor to prescribe the system of accounting for the county. Local Government Code §112.002 (b) states that “the county auditor may adopt and enforce regulations, not inconsistent with law or with a rule adopted under Section 112.003, that the auditor considers necessary for the speedy and proper collecting, checking, and accounting of the revenues and other funds and fees that belong to the county or to a person for whom a district clerk, district attorney, county officer, or precinct officer has made a collection or for whose use or benefit the officer holds or has received funds.” Pursuant to Local Government Code §112.002 (a) and (b), the County Auditor requires the submittal of properly completed reports (i.e., *Monthly Report*, copy of the OCA Report, *Schedule of Receipts and Deposits* form, Cash Disbursement Journal, etc.) for checking and properly accounting of funds collected by the Justice of the Peace Offices.

Failure to ensure that properly completed OCA Reports are filed with the County Auditor's Office may result in improper reporting to the State.

Recommendation:

Management should ensure that a properly completed OCA Report is filed with the County Auditor’s Office within five days after the last day of each month. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 3:

We noted that 47 cash bonds posted by defendants who failed to appear before the Justice of the Peace have not been forfeited (liquidated) (see Exhibit B). The bonds do not contain an event entered in *Odyssey* regarding the reason the bond was not liquidated. According to the Justice of the Peace staff, the bonds were not forfeited due to technical complications with *Odyssey*. The assistance of the Information Technology Department has been requested; however, the problem has not been resolved.

Code of Criminal Procedure Article 45.044 (a)(2) states, “A justice or judge may enter a judgment of conviction and forfeit a cash bond posted by the defendant in satisfaction of the defendant’s fine and cost if the defendant fails to appear according to the terms of the defendant’s release.” Pursuant to the terms of the cash bond, the defendant must appear before the Justice of the Peace by the 10th workday following the date of their release from jail. If the defendant fails to appear, the Justice of the Peace may declare the cash bond forfeited, enter a judgment of guilty, assess a fine, and apply the cash bond to the payment of the imposed judgment.

Failure to ensure that bonds are liquidated in a timely manner may result in the misuse of County funds.

Recommendation:

Management should ensure that cash bonds are liquidated in a timely manner. In addition, the continued assistance from the Information Technology Department should be requested until the problem has been resolved.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 4:

We noted that collections for 4 of 21 days in April 2018 were deposited at the bank 2 to 4 days after collections were receipted. According to the Court Coordinator, the deposits were not made timely since the office was short-staffed.

Pursuant to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office, cash receipts must be deposited intact on a daily basis, unless the amount collected is less than \$100.00.

Failure to deposit collections on a daily basis increases the risk that loss or theft can occur.

Recommendation:

Management should develop and implement formal monitoring procedures to ensure that collections are deposited at the bank on a daily basis.

Observation No. 5:

We noted that 50 of 60 online credit card transactions were receipted 3 to 52 days after the date of transaction. Consequently, the applicable case dispositions were not recorded in *Odyssey* in a timely manner. According to the Court Coordinator, the credit card transactions were not receipted timely due to a change in staff. In an effort to receipt the credit cards timely a new staff member will be trained for receipting online credit cards.

The County Auditor's Office requires that all cash (i.e., cash, checks, credit card payments, etc.) received be promptly recorded and controlled using pre-numbered official County receipts. In addition, the case dispositions should be recorded in *Odyssey* upon receipt of payment.

Failure to ensure that credit card transactions are promptly receipted may result in the loss or misuse of County funds. In addition, failure to ensure that case dispositions are entered in a timely manner may result in the arrest of the defendant, in error.

Recommendation:

Management should ensure that credit card transactions are promptly receipted and case dispositions are entered in a timely manner.

Observation No. 6:

We noted that 4 of 14 Close-out Reports were submitted to the County Treasurer's Office 3 to 8 days after the bank deposit was made. According to the Court Coordinator, they did not have access to their e-mail account for several days.

The County Auditor's Office requires that the Close-out Report along with the bank validated deposit slip be submitted to the County Treasurer's Office on a daily basis. The County Treasurer's Office utilizes the Close-out Report, along with the bank validated deposit slip to timely receipt and account for the collections deposited to the County's General Fund bank account.

Failure to submit the daily Close-out Report along with the bank validated deposit slip prevents the County Treasurer's Office from recording the receipts into the accounting system on a timely basis and may increase the risk that an employee could misappropriate funds.

Recommendation:

Management should ensure that the Close-out Reports are submitted to the County Treasurer's Office on a daily basis.

Observation No. 7:

We noted that 14 of 21 Close-out Reports were missing the date the Justice of the Peace approved the reports. According to staff, the Close-out Reports were not dated due to an oversight.

Pursuant to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office, the County official and his/her designee must sign and date the Close-out Report under *Part III Acknowledgement and Approval* to document responsibility for reviewing and approving the Close-out Report. The date the Close-out Report is signed by the Justice of the Peace creates an audit trail needed to determine if the Close-

out Reports are timely reviewed and approved by the Justice of the Peace. The timely review of the Close-out report is important to ensure that discrepancies, if any, are discovered in a timely manner.

Failure to ensure that the Close-out Report is dated when signed by the Justice of the Peace will prevent the County Auditor's Office from verifying whether the Close-out Reports are being timely reviewed and approved by the Justice of the Peace.

Recommendation:

Management should ensure that the Close-out Reports are dated when signed by the Justice of the Peace.

Observation No. 8:

We noted that 6 of 14 mail logs did not contain the signature of the individual who is responsible for verifying that an official County receipt was issued for each mail-in payment. According to the Court Coordinator, it was an oversight and will make sure that mail logs contain the signature of the individual who is responsible for the verification.

Pursuant to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office, it is required that mail-in payments be listed on a daily mail log. The mail log should include the following information for each mail-in payment received: date received, the name of the payer, the amount of the remittance, the form of the remittance (e.g., cash or check), and, if applicable, the check number. An employee other than the cashier should verify that an official County receipt was issued for each mail-in payment. The employee conducting this verification must sign and date the mail log to document responsibility for the verification.

Failure to ensure that the signature of the employee who verified that an official County receipt was issued for each mail-in payment may increase the risk that payments could be lost or misappropriated without detection.

Recommendation:

Management should ensure that the signature of the individual who verifies that an official County receipt is issued for each mail-in payment is provided on the mail log. Please refer to the mail log section of the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for processing mail-in payments.

Observation No. 9:

We noted that 16 of 21 deposit slips did not contain the receipt sequence for which the deposit was being made on the face of the deposit slip. According to the Court Coordinator, the deposit slips did not contain the receipt sequence due to an oversight. New staff will be trained on this procedure.

Pursuant to the Cash Handling Guidelines, "Deposit slips must contain sufficient information to identify the cash receipts for which the deposit is being made. Deposit slips must include the date of deposit, receipt sequence, amount of currency and coins, a listing of checks numbers and amounts, and the total dollar amount of the deposit. If it is not possible to list all the checks collected, copies of the checks must be maintained and attached to the Close-Out Report." The information on the deposit slip creates an audit trail that assists in the review of the financial transactions.

Failure to ensure that the deposit slips contain the receipt sequence may increase the risk that discrepancies between receipts and deposits are not discovered in a timely manner.

Recommendation:

Management should ensure that deposit slips are properly prepared. Please refer to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for preparing deposit slips.

Observation No. 10:

We noted that for 23 cases that required an adjustment, the "appear by date" in *Odyssey* did not agree to the dates stated on the Peace Officer's citation. In addition, the disposition date (judgment date) was not entered in *Odyssey* for 26 cases that required an adjustment. Consequently, these discrepancies resulted in the cases not

being flagged for Scofflaw and/or the time payment fee being assessed and collected. According to the Court Coordinator, staff will be re-trained.

Transportation Code §502.010 allows the Tax Assessor-Collector to deny the registration of a vehicle if the Tax Assessor-Collector's Office receives information that an individual has outstanding fines over 90 days past due. In addition, on September 18, 2012, Commissioners Court approved the collection of a \$20.00 Scofflaw fee. Furthermore, pursuant to Local Government Code §133.103, a person convicted of an offense must pay a fee of \$25 if the person 1.) was convicted of a felony or misdemeanor; and (2) pays any part of a fine, court costs, or restitution on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, or restitution. The Justice of the Peace is required to enter the "appear by date" and the disposition date in *Odyssey* to facilitate the collection of statutory fees and denial of registration by the Tax Assessor-Collector.

Failure to properly enter the "appear by date" and disposition date in *Odyssey* may result in the loss of County funds. In addition, an individual with outstanding fines over 90 days past due will not be denied a vehicle registration. Furthermore, the County may be held liable to the State for failure to properly allocate and report fees and court costs.

Recommendation:

Management should implement formal monitoring procedures to ensure that the "appear by date" agrees to the dates stated on the Peace Officer's citation and the disposition date is entered in *Odyssey*.

Please provide written management responses to the observations noted above by June 25, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Araceli A. Guillen, Internal Auditor I at (956) 318-2511 ext. 4649, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures: *Monthly Report* and Exhibits

cc: Valde Guerra, County Executive Officer
Renán Ramirez, Information Technology Senior Manager

HIDALGO COUNTY DISTRICT JUDGES

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18**

Judge: Homero A. Jasso
Precinct No. 4 Place No. 2

City: EDINBURG, TX
Hidalgo County, Texas

PBC

Part I: RECAP OF AMOUNT PAYABLE TO THE COUNTY TREASURER

TOTAL CASH COLLECTED (Receipts #s) Jp42-2018-01673 ~~0~~ THRU Jp42-2018-02349 \$83,794.64 - X10-A ✓

LESS: COST ON DEPOSIT _____ - X7 ✓

ADD: COST ON DEPOSIT LIQUIDATED _____ - X7 ✓

AMOUNT OWED TO COUNTY (Should Match Amt in Part III)

Less: Total amount of remittances to County Treasurer (From Part II)
Total funds due to County Treasurer (Overtransfer Made to Co Treas.)

\$83,794.64
91,569.59 (A)
\$ +106,799.59
(17,774.95) X4-R
~~21,000.00~~
71

Part II: REMITTANCES MADE TO THE COUNTY TREASURER

DESCRIPTION	AMOUNT	COMMENT
Total Collections for the Month (See Schedule of Receipts & Deposits)	<u>\$83,794.64</u> 106,799.59 B1	
Add: Previous Month's Bond Overtransfer <u>Unliquidated Bonds</u> <u>Dec '13, May '16, through Aug. '16, Oct. '16</u>	<u>7,288.95</u> \$0.00 Ex B ✓	
Add: HCSO Monthly "D" Collections Report <u>April '15 "D" Coll.</u>	<u>219.00</u> \$0.00 Ex B ✓	
<u>June '15 "D" Coll.</u>	<u>267.00</u> Ex B ✓	
Total Remittances Made to County Treasurer	<u>91,569.59</u> (A) <u>\$ 71,000.00 106,799.59</u>	

PREPARED BY: [Signature]

DATE PREPARED: 5/3/2018

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

RECEIVED

HIDALGO COUNTY AUDITOR'S OFFICE APPROVED BY: [Signature] JUSTICE OF THE PEACE DATE: 06/05/2018

Justice of the Peace Homer Jasso
 Schedule of Adjustments
 For the Month Ended April 30, 2018

Receipt	Case #	Date	Description	Charge Offense	CCC	CHS	CHSIP	CMT	CO	CRF	CVU	DEL	DPS	DPSI	FA	IDRF	JCD	JCPT	JCTF	J5F	LTF	MVF	SCOF	SJFC	SJFS	SO	SOI	STF	TP	TPCO	TPDC	TPDS	TPST	UTFC	WARr	Received Amt			
CONST4																																							
WFPREC42																																							
IP03 09				NO LIABILITY																																			
JP42 2018 01757 882		4/3/18	9/16/03 INSURANCE ALLOW CHILD TO RIDE	17.00	3.00	0.50	275		15	119.70	5.00	5	0.5	2	4.00	2.00	20.00																				50	518.70	
JP42 2018 02345 199		4/30/18	1/26/01 SAFETY BELT NOT SECURED BY																																			7.05	
JP42 2018 01735 963		4/2/18	3/25/06 INSURANCE NO LIABILITY	40.00	3.00	1.00	275			122.40					4.00	4.00	2.00	20.00	0.60	3.40																	50	530.40	
Based on the disposition date, TP \$25 should not have been assessed.																																							
IP01 10				NO DRIVER'S LICENSE																																			
IP42 2018 01960 464		4/11/18	10/3/01 (WHEN UNLICENSED) NO DRIVER'S LICENSE	17.00	3.00	0.50			15		5.00	5	0.5	2	4.00	2.00	20.00																					50	149.00
IP42 2018 01770 0978 142		4/3/18	3/27/16 SPEED (M) MORE ABOVE POSTED	40.00	3.00	1.00	20.00			42.63	5.00	2.00	4.00	4.00	2.00	0.10	20.00	0.60	5.40																			209.73	
Please enter disposition date.																																							
IP42 2018 01938 765		4/10/18	6/9/03 (WHEN UNLICENSED) NO DRIVER'S LICENSE	17.00	3.00	0.50	26.00		15		5.00	5	0.5	2	4.00	2.00	20.00																					50	150.00
IP42 2018 02288 486		4/2/18	10/19/06 43 MPH/30 MPH PRIMA FACIE LIMIT	40.00	3.00	1.00	39.00			61.50	5.00				4.00	4.00	2.00	20.00	0.60	3.40																		50	266.50
IP42 2018 01819 0211 142		4/5/18	8/2/15 49 NOT SECURED BY UNLESS TALLER THAN FAIL TO MAINTAIN FINANCIAL	22.07	1.66	0.55							2.76	1.10	2.21	2.00	11.03	0.33	2.98																			50.00	
IP42 2018 02238 6331 142		4/14/18	11/8/17 RESPONSIBILITY (M) FINANCIAL	22.07	1.66	0.55							2.76	1.10	2.21	2.00	11.03	0.33	2.98																			50.00	
IP42 2018 01927 6384 142		4/9/18	11/15/17 RESPONSIBILITY (M) FINANCIAL	40.00	3.00	1.00							5.00	2.00	4.00	4.00	2.00	20.00	0.60	5.40																		89.00	
Based on number of payments IFT collect should have been \$4. Based on the disposition date, TP \$25 should have been assessed.																																							
IP42 2018 02109 228		4/19/18	7/3/05 71 MPH/55 MPH PRIMA FACIE LIMIT																																				283.40
Please correct the appear by date and disposition date. In addition, DEL was under assessed, should be \$66.60. Please call Auditor's office for instructions																																							
IP42 2018 02187 612		4/23/18	12/18/09 (WHEN UNLICENSED) NO DRIVER'S LICENSE	25.96	1.95	0.65							42.83	3.25	2.60	2.00	12.98	0.39	3.49																			100.00	
Please correct the appear by date. DEL has been under assessed, should be \$47.73. Please call Auditor's office for instructions																																							
IP42 2018 01816 060		4/5/18	7/11/13 LICENSE INVALID DRIVING WHILE																																			6.00	
DEL was over assessed, should be \$26.13. If approved by Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																							
IP42 2018 02251 051		4/24/18	11/18/13 LICENSE INVALID DRIVING WHILE	40.00	3.00	1.00							45.90	5.00	4.00	4.00	2.00	20.00	0.60	5.40																		133.00	
Based on disposition date, TP \$35 should have been assessed. In addition, based on offense type, MVF \$0.10 should have been assessed.																																							
IP42 2018 01860 206		4/6/18	4/9/13 (WHEN UNLICENSED) NO DRIVER'S LICENSE	40.00	3.00	1.00	66.00						5.00		4.00	4.00	2.00	20.00	0.60	5.40																		153.00	
Based on offense type, MVF \$0.10 should have been assessed.																																							
IP42 2018 02128 014		4/19/18	11/29/11 (WHEN UNLICENSED) NO DRIVER'S LICENSE	40.00	3.00	1.00	166						90.90		4.00	4.00	2.00	20.00	0.60	5.40																		50	399.90

X8

Justice of the Peace Homer Jasso
 Schedule of Adjustments
 For the Month Ended April 30, 2018

Receipt Cause #	Date	Off Date	Description	CCC	CHS	CHSP	CMIT	CO	CRF	CVJ	DEL	DPS	DPSr	FA	IDRF	KCD	JCTF	J5F	LTF	MVF	SCOF	SIFC	SIFS	SO	SDr	SIF	TP	TPCO	TPDC	TPDS	TPST	UTFC	WARr	Received Amt			
JP13 04	4/9/18	4/9/18	44 MPH/30 MPH	40.00	3.00	1.00	42.00				2.00	5.00			2.00	4.00	4.00	2.00	0.10	20.00	0.60	5.40			30.00								3.00	162.10			
DEL was over assessed, should be \$36.03. If approved by the Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																					
JP13 12	4/7/18	11/18/13	65 MPH/55 MPH	40.00	3.00	1.00	45.03	5.00		2.00	4.00	4.00	2.00	0.10	20.00	0.60	5.40								30.00								3.00	165.13			
DEL was over assessed, should be \$54.33. Please call Auditor's office for instructions																																					
JP15 06	4/5/18	5/26/15	INSURANCE				13.00																											13.00			
Please correct the appear by date. Based on the date of the first payment, TP \$25 should have been assessed. Please enter disposition date, DEL was under assessed, should be \$70.50. Please call Auditor's office for instructions:																																					
JP42 2018 01820 257	4/5/18	5/26/15	VEHICLE INSPECTION				13.00																												13.00		
Please correct the appear by date and disposition date. DEL was under assessed, should be \$92.73. Please call Auditor's office for instructions																																					
JP42 2018 02004 049	4/16/18	1/23/15	(WHEN UNLICENSED)	12.35	0.93	0.31	166	28.27	1.54	0.62	1.24	4.00	0.03	6.18	0.18	1.67																		0.31	0.31	240.63	
Please correct the appear by date. Based on the date of the first payment, TP \$25 should have been assessed. Please enter disposition date, DEL was under assessed, should be \$54.33. Please call Auditor's office for instructions:																																					
JP42 2018 02008 049	4/13/18	1/23/15	(WHEN UNLICENSED)	14.00	1.05	0.35		32.03	1.75	0.70	1.40	1.40	0.04	7.00	0.20	1.89																		0.35	0.35	80.00	
Please correct the appear by date. Please enter disposition date, DEL was under assessed, should be \$92.70. Please call Auditor's office for instructions																																					
JP42 2018 02014 042	4/11/18	7/21/15	NOT CDL	25.90	1.94	0.65		59.24	3.24	1.28	2.59	2.00	0.06	12.95	0.39	3.50																		0.65	0.65	150.00	
Please correct the appear by date. Please enter disposition date, DEL was under assessed, should be \$92.70. Please call Auditor's office for instructions																																					
JP42 2018 01836 011	4/9/18	6/4/15	ALCOHOL DRIVER	40.00	3.00	1.00	200			2.00	4.00	4.00	2.00	20.00	0.60	5.40																		1.00	1.00	440.83	
Please correct the appear by date. Please enter disposition date, DEL was under assessed, should be \$51.63. If approved by the Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																					
JP42 2018 01895 3524 142	4/9/18	6/13/17	Plate (R)	40.00	3.00	1.00	52.90			2.00	4.00	4.00	2.00	20.00	0.60	5.40																		1.00	1.00	141.90	
Please correct the appear by date and enter disposition date. TP \$25 should have been assessed. In addition, DEL was over assessed, should be \$51.63. If approved by the Justice of the Peace, amount should be refunded. If not, please call the Auditor's office for instructions																																					
JP42 2018 01871 472	4/6/18	4/4/15	TURN INDICATOR	40.00	3.00	1.00		111.63		2.00	4.00	4.00	2.00	20.00	0.60	5.40																			1.00	1.00	283.73
Please correct the appear by date, based on the citation appear by date, SCOF \$20 should have been assessed. Based on the first payment date, TP \$25 should have been assessed. In addition, please correct disposition date																																					
Minor Possesses																																					
JP42 2018 01799 0213 142	4/4/18	11/25/17	Misdemeanor				52.00																													52.00	
Based on the first payment date, TP \$25 should have been assessed.																																					
JP42 2018 02020 0029 142	4/16/18	4/1/18	Vehicle Passenger	11.34	0.85	0.28	31.00			1.42	0.59	1.13	1.13		0.17	1.53																			0.28	0.28	50.00
Please correct the appear by date, based on the citation appear by date, SCOF \$20 should have been assessed. Based on the first payment date, TP \$25 should have been assessed. In addition, please correct disposition date																																					
JP42 2018 01894 0029 142	4/9/18	4/1/18	Vehicle Passenger	28.66	2.15	0.72		3.58	1.41	2.87	2.87	2.00		0.43	3.87																				0.72	0.72	50.00
Please correct the appear by date, based on the citation appear by date, SCOF \$20 should have been assessed. Based on the first payment date, TP \$25 should have been assessed. In addition, please correct disposition date																																					
JP42 2018 02006 0029 142	4/23/18	4/1/18	Vehicle Passenger				50.00																													50.00	
Please correct the appear by date, based on the citation appear by date, SCOF \$20 should have been assessed. Based on the first payment date, TP \$25 should have been assessed. In addition, please correct disposition date																																					
JP42 2018 02315 0029 142	4/7/18	4/1/18	Vehicle Passenger				50.00																													50.00	

VSR-A

Justice of the Peace Homer Jasso
Schedule of Adjustments
For the Month Ended April 30, 2018

Receipt	Case #	Date	Description	CCC	CHS	CHSP	CMIT	CO	CRF	CVCY	DEL	DPS	DPSr	FA	IDRF	JCD	JCTF	J5F	LTF	MVF	SCOF	SJFC	SIFS	SD	SO	STF	TP	TPCO	TPDC	TPDS	TPST	UTFC	WARr	Received Amt		
Please correct the appear by date, in addition based on the first payment date, TP \$25 should have been assessed. Please correct disposition date, DEL was under assessed, should be \$82.00. Please call Auditor's office for instructions																																				
Fail to Maintain																																				
TR16	JP42	2018	02/02	1845	142	4/16/18	5/21/16	(#)	31.80											0.44	0.44				0.55										50.00	
Financial Responsibility																																				
TR16	JP42	2018	01/69	1845	142	4/27/18	5/21/16	(#)												1.20	1.20				1.51										50.00	
Financial Responsibility																																				
TR16	JP42	2018	02/32	1845	142	4/30/18	5/21/16	(#)	50.00																										50.00	
DEL was under assessed, should be \$27.30. Please call Auditor's office for instructions																																				
FAIL TO MAINTAIN																																				
TR16	JP42	2018	02/10	37/1	142	4/18/18	10/26/16	RESPONSIBILITY (#)												0.16	0.16	2.00			0.81	0.02	0.22								6.60	
FINANCIAL																																				
Based on disposition date, TP \$25 should have been assessed. In addition DEL was under assessed, should be \$81.60. Please call Auditor's office for instructions																																				
TR16	JP42	2018	02/26	4453	142	4/25/18	12/12/16	(#)																											100.00	
Financial Responsibility																																				
Based on appear by date, SCOF \$20 should have been assessed.																																				
TR17	JP42	2018	01/90	3481	142	4/9/18	6/15/17	License Plate Display/Obtain Wrong												4.00	4.00	2.00			0.60	5.40									169.00	
FAIL TO MAINTAIN																																				
TR17	JP42	2018	01/82	5186	142	4/5/18	8/19/17	RESPONSIBILITY (#)												4.00	4.00	2.00			0.60	5.40									244.00	
FINANCIAL																																				
Please correct the appear by date, Please enter disposition date, in addition, based on the first payment date, TP \$25 should have been assessed																																				
TR17	JP42	2018	02/36	4073	142	4/10/18	7/18/17	RESPONSIBILITY (#)												1.79	1.79	2.00			8.97	0.27	2.42								90.00	
FINANCIAL																																				
Local Government Code Chapter 133 Sec. 133.103 Time Payment Fee. (a) A person convicted of an offense shall pay, in addition to all other costs, a fee of \$25 if the person: (1) has been convicted of a felony or misdemeanor; and (2) pays any part of a fine, court costs, or restitution on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, or restitution. TP \$25 should have been assessed																																				
TR17	JP42	2018	02/10	4357	142	4/19/18	7/14/17	RESPONSIBILITY (#)												1.79	1.79	2.00			8.97	0.27	2.42								41.00	
FINANCIAL																																				
Please correct the appear by date, Based on the first payment date, TP \$25 should have been assessed. In addition, please enter disposition date																																				
TR17	JP42	2018	01/25	4768	142	4/17/18	8/12/17	RESPONSIBILITY (#)																											50.00	
FINANCIAL																																				
Please correct the appear by date and disposition date, Based on the number of payments, LTF should have been a total of \$10. In addition, based on the first payment date, TP \$25 should have been assessed																																				
TR17	JP42	2018	02/69	6436	142	4/16/18	11/4/17	Vaccinate Dog or Cat																												95.00
Failure Refuse to																																				
Please correct the appear by date and disposition date, Based on the citation appear by date, SCOF \$20 should have been assessed. In addition, based on the first payment date, TP \$25 should have been assessed																																				
TR17	JP42	2018	01/94	6394	142	4/12/18	11/13/17	RESPONSIBILITY (#)																												37.00
FINANCIAL																																				
Please correct the appear by date, and enter correct disposition date: Based on first payment date, TP \$25 should have been assessed. DEL was under assessed, should be \$54.90. Please call Auditor's office for instructions!																																				
TR17	JP42	2018	02/10	0313	142	4/13/18	1/19/17	TRAFFIC SIGNAL												1.03	1.03				0.02	5.17	0.18	1.40								50.00
DIVERSIFIED RED LIGHT																																				
DEL was under assessed, should be \$46.50. Please call Auditor's office for instructions																																				
TR17	JP42	2018	01/95	0706	142	4/11/18	2/20/17	NOT CDL												4.00	4.00	2.00			0.60	5.40									161.00	
NO DRIVER LICENSE WHEN UNLICENSED																																				

Justice of the Peace Homer Jasso
 Schedule of Adjustments
 For the Month Ended April 30, 2018

Receipt	Cause #	Date	Off Description	CCC	CHS	CHSJF	CMIT	CO	CRF	CVCJ	DEL	DPS	DP5r	FA	IDRF	JCD	JCTF	JSF	LTF	MVF	SCOF	SJFC	SJFS	SO	SOF	STF	TP	TPCO	TPDC	TPDS	TPST	UTTC	WARr	WPREC42	Received Amt	
DEL was under assessed, should be \$47.70. Please call Auditor's office for instructions. In addition, based on the first payment date, TP \$25 should have been assessed.	IR17	4/19/18	3/10/17 NOT CDL	24.34	1.82	0.61	0.40				24.63	3.04	1.22		2.43	2.43	2.00	0.06	12.16	0.36	3.28															
DEL was over assessed, should be 26.73. If approved by the Justice of the Peace, amounts should be refunded. If not, please call the Auditor's office for instructions.	IR17	4/19/18	3/30/17 NOT CDL	40.00	3.00	1.00					46.50	5.00	2.00		4.00	4.00	2.00	0.10	20.00	0.60	5.40															80.00
DEL was under assessed, should be \$47.10. Please call Auditor's office for instructions. Based on first payment date, TP \$25 should have been assessed.	IR1b	4/10/18	2/9/16 CDL(H)	10.66	0.80	0.27	65.90				12.39	1.33	0.53		1.07	1.05	2.00	0.03	5.33	0.16	1.44															103.50
DEL was over assessed, should be \$36.60. If approved by the Justice of the Peace, amounts should be refunded. If not, please call Auditor's office for instructions.	IR17	4/4/18	3/30/17 (12-3-85) (H)	40.00	3.00	1.00					51.60	5.00	2.00		4.00	4.00	2.00	2.00	20.00	0.60	5.40															173.60
DEL was under assessed, should be \$66.60. Please call Auditor's office for instructions.	IR17	4/3/18	3/10/17 SECURED BY SAFETY	40.00	3.00	1.00	100				60.60	5.00	2.00		4.00	4.00	2.00	2.00	20.00	0.60	5.40															282.60
DEL was under assessed, should be \$104.00. Please call Auditor's office for instructions.	IR17	4/2/18	2/12/17 Secured by m Pass VEH	20.80	1.56	0.52	25.00				25.00				1.04					0.31	2.83	2.60														104.00
DEL was under assessed, should be \$117.70. Please call Auditor's office for instructions.	IR17	4/3/18	5/16/17 Not Secured	33.25	2.49	0.83					12.5				4.16					0.31	2.83	2.60														117.70
DEL was under assessed, should be \$172.00. Please call Auditor's office for instructions.	IR17	4/10/18	7/16/17 4'9" NOT SECURED BY UNLESS TALLER THAN	40.00	3.00	1.00	25.00				25.00				5.00					0.31	2.83	2.60														172.00
DEL was under assessed, should be \$47.10. Please call Auditor's office for instructions.	IR17	4/1/18	8/12/17 4'9" NOT SECURED BY UNLESS TALLER THAN	0.87	0.06	0.02	12.50				12.5				0.10					0.01	0.11	0.63														47.10
DEL was under assessed, should be \$291.20. Please call Auditor's office for instructions.	IR1b	4/5/18	1/10/16 PANAPHERNALIA				5				67.20									20.00																291.20
DEL was under assessed, should be \$133.00. Please call Auditor's office for instructions.	IR18	4/3/18	1/21/18 speed limit	40.00	3.00	1.00	30.00				5.00				2.00					0.60	5.40															133.00
DEL was under assessed, should be \$132.40. Please call Auditor's office for instructions.	IR18	4/2/18	3/10/18 speed limit	40.00	3.00	1.00	30.00				5.00				2.00					0.60	5.40															132.40

Justice of the Peace Homero A. Jasso
Precinct 4, Place 2
Schedule of Bonds on Deposit
As of April 30, 2018

Year	No.	Receipt Date	Receipt No.	Docket No.	Bond Amount
2013					
	1	12/4/2013	24161J42	JP13-04-171	350.00
2015					
	2	5/12/2015	28871J42	JP15-05-201	129.00
	3	5/12/2015	28870J42	JP15-05-202	135.10
	4	6/16/2015	29255J42	JP15-01-491	297.35
	5	6/16/2015	29256J42	JP15-01-490	305.10
	6	6/19/2015	29300J42	JP15-06-315	167.00
	7	6/25/2015	29349J42	JP08-06-383	283.00
	8	7/13/2015	29518J42	JP15-07-278	129.00
	9	7/13/2015	29519J42	JP15-07-279	127.00
	10	7/13/2015	29520J42	JP15-07-280	167.00
	11	7/24/2015	29623J42	JP15-07-435	167.00
	12	7/24/2015	29624J42	JP15-07-434	167.00
	13	7/24/2015	29625J42	JP15-07-433	168.00
	14	9/21/2015	JP42-2015-00509	-	100.00
	15	10/9/2015	JP42-2015-00673		167.00
	16	11/13/2015	JP42-2015-00987	CRNT15-0017-J42	0.10
	17	11/13/2015	JP42-2015-00989		155.00
	18	11/13/2015	JP42-2015-00990	CRNT15-0019-J42	33.10
	19	12/17/2015	JP42-2015-01310	-	283.00
	20	12/17/2015	JP42-2015-01295	-	127.00
	21	1/25/2016	JP42-2016-00255	CRNT16-0006-J42	153.00
2016					
	22	1/25/2016	JP42-2016-00260	CRNT16-0010-J42	153.00
	23	1/25/2016	JP42-2016-00279	TR16-0192-J42	153.00
	24	2/1/2016	JP42-2016-00362	JP05-02-976	327.00
	25	2/9/2016	JP42-2016-00480	-	79.00
	26	2/26/2016	JP42-2016-00810	CRNT16-0035-J42	153.00
	27	3/1/2016	JP42-2016-00846	-	179.00
	28	3/7/2016	JP42-2016-00965	JP15-07-111	172.00
	29	3/14/2016	JP42-2016-01071	-	179.00
	30	4/18/2016	JP42-2016-01618	TR16-1348-J42	32.10
	31	5/4/2016	JP42-2016-01860	TR16-1492-J42	450.00
	32	5/5/2016	JP42-2016-01883	CRNT16-0030-J42	78.00
	33	6/24/2016	JP42-2016-02498	JP15-04-226	5.10
	34	6/30/2016	JP42-2016-02567		50.00
	35	6/30/2016	JP42-2016-02568	TR16-2308-J42	50.00
	36	6/30/2016	JP42-2016-02570	TR16-2278-J42	50.00
	37	7/6/2016	JP42-2016-02643	JP15-07-399	138.10
	38	7/6/2016	JP42-2016-02644	JP15-07-398	105.10

39	7/6/2016	JP42-2016-02647	JP15-03-440	5.00
40	7/11/2016	JP42-2016-02697	JP14-08-283	100.00
41	7/19/2016	JP42-2016-02779	JP09-10-723	93.90
42	7/19/2016	JP42-2016-02781	JP09-10-724	119.90
43	7/29/2016	JP42-2016-02900		299.00
44	8/26/2016	JP42-2016-03191	CRNT16-0166-J42	129.00
45	10/20/2016	JP42-2016-03603	JP08-12-833	283.00
46	10/21/2016	JP42-2016-03609	CRNT16-0181-J42	129.00
2017				
47	6/20/2017	JP42-2017-02537	CRNT17-0109-J42	167.00
			Sub-Total	<u>\$ 7,288.95</u>
			April 2015 jail payments	219.00
			June 2015 jail payments	267.00
			Total	<u><u>\$ 7,774.95</u></u>

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

June 4, 2018

The Honorable Jason Peña
Hidalgo County Justice of the Peace Pct. 5, Pl. 1
P.O. Box 238
Elsa, Texas 78543

Ref: *Monthly Fines and Fees Report* for April 2018

Dear Judge Peña:

We have conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of April 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of April 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.
- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH 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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely received by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-Out Reports* (Close-Out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-Out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.

Conclusion:

Total collections for the month of April 2018 were \$3,828.80. Based on the results of our review, we have concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observation.

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.

Observation No. 1:

We noted that collections for 9 of 19 days were deposited at the bank 2 to 3 days after collections were receipted. According to the Court Coordinator, the deposits were late due to heavy workload and limited staff. Two staff members were out 3 and 5 days, respectively, throughout the month.

Pursuant to the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office, cash receipts must be deposited intact on a daily basis, unless the amount collected is less than \$100.00.

Failure to deposit collections at the bank on a daily basis increases the risk that loss or theft can occur.


Recommendation:

Management should ensure that collections are deposited at the bank on a daily basis.

Please provide a written management response to the observation noted above by June 20, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observation, please contact Edgar Alan Escobedo, Internal Auditor I, at 318-2511 ext. 4655, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: April-18**

Judge: JASON PEÑA
Precinct No. 5 Place No. 1

PBC

City: ELSA, TX
Hidalgo County, Texas

Part III SUMMARY OF COLLECTIONS PAYABLE TO THE COUNTY TREASURER

PAGE 2 OF 2

Name of Fine, Fee, Court Cost	# Issued/ Filed	Statute Reference	Detail of Amt Collected	GL Acct No	Amt. Collected
FINES:					
County Fines (Local Fine)		LGC 113.004, PC 12.23		1200-351-10-069-000-0-000	\$ 675.40
Texas Parks & Wildlife 85% Fine (State Fine)		TPWC 12.107		1100-207-20-000-012-0-000	214.20
No Safety Belt 50% Fine (State Fine)		TRC 545.412, 545.413 (j)		1100-207-20-000-028-0-000	-
Gross Weight 50% Fine (State Fine)		TRC Sec 621.506 (g)		1100-207-20-000-013-0-000	-
School District 50% Fines		Educ. Code § 25.093 (d) 1 (A)		1100-207-30-000-012-0-000	-
LOCAL COURT COSTS AND FEES:					
Courthouse Security Adm. Fee (\$3)		C.C.P. Art. 102.017 (b)		1241-341-10-060-001-0-000	48.00
Courthouse Security Fund JP (\$1)		C.C.P. Art. 102.017		1245-341-10-069-000-0-000	16.00
Justice Court Technology Fund (\$4)		C.C.P. Art. 102.0173		1242-341-10-060-000-0-000	64.00
Time Payment - @40% OF \$25.00 (\$10.00)		LGC 133.103 (d)		1100-341-10-060-001-0-000	-
Time Payment - @ 10% of \$25.00 (\$2.50)		LGC 133.103 (e)		1100-341-10-060-002-0-000	-
Administrative Local Transaction Fee (\$2)		C.C.P. Art. 102.072		1100-341-10-060-003-0-000	34.00
Motor Vehicle Adm. Fee (\$10-\$20) (Minimum Fee for Exp. DL, Exp Insp Cert, Exp MV Reg.)		TRC Sec 548.605, 521.026, 502.407		1100-341-10-060-004-0-000	20.00
Special Fees					
Deferred Disposition		C.C.P. Art. 45.051		1100-341-10-069-000-0-000	-
Administrative Fee - "Drivers Safety Course" (\$10)		C.C.P. Art. 45.051(f)		-	-
Support of Judiciary Fund (\$ 60)		LGC 133.105		1100-341-10-060-009-0-000	9.60
Traffic Fee (\$3)		T.R.C. 542.403		1100-341-10-069-000-0-000	24.00
Child Safety (\$20-\$25)		C.C.P. Art. 102.014 (e)		1100-341-10-060-011-0-000	25.00
Failure to Appear (\$4)		TRC 706.006/TRC 706.007(d)(2)		1100-341-10-060-012-0-000	-
Scofflaw Fee (\$20)		TRC 502.010(a)		1100-341-10-140-049-0-000	-
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102.015		1100-341-10-060-013-0-000	16.00
STATE COURT COSTS AND FEES:					
Criminal Justice Planning Fund C.C.P. (\$5)		C.C.P. Art. 102.051		1100-207-20-000-003-0-000	-
State General Revenue Fund (\$2.50)		C.C.P. Art. 102.015		1100-207-20-000-010-0-000	-
Law Enforcement Education Fund (\$1, \$1.50, \$3.50)		Govt. Code Sec. 415.082		1100-207-20-000-011-0-000	-
Operators and Chauffeurs License Fund (\$75)		T.R.C. 601.192		1100-207-20-000-031-0-000	-
Time Payment - @50% OF \$25.00 (\$12.50)		LGC 133.103 (b)		1100-207-20-000-005-0-000	-
Juvenile Crime and Delinquency Fund (\$25, \$50)		C.C.P. Art. 102.075(m)		1100-207-20-000-007-0-000	-
Comprehensive Rehabilitation Fund (\$5)		C.C.P. Art. 102.082		1100-207-20-000-008-0-000	-
Fugitive Apprehension Fund (\$5)		C.C.P. Art. 102.019 (a) 2		1100-207-20-000-009-0-000	-
Consolidated Court Costs Fund (\$17)		CCP 102.075 (a) 3/ LGC 133.102		1100-207-20-000-015-0-000	640.00
Compensation Victims Of Crime Fund (\$3, \$5, \$15, \$35)		C.C.P. Art. 56.35 (2) & (3)		1100-207-20-000-017-0-000	-
Judicial & Court Personnel Training Fund (\$1, \$2)		Govt. Code Sec. 56.001 (b)		1100-207-20-000-027-0-000	-
Correctional Management Institute of Texas Fund (\$50)		CCP Art. 102.075		1100-207-20-000-029-0-000	-
Indigent legal Services Fee-JP (\$6)	18	Govt. Code Sec. 101.141(2) (B)		1100-207-20-000-004-0-000	108.00
State Traffic Fee- Subtitle C (\$30)		TRC Sec 542.4031		1100-207-20-000-035-0-000	240.00
Jury Service Fee (\$4)		C.C.P. Art. 102.0045		1100-207-20-000-053-0-000	64.00
Support of Judiciary Fund (\$5.40)		LGC 133.105		1100-207-20-000-054-0-000	86.40
Birth Certificate Fee (\$1.80)		HSC 191.022(f)		1100-207-20-000-039-0-000	-
Defensive Driving Record Fee (\$12)		C.C.P. Art. 45.0511 (e-1)		1100-207-20-000-057-0-000	-
Indigent Defense Representation Fund		LGC 133.107/GC 102.023		1100-207-20-000-059-0-000	32.00
Moving Violation Fee (\$0.10)		C.C.P. Art. 102.022/GC		1100-207-20-000-061-0-000	1.20
Safety Seat Violation Fee (\$0.15)		TRC 545.412 (b-1)		1100-207-20-000-062-0-000	-
Failure to Appear (\$20)		TRC 706.006/TRC 706.007(d)(2)		1100-207-20-000-066-0-000	-
Electronic Filing Fee - Civil (\$10)		GC 101.141/GC 51.851		1100-207-20-000-070-0-000	180.00
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102.015		1100-207-20-000-073-0-000	16.00
Texas Home Visiting Program Contribution (\$5)		HSC 191.0048/GC 118.018 (e)		1100-207-20-000-074-0-000	-
Judicial & Court Personnel Training Fund-Civil (\$5)	18	GC 51.971 (a)		1100-207-20-000-076-0-000	90.00
ARREST /WARRANT FEES: STATE					
D.P.S (\$3, \$5, \$35, \$50)		C.C.P. Art. 102.011		1100-207-20-000-019-0-000	50.00
T.A.B.C. (\$3, \$5, \$35, \$50)				1100-207-20-000-020-0-000	-
P.K.W.L. (\$3, \$5, \$35, \$50)				1100-207-20-000-021-0-000	20.00
Texas Comptrollers Criminal Investigators				1100-207-20-000-060-0-000	-
ARREST /WARRANT/SERVICE FEES: COUNTY					
Sheriff Fees:		LGC 118.131		1100-342-10-060-001-0-000	5.00
Constable Fees:					
Precinct #1				1100-342-10-291-000-0-000	-
Precinct #2				1100-342-10-292-000-0-000	-
Precinct #3				1100-342-10-293-000-0-000	-
Precinct #4				1100-342-10-294-000-0-000	-
Precinct #5				1100-342-10-295-000-0-000	680.00
District Attorney Fees				1100-341-10-060-007-0-000	-
Tax Assessor Fraud Investigators				1100-342-10-060-002-0-000	-
School District Arrest Fee				1100-342-10-060-003-0-000	-
Fire Marshal Fee				1100-342-20-060-001-0-000	-
Due to Others					
Warrant Fees/Out of County Service Fees DIO- Law Enforcement Agencies		C.C.P. Art. 102.011 (a) 2 (A)		1100-207-30-000-003-0-000	-
Refund - Overpayments				1100-202-00-000-015-0-000	-
Restitution				1100-202-00-000-015-0-000	-
Failure to Appear- OmniBase (\$6)		TRC 706.006/TRC 706.007(d)(2)		1100-202-00-000-019-0-000	-
Delinquent Attorney Fee		C.C.P. Art. 103.0031 (b)		1100-202-00-000-004-0-000	-
Justice Fees (Local Fees)				1100-341-10-060-001-0-000	470.00
Small Claims Court Filing Fee (\$23)		LGC 118.121, 118.122	275.00		
Debt Claim Fee (Justice Court Filing Fee) (\$25)		LGC 118.121, 118.122	-		
Landlord & Tenant Eviction Filing Fee (Forecible Entry & Detainer Court) (\$25)		LGC 118.121, 118.122	175.00		
Transcript Fees (\$10)		LGC 118.121, 118.123 (b)	-		
Abstract Fees (\$5)		LGC 118.121, 118.123 (c)	5.00		
Writ Filing Fee (\$5)		LGC 118.121, 118.123 (d)	15.00		
Issuing other Document (\$1 1st pg, .25 for each add'l pg)		LGC 118.121, 118.123 (e)	-		
Certified Copies of Court Papers (\$2 1st pg, .25 for each add'l pg)		LGC 118.121	-		
Probable Cause Tow Hearing Fee (\$20)		LGC 101.141(a)(4)	-		
Birth Certificates (\$22 each \$9.20 local)		HSC 191.0045 (3)(d)		1100-341-10-060-001-0-000	-
Death Certificates (\$20 each, each add'l \$3)		HSC 191.0045 (3)(d)		1100-341-10-060-001-0-000	-
Preservation of Vital Statistics Fee (\$1 each)		HSC Sec 191.0045 (h)		1100-341-10-060-008-0-000	-
Jury Fees (Civil \$22, Criminal \$3)		Rules of Civil Proc., Rule 504 (b)(4) CCP 102.004		1100-341-10-060-006-0-000	-
TOTAL AMOUNT DUE TO THE COUNTY TREASURER:					\$ 3,828.80

AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE

DATE: 5/29/2018
47573V18

X1, X2

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

July 3, 2018

The Honorable Gilberto Saenz
Hidalgo County Justice of the Peace Pct. 1, Pl. 1
1902 Joe Stephens, Suite 301
Weslaco, Texas 78596

Re: *Monthly Fines and Fees Report* for May 2018

Dear Judge Saenz:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of May 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of May 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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 L. LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.
- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely received by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-out Reports* (Close-out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.
- Reviewed *Scofflaw Release Forms* that were returned by the defendant to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Total collections for the month of May 2018 were \$78,338.85. Based on the results of our review, we concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 91 receipts contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments (see Exhibit A); however, adjustments have not been completed. In addition, adjustments for the months of January 2015 (1), February 2015 (4), March 2015 (114), April 2015 (51), May 2015 (1), July 2015 (47), August 2015 (14), September 2015 (18), October 2015 (4), November 2015 (4), December 2015 (1), February 2016 (2), May 2016 (2), June 2016 (2), July 2016 (1), September 2016 (4), October 2016 (3), December 2016 (3), March 2017 (1), April 2017 (9), May 2017 (2), June 2017 (9), July 2017 (8), August 2017 (8), September 2017 (13), October 2017 (12), November 2017 (3), December 2017 (1), January 2018 (26), February 2018 (33), March 2018 (36), and April 2018 (9) are still pending to be completed. According to the Court Coordinator, staff does not consistently verify that fines, fees, and court costs have been properly assessed prior to issuing receipts. In addition, due to a heavy workload, limited number of staff, and technical difficulties with *Odyssey*, the adjustments cannot be completed in a timely manner.

There are numerous statutes that require Justices of the Peace to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval. In addition, the County Auditor's Office requires that adjustments be made within three days of notification.

Failure to ensure that fines, fees, and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should ensure that the pending adjustments are completed. In addition, management should ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.
- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.
- Access for setting up offense codes with the proper fines, fees, and court costs in *Odyssey* should be limited to staff with adequate knowledge of the applicable allocation.

HIDALGO COUNTY DISTRICT JUDGES

- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

Observation No. 2:

Properly completed copies of the May 2013 and August 2013 through May 2018 Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) have not been filed with the County Auditor's Office. According to the Justice of the Peace staff, properly completed OCA Reports cannot be generated from *Odyssey* due to data entry errors. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Local Government Code §112.002 (a) authorizes the county auditor to prescribe the system of accounting for the county. Local Government Code §112.002 (b) states that "the county auditor may adopt and enforce regulations, not inconsistent with law or with a rule adopted under Section 112.003, that the auditor considers necessary for the speedy and proper collecting, checking, and accounting of the revenues and other funds and fees that belong to the county or to a person for whom a district clerk, district attorney, county officer, or precinct officer has made a collection or for whose use or benefit the officer holds or has received funds." Pursuant to Local Government Code §112.002 (a) and (b), the County Auditor requires the submittal of properly completed reports (i.e., *Monthly Report*, copy of the OCA Report, *Schedule of Receipts and Deposits* form, Cash Disbursement Journal, etc.) for checking and properly accounting of funds collected by the Justice of the Peace Offices.

Failure to ensure that properly completed OCA Reports are filed with the County Auditor's Office may result in improper reporting to the State.

Recommendation:

Management should ensure that a properly completed OCA Report is filed with the County Auditor's Office within five days after the last day of each month. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 3:

We noted that 2 cash bonds posted by defendants who failed to appear before the Justice of the Peace were not forfeited (liquidated) by the 10th workday following the date of their release from jail. The bonds were received on May 24, 2016 (1) and June 27, 2016 (1) (see Exhibit B). The bond received on June 27, 2016 has not been forfeited, as of today. In addition, according to staff, the bond received on May 24, 2016 cannot be forfeited due to technical complications with *Odyssey*. The assistance of the Information Technology Department has been requested; however, the problem has not been resolved.

Code of Criminal Procedure Article 45.044 (a)(2) states, "A justice or judge may enter a judgment of conviction and forfeit a cash bond posted by the defendant in satisfaction of the defendant's fine and cost if the defendant fails to appear according to the terms of the defendant's release." Pursuant to the terms of the cash bond, the defendant must appear before the Justice of the Peace by the 10th workday following the date of their release from jail. If the defendant fails to appear, the Justice of the Peace may declare the cash bond forfeited, enter a judgment of guilty, assess a fine, and apply the cash bond to the payment of the imposed judgment.

Failure to ensure that bonds are liquidated in a timely manner may result in the misuse of County funds.

Recommendation:

Management should ensure that cash bonds are liquidated in a timely manner. In addition, the continued assistance from the Information Technology Department should be requested until the problem has been resolved.

Observation No. 4:

We noted that the May 2018 *Monthly Report* was submitted to the County Auditor's Office 10 days after the fifth day following the end of the month. According to the Court Coordinator, the *Monthly Report* was submitted late due to heavy workload.

Local Government Code §114.001 (b) states, "A monthly report must be filed within five days after the last day of each month." Timely submittal of the *Monthly Report* helps ensure the proper accounting and accurate projection of County revenues.

HIDALGO COUNTY DISTRICT JUDGES

Failure to ensure that the *Monthly Report* is submitted to the County Auditor's Office within five days after the last day of each month may result in the improper accounting and inaccurate projection of County revenues.

Recommendation:

Management should ensure the *Monthly Report* is submitted to the County Auditor's Office within five days after the last day of each month.

Observation No. 5:

We randomly selected 25 of 74 *Scofflaw Release Forms* for the month of May 2018. We noted that procedures for the Scofflaw Program have not been properly implemented as follows:

1. The *Scofflaw Release Form* prescribed by the County Auditor's Office was not being utilized; instead an old *Scofflaw Release Form* prescribed by the Information Technology Department was used.
2. The *Scofflaw Release Forms* were not consistently scanned and attached to *Odyssey*.
3. An event stating the reason for dismissal was not consistently entered into *Odyssey* for dismissed cases.
4. The *Scofflaw Release Forms* were not consistently signed or sealed (approved) by the authorized representative.
5. A copy of the signed "motion/order to dismiss" form was not consistently attached to the Scofflaw Release Form for dismissed cases.
6. The Justice of the Peace signature was not provided on the Scofflaw Release Form for cases where the outstanding fine was reduced and paid in full.

According to the Court Coordinator, the scofflaw procedures were not followed due to an oversight. In addition, they were not aware that the *Scofflaw Release Form* had to be scanned and attached to *Odyssey*.

On January 9, 2017, the County Auditor issued a letter to all the Justices of the Peace prescribing the procedures and implementing a revised *Scofflaw Release Form*. Individuals who are flagged "Scofflaw" are not able to register or renew their motor vehicle registration until a signed and sealed (approved) *Scofflaw Release Form* is received by the Hidalgo County Tax Assessor-Collector's Motor Vehicle Division. The Hidalgo County Tax Assessor-Collector's Motor Vehicle Division may only accept a Scofflaw Release Form if:

1. The outstanding balance is paid in full. Please note that defendants placed on a time payment plan will not be able to register or renew their motor vehicle registration. In addition, the Scofflaw fee may not be waived.
 - a. The amount received in *Odyssey* must agree to the outstanding balance noted on the Scofflaw Release Form.
 - b. If the Justice of the Peace exercises his discretion to reduce the outstanding fine, the new outstanding balance must be handwritten by the Justice of the Peace and his signature provided on the Scofflaw Release Form as approval of the change.
 - c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after issuance of an official County receipt.
 - d. The approved Scofflaw Release Form must be scanned and attached to *Odyssey*.
2. If a case is dismissed, the District Attorney/Designee and the Justice of the Peace signature must be noted on the "motion/order to dismiss" form prior to issuance of the Scofflaw Release Form.
 - a. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the "motion/order to dismiss" form.
 - b. A copy of the signed "motion/order to dismiss" form must be attached to the Scofflaw Release Form.
 - c. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - d. The approved Scofflaw Release Form and proof of dismissal (i.e., insurance, inspection certificate, driver's license, motion/order to dismiss form, etc.) must be scanned and attached to *Odyssey*.

In addition, if the case is dismissed, the reason for dismissal must be noted in *Odyssey*.

Failure to properly complete the *Scofflaw Release Form* and implement the procedures for the Scofflaw Program may result in the loss of County funds.

HIDALGO COUNTY DISTRICT JUDGES

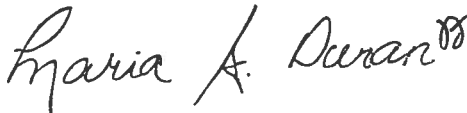
Recommendation:

Management should ensure that the *Scofflaw Release Form* is properly completed and that the procedures for the Scofflaw program are properly followed. At a minimum, the procedures noted on the attached letter should be implemented.

Please provide written management responses to the observations noted above by July 23, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Araceli A. Guillen, Internal Auditor I, at (956) 318-2511 at ext. 4649, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures: Copy of *Monthly Report*, Exhibits , and letter dated January 9, 2017

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIWE E. TIJERNA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH 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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 439TH D.C.

RENEE R. BETANCOURT
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

January 9, 2017

The Honorable Gilberto Saenz, Hidalgo County Justice of the Peace Pct. 1, Pl. 1
The Honorable Jesus E. Morales, Hidalgo County Justice of the Peace Pct. 1, Pl. 2
The Honorable Bobby Contreras, Hidalgo County Justice of the Peace Pct. 2, Pl. 1
The Honorable Jaime M. Munoz, Hidalgo County Justice of the Peace Pct. 2, Pl. 2
The Honorable Luis Garza, Hidalgo County Justice of the Peace Pct. 3, Pl. 1
The Honorable Marcos Ochoa, Hidalgo County Justice of the Peace Pct. 3, Pl. 2
The Honorable Charlie Espinoza, Hidalgo County Justice of the Peace Pct. 4, Pl. 1
The Honorable Homero Jasso, Hidalgo County Justice of the Peace Pct. 4, Pl. 2
The Honorable Pablo "Paul" Villarreal, Hidalgo County Tax Assessor-Collector

Re: Implementation of Revised Scofflaw Release Form and Procedures

Dear Sirs:

The Hidalgo County Commissioners Court implemented the Scofflaw Program in order to collect outstanding fines pursuant to Transportation Code § 502.010. Transportation Code § 502.010, allows the Tax Assessor-Collector to deny the registration of a vehicle if the Tax Assessor-Collector's Office receives information that an individual has outstanding fines over 90 days past due. A \$20.00 Scofflaw Fee is also imposed on these types of cases as authorized by Commissioners Court on September 18, 2012. Texas Attorney General Opinion GA-1006 provides that "if the commissioners court decides to impose the fee, the commissioners court may determine whether the officer charged with assessing and collecting the additional fee may waive it in particular circumstances." However, Commissioners Court did not authorize any County Officials to waive the Scofflaw Fee.

Pursuant to Local Government Code Sections 112.002 and 112.006, the county auditor has financial oversight for all county offices and may dictate the accounting procedures and internal controls to be implemented by each county office.

The current Scofflaw Release Form and the Scofflaw procedures were not developed and prescribed by the County Auditor but by other County Departments. This has increased risk of loss and misuse of County funds.

As such, the County Auditor is prescribing the procedures set below and the enclosed revised Scofflaw Release Form to be implemented immediately.

Individuals who are flagged "Scofflaw" will not be able to register or renew their motor vehicle registration until a signed and sealed (approved) Scofflaw Release Form is received by the Hidalgo County Tax Assessor-Collector's Motor Vehicle Division. The Hidalgo County Tax Assessor-Collector's Motor Vehicle Division may only accept a Scofflaw Release Form if:

1. The outstanding balance is paid in full. Please note that defendants placed on a time payment plan will not be able to register or renew their motor vehicle registration. In addition, the Scofflaw fee may not be waived.

HIDALGO COUNTY DISTRICT JUDGES

LUIS N. ENGLETERRY
JUDGE, 17TH D.C.

RODOLFO DELGADO
JUDGE, 19TH D.C.

J. R. "BOBBY" FLORES
JUDGE, 19TH D.C.

ROSE GUERRA REYNA
JUDGE, 20TH D.C.

JUAN R. PARTIDA
JUDGE, 27TH D.C.

ELARIO E. RAMIREZ, JR.
JUDGE, 32ND D.C.

NOE GONZALEZ
JUDGE, 37TH D.C.
OVERSEER

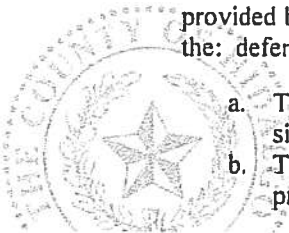
LETICIA LOPEZ
JUDGE, 38TH D.C.

L. HENRI VASQUEZ
JUDGE, 39TH D.C.

ISRAEL RAMON, JR.
JUDGE, 43RD D.C.

RENEE R. BETANCOURT
JUDGE, 44TH D.C.

- a. The amount receipted in *Odyssey* must agree to the outstanding balance noted on the Scofflaw Release Form.
 - b. If the Justice of the Peace exercises his discretion to reduce the outstanding fine, the new outstanding balance must be handwritten by the Justice of the Peace and his signature provided on the Scofflaw Release Form as approval of the change.
 - c. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - d. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after issuance of an official County receipt.
 - e. A copy of the official County receipt must be attached to the Scofflaw Release Form as proof of payment. An approved Scofflaw Release Form without a copy of the official County receipt is not valid.
 - f. The approved Scofflaw Release Form must be scanned and entered in *Odyssey*.
2. A bond for the outstanding balance has been posted by defendants requesting a pre-trial hearing.
- a. The bond and an event stating a pre-trial hearing was requested must be entered in *Odyssey*.
 - b. The pre-trial hearing event must contain the date on which the pre-trial hearing has been set.
 - c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after issuance of an official County receipt for the amount of the bond.
 - d. The approved Scofflaw Release Form must be scanned and entered in *Odyssey*.
 - e. A copy of the official County receipt must be attached to the Scofflaw Release Form as proof of payment. An approved Scofflaw Release Form without a copy of the official County receipt is not valid.
 - f. The approved Scofflaw Release Form must be scanned and entered in *Odyssey*.
3. If a case is dismissed, the District Attorney/Designee and the Justice of the Peace signature must be noted on the "motion/order to dismiss" form prior to issuance of the Scofflaw Release Form.
- a. The "motion/order to dismiss" form should not be pre-signed by the District Attorney/Designee and the Justice of the Peace.
 - b. The "motion/order to dismiss" form may only be signed by the District Attorney/Designee or the Justice of the Peace if it has been pre-printed with the docket number and defendant's name.
 - c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the "motion/order to dismiss" form.
 - d. A copy of the signed "motion/order to dismiss" form must be attached to the Scofflaw Release Form.
 - e. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - f. The approved Scofflaw Release Form and proof of dismissal (i.e., insurance, inspection certificate, driver's license, motion/order to dismiss form, etc.) must be scanned and entered in *Odyssey*.
4. If community service credit is granted, evidence that the community service was completed must be provided by the defendant prior to approval of the Scofflaw Release Form. The evidence must contain the: defendant's name, name of the organization, and number of community service hours completed.
- a. The court order/judgment form authorizing the community service hours should not be pre-signed by the Justice of the Peace.
 - b. The Justice of the Peace should only sign the court order/judgment form if it has been pre-printed with the docket number and defendant's name.



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 17th D.C.

RODOLFO DELGADO
JUDGE, 15th D.C.

J. R. "BOBBY" FLORES
JUDGE, 13th D.C.

ROSE GUERRA REYNA
JUDGE, 26th D.C.

JUAN R. PARTIDA
JUDGE, 27th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 32nd D.C.

NOE GONZALEZ
JUDGE, 37th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 38th D.C.

L. KENO VASQUEZ
JUDGE, 39th D.C.

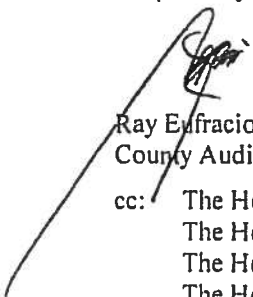
ISRAEL RAMON, JR.
JUDGE, 43rd D.C.

RENEE R. BETANCOURT
JUDGE, 44th D.C.

- c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the evidence that the community service was completed.
 - d. A copy of the evidence that the community service was completed must be attached to the Scofflaw Release Form.
 - e. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - f. The court order/judgment, approved Scofflaw Release Form, and evidence that community service was completed must also be scanned and entered in *Odyssey*.
5. If jail time credit is granted, evidence that jail time credit was completed must be provided by the defendant prior to issuance of the Scofflaw Release Form. The evidence must contain the: defendant's name, jail facility name, and dates served.
- a. The court order/judgment form authorizing the jail time credit should not be pre-signed by the Justice of the Peace.
 - b. The Justice of the Peace should only sign the court order/judgment form if it has been pre-printed with the docket number and defendant's name.
 - c. The court order/judgment must be scanned and entered in *Odyssey*.
 - d. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the evidence that the jail time service was completed.
 - e. A copy of the evidence that the jail time credit was completed must be attached to the Scofflaw Release Form (i.e., letter or receipt from jail facility).
 - f. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - g. The court order/judgment, approved Scofflaw Release Form, and evidence that jail time credit was completed must also be scanned and entered in *Odyssey*.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please call me at 318-2511 ext. 4604.

Respectfully,



Ray Eufrazio, CPA
County Auditor

cc: The Honorable Ramon Garcia, County Judge
The Honorable David Fuentes, Commissioner Precinct 1
The Honorable Eduardo Cantu, Commissioner Precinct 2
The Honorable Jose M. Flores, Commissioner Precinct 3
The Honorable Joseph Palacios, Commissioner Precinct 4
The Honorable Eddie Guerra, Hidalgo County Sheriff
The Honorable Ricardo Rodriguez, Criminal District Attorney
Mr. Valde Guerra, Commissioners Court Executive Officer
Mr. Reñan Ramirez, Chief Information Officer

Enclosure: Revised Scofflaw Release Form

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 62ND D.C.

RODOLFO DELGADO
JUDGE, 63RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH D.C.

ROSE GUERRA REYNA
JUDGE, 198TH D.C.

JUAN R. PARTIDA
JUDGE, 273RD D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 312ND D.C.

MOE GONZALEZ
JUDGE, 318TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 319TH D.C.

L. KENO VASQUEZ
JUDGE, 384TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.



**SCOFFLAW RELEASE FORM
 HIDALGO COUNTY TAX ASSESSOR-COLLECTOR
 ACKNOWLEDGEMENT OF PAYMENT OR AGREEMENT
 (This form is not an Official County Receipt)**

Dear Motor Vehicle Owner,

Upon receipt of this form, you are hereby notified that your Texas Motor Vehicle Registration has been denied because the Hidalgo County Tax Assessor-Collector's Office has received information of an outstanding violation from Hidalgo County.

In order to obtain your Motor Vehicle Registration Renewal, you must receive clearance from the Court listed below. This form must be signed and sealed by an authorized representative from the corresponding Justice of the Peace office. Please contact the:

Scofflaw Release Form was issued on _____

By: _____
 Deputy Clerk

Sec. 502.010. REFUSAL TO REGISTER VEHICLE IN CERTAIN COUNTIES. (a) A county assessor-collector or the department may refuse to register a motor vehicle if the assessor-collector or the department receives information that the owner of the vehicle owes the county money for a fine, fee or tax that is past due, or failed to appear in connection with a complaint, citation, information, or indictment in a court in the county in which a criminal proceeding is pending against the owner.

PLEASE NOTE THAT A PAYMENT PLAN MUST BE PAID IN FULL IN ORDER TO RENEW THE REGISTRATION.

You may pay at the appropriate court or on the County's Website Link: <http://hidalgo.go2gov.net>

Court Use Only

Name _____ Cause # _____ Total Outstanding Amount _____ Official County Receipt Number _____ <i>* If money was received as payment, a copy of Official County receipt must be attached to this form as proof of payment. If not, the form is invalid.</i>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p>Court Seal</p>
Payment Type (select one): <input type="checkbox"/> Community Service <input type="checkbox"/> Jail Time Credit <input type="checkbox"/> Payment in Full <input type="checkbox"/> Cash Bond	Dismissal/Admin Fee <input type="checkbox"/> Dismissal/No Fee <input type="checkbox"/>
Case Dispositon/Status (select one): <input type="checkbox"/> Guilty <input type="checkbox"/> Dismissed (Note reason For dismissal below): <input type="checkbox"/> Pre-Trial Hearing Pending	
<input type="checkbox"/> Deferred Disposition <input type="checkbox"/> Defensive Driving	
Court Representative: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Printed Name Signature Date </div>	
Presiding Judge: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Printed Name Signature Date </div>	
<i>*Note: The Judge's signature is ONLY required when a receipt is issued in an amount different from the total outstanding amount.</i>	

*** In order for this form to be valid and authorize the Hidalgo County Tax Assessor - Collector's Office to renew the Vehicle registration the following is necessary: 1.) Signature of the Court Representative; 2.) Signature of the Judge (if applicable, as noted above); 3.) Official County Seal; and 4.) Copy of official County Receipt (if applicable). The Scofflaw Release Form is also not considered valid and complete if: 1.) Community Service or Jail Time Credit, if applicable, has not been completed; 2.) Time Payment Plan has not been paid in full; 3.) Bond has not been posted for a Pre-Trial hearing; and 4.) Order and Motion to Dismiss has not been signed by both Justice of the Peace and the District Attorney.

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: May-18**

Judge: **GILBERTO SAENZ**
Precinct No. **1** Place No. **1**

City: **WESLACO, TX**
Hidalgo County, Texas

PBC

Part I: RECAP OF AMOUNT PAYABLE TO THE COUNTY TREASURER

TOTAL CASH COLLECTED	(Receipts #s) <u>2349</u>	JP11-2018- 03249	THRU	JP11-2018-02893 ⁴	\$ 78,338.85	X10-1 ✓
LESS: COST ON DEPOSIT					-	X7 ✓
ADD: COST ON DEPOSIT LIQUIDATED					-	X7 ✓
AMOUNT OWED TO COUNTY (Should Match Amt in Part III)					\$ 78,338.85	X3 ✓
Less: Total amount of remittances to County Treasurer (From Part II)					<u>78,750.85</u>	(A) ✓
					<u>78,338.85</u>	
Total funds due to County Treasurer (Overtransfer Made to Co Treas.)					<u>\$ (412.00)</u>	X4 - GA ✓
					<u>78</u>	

Part II: REMITTANCES MADE TO THE COUNTY TREASURER

Description	AMOUNT	Comment
Total Collections for the Month (See Schedule of Receipts & Deposits)	\$ 78,338.85	B1 ✓
Add: Previous Month's Bond Overtransfer <i>May 2016 + Jun 2016</i>	412.00	Exh. B ✓
Add: HCSO Monthly "D" Collections Report		
	<u>78,750.85</u>	(A) ✓
Total Remittances Made to County Treasurer	\$ <u>78,338.85</u>	
	<u>78</u>	

PREPARED BY: *Gilberto Saenz*

DATE: 6/13/18

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

Gilberto Saenz

6/13/18
DATE

RECEIVED

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) DAY OF THE FOLLOWING MONTH (LGC § 114.001)
COUNTY AUDITOR'S FORM: RE-JP-004

**HIDALGO COUNTY
AUDITOR'S OFFICE**

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: *[Signature]*
DATE: 06/20/18

REVISED 03/2016

X2

Justice of the Peace Gilberto Saenz
 Schedule of Adjustments
 For the Month Ending May 31, 2018

Recip Cause # Date Party Name Off Date Charge Offense C CCC CHS CHS/P CIVIT CO CON CRF CSF CVCA DD DPS DPSY FA IDRFR JCD JCDT JCTF JSF LTF MNF OWEL REST SAF SCOF SDF SIFC SIFS STF TP TPCD TPOC TPDS TPST TPWF TPNW UTFC WARR WFCNST1 Received Amount
 Fine should be split 85% TPWF and 15% CO. Amounts should be TPWF: \$102.00 and CO \$18.00. In addition, please correct the offense date in Odyssey as the citation read 03/30/2017 as the violation date.

JP11- 0011- 02500 111	LOA, 5/8/18	MARCIAL, Jr.	4/7/17	9PS REQUIRED	40.00	3.00	1.00	37.50	2.00	2.00	4.00	4.00	2	2	0.60	5.40	1.00	1.00	82.5	5	189.00
-----------------------	-------------	--------------	--------	--------------	-------	------	------	-------	------	------	------	------	---	---	------	------	------	------	------	---	--------

CMVT-50 should not have been assessed. In addition, JCD-50, 25 was over assessed.

JP11- 01- 02629 TR	ORTEGA, SANDRA	ESMERALDA	9/1/01	MPH	17.00	3.00	0.5	81.00	5.00	5.00	0.50	2.00	2	2	20.00	3.00	50	204.00
--------------------	----------------	-----------	--------	-----	-------	------	-----	-------	------	------	------	------	---	---	-------	------	----	--------

Overpayment \$15.00 should not be assessed. pursuant to Attorney General Opinion GA-107, 2004, payments must be allocated to court costs and fees first (both state and local) and then fines. If the monies do not cover all of the costs, then the monies must be allocated to court costs and fees on a pro rata basis. Please ensure that all fees are properly assessed and prorated, if needed.

JP11- 2018- 02843 08765	MENDOZA, LUCERO		12/72/03	CHILD 4-14 YOA	17.00	3.00	0.5	15.00	5.00	5.00	0.50	2.00	4.00	2	15	30.00	3.00	122.00
-------------------------	-----------------	--	----------	----------------	-------	------	-----	-------	------	------	------	------	------	---	----	-------	------	--------

Warrant Fee \$50 should not have been waived.

JP11- TR16- 02438 111	GARZA, MARCO	ANTONIO	12/73/15	SPEED (#)	40	3	1	117.9	5	2	4	4	2	0.1	0.6	5.4	30	3	240.00
-----------------------	--------------	---------	----------	-----------	----	---	---	-------	---	---	---	---	---	-----	-----	-----	----	---	--------

WARR-550.00 was over assessed.

JP11- 2018- 02525 1984G5	Dominguez, Castro		9/16/05	UNLICENSED	40.00	3.00	1.00	116	5.00	5.00	4.00	4.00	2	20.00	20.00	100	294.00
--------------------------	-------------------	--	---------	------------	-------	------	------	-----	------	------	------	------	---	-------	-------	-----	--------

Based on offense date, TPDC \$1 and TPDS \$1 should not have been assessed.

JP11- 2018- 02473 111	FTALIB, GINO	VALANUEVA	11/29/10	APPEAR	40.00	3.00	1.00	91	2.00	2.00	4.00	4.00	2	0.60	5.40	1.00	1.00	155.00
-----------------------	--------------	-----------	----------	--------	-------	------	------	----	------	------	------	------	---	------	------	------	------	--------

Based on offense type, MVF 50.00 should have been assessed.

JP11- 2018- 02404 5602G5	RAMIREZ, MARIA E.		9/5/10	UNLICENSED	40.00	3.00	1.00	123	5.00	5.00	4.00	4.00	2	20.00	20.00	50	260.00
--------------------------	-------------------	--	--------	------------	-------	------	------	-----	------	------	------	------	---	-------	-------	----	--------

Based on offense date, TPDC \$1 and TPDS \$1 should not have been assessed. In addition, pursuant to Transportation Code Sec. 545.401, Reckless driving: Offense. (b) A person commits an offense if the person drives a vehicle in willful or wanton disregard for the safety of persons or property. (b) An offense under this section is a misdemeanor punishable by: (1) a fine not to exceed \$200.

JP11- 2018- 02708 3531G5	ALVARADO, MATRILA L.		9/17/12	INVALID	40.00	3.00	1.00	150	5.00	5.00	4.00	4.00	2	20.00	20.00	50	287.00
--------------------------	----------------------	--	---------	---------	-------	------	------	-----	------	------	------	------	---	-------	-------	----	--------

Based on offense date, TPDC \$1 and TPDS \$1 should not have been assessed. In addition, pursuant to Transportation Code Sec. 545.401, Reckless driving: Offense. (b) A person commits an offense if the person drives a vehicle in willful or wanton disregard for the safety of persons or property. (b) An offense under this section is a misdemeanor punishable by: (1) a fine not to exceed \$200.

JP11- 2018- 02744 4615G5	SANCHEZ, EDOGARDO		9/23/12	UNLICENSED	40.00	3.00	1.00	141	5.00	5.00	4.00	4.00	2	20.00	20.00	50	278.00
--------------------------	-------------------	--	---------	------------	-------	------	------	-----	------	------	------	------	---	-------	-------	----	--------

Based on offense date, TPDC \$1 and TPDS \$1 should not have been assessed. In addition, pursuant to Transportation Code Sec. 545.401, Reckless driving: Offense. (b) A person commits an offense if the person drives a vehicle in willful or wanton disregard for the safety of persons or property. (b) An offense under this section is a misdemeanor punishable by: (1) a fine not to exceed \$200.

JP11- 2018- 02744 4615G5	CARRIZALES, PRIMITIVO		8/7/14	DL	40.00	3.00	1.00	66	5	2.00	4.00	4.00	2	20.00	20.00	50	205.00
--------------------------	-----------------------	--	--------	----	-------	------	------	----	---	------	------	------	---	-------	-------	----	--------

Based on offense date, TPDC \$1 and TPDS \$1 should not have been assessed. In addition, pursuant to Transportation Code Sec. 545.401, Reckless driving: Offense. (b) A person commits an offense if the person drives a vehicle in willful or wanton disregard for the safety of persons or property. (b) An offense under this section is a misdemeanor punishable by: (1) a fine not to exceed \$200.

JP11- TR18- 02660 111	VILLALOBOS, ROXANNA	ILISSA TRIBLE	8/8/10	speed limit	40.00	3.00	1.00	500	5.00	2.00	4.00	4.00	2	0.10	0.60	5.40	30.00	3.00	602.10
-----------------------	---------------------	---------------	--------	-------------	-------	------	------	-----	------	------	------	------	---	------	------	------	-------	------	--------

Based on appear by date, SCDF \$20 should have been assessed.

JP11- 2018- 02468 6789G5	MIRAMONTE, ENRIC		10/14/14	UNLICENSED	40.00	3.00	1.00	0.90	5.00	5.00	4.00	4.00	2	0.10	0.60	5.40	30.00	3.00	122.10
--------------------------	------------------	--	----------	------------	-------	------	------	------	------	------	------	------	---	------	------	------	-------	------	--------

Based on offense date, TPDC \$1 and TPDS \$1 should not have been assessed. In addition, pursuant to Transportation Code Sec. 545.401, Reckless driving: Offense. (b) A person commits an offense if the person drives a vehicle in willful or wanton disregard for the safety of persons or property. (b) An offense under this section is a misdemeanor punishable by: (1) a fine not to exceed \$200.

JP11- 2018- 02849 111	MOUNERO, LUZETH	FINANCIAL	10/27/17	RESPONSIBILITY	40.00	3.00	1.00	5.00	5.00	2.00	4.00	4.00	2	0.60	5.40	1.00	1.00	69.00
-----------------------	-----------------	-----------	----------	----------------	-------	------	------	------	------	------	------	------	---	------	------	------	------	-------

JP11- 2018- 02415 111	MAGALLAN, ANABEL		7/28/17	APPEAR	40.00	3.00	1.00	25	5.00	5.00	4.00	4.00	2	0.60	5.40	1.00	1.00	89.00
-----------------------	------------------	--	---------	--------	-------	------	------	----	------	------	------	------	---	------	------	------	------	-------

Justice of the Peace Gilberto Saenz
 Schedule of Adjustments
 For the Month Ending May 31, 2018

Receipt Cause # Date Party Name Off Date Charge/Offense E CCC CHS CHSIP CMT CO CON CRF CSF CVCA DD DPS DPr FA IDRF JCD JCPJ JCTF JSF LTF MWV OVEI REST SAF SCOF SDF SIFC SIFS STF TP TPFC TPDC TPDS TPST TRWF TPW UTFC WARR WFCONSTL Recipied Amount
 Based on first payment, please correct disposition date.

JP11- TR17- 2018- 1937- 02437 J11	VILLARREAL, DAVID	5/4/18	DAVID	3/13/18	speed limit	12.97	0.97	0.32	1.62	0.65	1.29	1.32	2	0.03	0.19	1.75	9.72	15.56	0.32	0.32	0.97	50.00
Please enter disposition date (judgment date):																						
JP11- TR18- 2018- 3394- 02810 J11	BROWN, JOSEPH	5/24/18	ORBIE	5/4/18	speed limit	40.00	3.00	1.00	5.00	2.00	4.00	4.00	2	0.10	0.60	5.40	30.00	1.00	1.00	3.00	102.10	
JP11- TR18- 2018- 3594- 02800 J11	LOZANO, CHRISTINA MAGDALENA	5/23/18	ZAMORA	5/11/18	speed limit	40.00	3.00	1.00	5	2.00	4.00	4.00	2	0.10	0.60	5.40	30.00	1.00	1.00	3.00	102.10	
JP11- TR18- 2018- 3682- 02889 J11	SANCHEZ, JUAN PABLO	5/31/18	PABLO	5/11/18	speed limit	40.00	3.00	1.00	45.00	2.00	4.00	4.00	2	0.10	0.60	5.40	30.00	1.00	1.00	3.00	147.10	
JP11- 02353 16196S	IBARRA, ERIC	5/1/18	ERIC	4/16/04	UNLICENSED)	40.00	3.00	1.00	76.00	2.00	4.00	4.00	2	0.10	20.00	5.40	30.00	1.00	1.00	3.00	200.00	
JP11- 2018- 111- 02735 7277GS	MALDONADO O. YESenia	5/21/18	MICHELLE	11/24/11	MPH	28.58	2.14	0.72	3.57	1.43	2.86	2.86	2	0.07	14.29	0.43	3.86	21.43	2.14	1.73	122.10	
JP11- 2018- 113- 02477 1960GS	SANCHEZ, EDGARDO	5/7/18	EDGARDO	3/4/13	UNLICENSED)	40.00	3.00	1.00	5.00	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	50	278.00
JP11- TR17- 2018- 3344- 02426 J11	CRUZ, LUISA MARIE	5/9/18	MARIE	5/20/17	speed limit	40.00	3.00	1.00	75.90	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	198.00
JP11- TR17- 2018- 4689- 02647 J11	GUERRER, GLORIA A	5/15/18	GLORIA A	7/20/17	speed limit	40.00	3.00	1.00	5.00	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	182.10
JP11- TR17- 2018- 5166- 02453 J11	NAVARRO, MARI CRUZ	5/7/18	MENDOZA	8/15/17	speed limit	23.05	1.73	0.58	2.88	1.15	2.30	2.29	2	0.06	11.52	0.35	3.11	17.28	0.58	0.58	1.73	100.00
JP11- TR17- 2018- 7095- 02564 J11	DOMINGUEZ, CAMILLO	5/11/18	CAMILLO	11/10/17	speed limit	40.00	3.00	1.00	75.90	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	198.00
JP11- TR17- 2018- 6910- 02720 J11	SALDVAR, PAULA	5/18/18	GABRIELLE	11/21/17	speed limit	40.00	3.00	1.00	47.90	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	170.00
JP11- TR17- 2018- 7095- 02464 J11	HULL, DIANNE	5/7/18	DIANNE	11/25/17	speed limit	40.00	3.00	1.00	5.00	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	122.10
JP11- TR17- 2018- 0565- 02831 J11	GIRON, ESMERALDA	5/25/18	L	1/22/17	SPEED (M)	40.00	3.00	1.00	4.90	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	177.00
JP11- TR18- 2018- 2978- 02761 J11	GARZA, MARISSA	5/22/18	MARISSA	4/11/18	Signal	40.00	3.00	1.00	5	2.00	4.00	4.00	2	0.10	20.00	0.60	5.40	30.00	1.00	1.00	3.00	102.10

**Justice of the Peace Gilberto Saenz
Schedule of Adjustments
For the Month Ending May 31, 2018**

Receipt Cause #	Date	Party Name	Off Date	Charge	Offense	CCC	CHS	CHSIP	CMAT	CO	CON	CRF	CSF	CVCA	DD	DPS	DPSr	FA	IDRF	JCD	JCPT	JCTE	JSE	LTF	MVF	OVI	REST	SAF	SCOF	SDF	SFC	SIFS	STF	TP	TPCO	TPDC	TPDS	TPST	TPWF	TPW	UTFC	WARR	WFCNSTL	Recipied Amount
JP11- TR18-2018- 2300-02732 J11	5/21/18	GOMEZ, ROBERTO	3/29/18	Speeding 10 percent or more above posted	40.00	3.00	1.00								72.00	5.00		2.00				4.00	4.00	2	0.10					0.60	5.40	30.00									3.00		174.10	
JP11- TR18-2018- 2456-02526 J11	5/9/18	MARQUEZ, ROBERTO JR	4/8/18	Speeding 10 percent or more above posted	40.00	3.00	1.00								54.00	5.00		2.00				4.00	4.00	2	0.10					0.60	5.40	30.00									3.00		156.10	
JP11- TR18-2018- 2538-02497 J11	5/8/18	MOIRENO, JESUS RUBEN	4/11/18	Speeding 10 percent or more above posted	40.00	3.00	1.00									5.00		2.00				4.00	4.00	2	0.10					0.60	5.40	30.00									3.00		107.10	
JP11- TR18-2018- 2542-02454 J11	5/7/18	MELENDEZ, JOSE JESUS	4/11/18	Speeding 10 percent or more above posted	40.00	3.00	1.00									5.00		2.00				4.00	4.00	2	0.10					0.60	5.40	30.00									3.00		107.10	
JP11- TR18-2018- 2659-02456 J11	5/7/18	NINO SALAS, ISABEL	4/14/18	Speeding 10 percent or more above posted	40.00	3.00	1.00									60.00	5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00									3.00		107.10	
JP11- TR18-2018- 2706-02418 J11	5/3/18	RIO, CECILIA	4/15/18	Speeding 10 percent or more above posted	40.00	3.00	1.00									69.00	5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		167.10
JP11- TR18-2018- 2731-02451 J11	5/7/18	SAENZ, ARMANDO	4/16/18	Speeding 10 percent or more above posted	40.00	3.00	1.00										5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		171.10
JP11- TR18-2018- 2733-02448 J11	5/15/18	TAMEZ, DANNY	4/16/18	Speeding 10 percent or more above posted	40.00	3.00	1.00										5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		102.10
JP11- TR18-2018- 2765-02835 J11	5/25/18	MONTALVO, OSCAR	4/17/18	Speeding 10 percent or more above posted	39.13	2.94	0.98										4.90		1.96			3.97	3.97	2	0.10					0.59	5.79	29.37										2.94		100.00
JP11- TR18-2018- 2774-02550 J11	5/10/18	ORTEGA, MANUEL	4/17/18	Speeding 10 percent or more above posted	40.00	3.00	1.00										5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		102.10
JP11- TR18-2018- 2778-02611 J11	5/14/18	CONTERAS, VEGA RAUL	4/17/18	Speeding 10 percent or more above posted	40.00	3.00	1.00										5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		102.10
JP11- TR18-2018- 2826-02804 J11	5/14/18	VILLASENOR, BUENCA ESTELA	4/18/18	Speeding 10 percent or more above posted	40.00	3.00	1.00										5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		102.10
JP11- TR18-2018- 2854-02865 J11	5/16/18	CABALLERO, JOSE LUIS	4/19/18	Speeding 10 percent or more above posted	40.00	3.00	1.00										5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		102.10
JP11- TR18-2018- 2858-02631 J11	5/15/18	ANGULO, VALERIE MARIA	4/20/18	Speeding 10 percent or more above posted	19.16	1.44	0.48										2.40		0.96			1.92	1.92	2	0.05					0.79	2.59	14.39										1.44		50.00
JP11- TR18-2018- 2866-02492 J11	5/8/18	VALDEZ, SERGIO ALEJANDRO	4/20/18	Speeding 10 percent or more above posted	40.00	3.00	1.00									51.00	5.00		2.00			4.00	4.00	2	0.10					0.60	5.40	30.00										3.00		353.10

Please enter disposition date (judgment date).

Justice of the Peace Gilberto Saenz
 Schedule of Adjustments
 For the Month Ending May 31, 2018

Receipt Cause #	Date	Party Name	Off Date	Charge/Offense	CCC	CHS	CHSIP	CMIT	CO	EDN	CRF	CSF	CVCA	DD	DPS	DP5	FA	IDRF	JCD	JCFT	JCTF	JSF	LTF	MVF	OVET	REST	SAF	SCOF	SDF	SFC	SIFS	STF	TP	TPCO	TPDC	TPDS	TPST	TPWF	TPW	UTFC	WAR	WFCNST1	Rescinded	Amount
JP11- TR18- 2018- 2926- 02779 J11	5/23/18	DIAZ, CHRISTINA	4/27/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	48.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	150.10
JP11- TR18- 2018- 3066- 02781 J11	5/23/18	VASQUEZ, LINNETTE	4/26/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	60.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	162.10
JP11- TR18- 2018- 3013- 02486 J11	5/8/18	VALEZ, BENITO	4/27/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	63.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	165.10
JP11- TR18- 2018- 3044- 02785 J11	5/23/18	CORONADO, LESVIA	4/27/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	5.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3064- 02576 J11	5/11/18	HERNANDEZ, DANIELA	4/30/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	5.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3131- 02549 J11	5/10/18	LOREDO, DELFINO	4/26/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	27	5	-	-	-	2.00	2.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	129.10
JP11- TR18- 2018- 3147- 02733 J11	5/21/18	MARTINEZ, JUAN NUNE	4/29/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	75.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	177.10
JP11- TR18- 2018- 3166- 02552 J11	5/10/18	TAMEZ, LYDIA	5/4/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	5.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3224- 02826 J11	5/25/18	REYES, NICOHASA	5/6/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	5.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3229- 02870 J11	5/30/18	POSADAS, ABRAM JR	5/6/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	44.90	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	147.00
JP11- TR18- 2018- 3234- 02875 J11	5/30/18	AMAYA, CALEB KYLE	5/8/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	5.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3320- 02834 J11	5/25/18	ARCE, JESUS JOSE	5/10/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	66.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	168.10
JP11- TR18- 2018- 3324- 02838 J11	5/25/18	PEREZ, CASTANEDA	5/11/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	-	-	-	5.00	5.00	5.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3362- 02645 J11	5/15/18	OROZCO, KIMBERLY	5/1/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	5	-	-	2.00	2.00	2.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10
JP11- TR18- 2018- 3368- 02663 J11	5/17/18	VALENZUELA, HECTOR E	5/3/18	Speeding 10 percent or more above posted speed limit	40.00	3.00	1.00	-	-	-	5	-	-	2.00	2.00	2.00	2.00	2.00	-	4.00	4.00	2	0.10	-	-	-	-	-	0.60	5.40	30.00	-	-	-	-	-	-	-	-	-	-	3.00	-	102.10

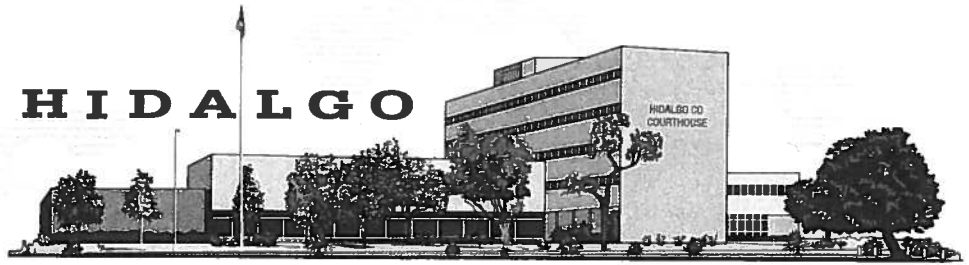
Receipt Cause # Date Party Name Off Date Charge/Offense CCC CHS CHSIP CMIT CO EDN CRF CSF CVCA DD DPS DP5 FA IDRF JCD JCFT JCTF JSF LTF MVF OVET REST SAF SCOF SDF SFC SIFS STF TP TPCO TPDC TPDS TPST TPWF TPW UTFC WAR WFCNST1 Rescinded Amount

**Justice of the Peace Gilberto Saenz
Precinct 1, Place 1
Schedule of Bonds on Deposit
As of May 31, 2018**

Year	Receipt Date	Docket No.	Receipt No.	Bond Amount
2016				
	5/24/2016		JP11-2016-03170	245.00
	6/27/2016	CRNT16-0245-J11		167.00
		Total		<u>412.00</u>

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

July 3, 2018

The Honorable Jesus E. Morales
Hidalgo County Justice of the Peace Pct. 1, Pl. 2
1902 Joe Stephens, Suite 302
Weslaco, Texas 78596

Re: *Monthly Fines and Fees Report* for May 2018

Dear Judge Morales:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of May 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of May 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Reports, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.
- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAMIE E. TIJERINA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH D.C.

JUAN R. PARTIDA
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 332ND D.C.

NDE GONZALEZ
JUDGE, 370TH D.C.

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to determine if all credit card transactions were timely received by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-Out Reports* (Close-Out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-Out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.
- Reviewed *Scofflaw Release Forms* that were returned by the defendant to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Total collections for the month of May 2018 were \$45,584.26. Based on the results of our review, we concluded that fines, fees, and court costs were generally properly accounted and reported; however, the system of internal controls for the accounting and reporting of fines, fees, and court costs requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that 9 receipts issued in May 2018 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments (see Exhibit A); however, adjustments have not been completed. In addition, the adjustments for February 2015 (167), March 2015 (1), June 2015 (1), July 2015 (20), August 2015 (19), September 2015 (39), October 2015 (37), November 2015 (21), December 2015 (19), January 2016 (25), February 2016 (45), March 2016 (30), April 2016 (1), and July 2016 (1) are still pending to be completed. According to staff, sufficient time is not available to verify that fees, fines, and court costs are applied correctly prior to taking in a payment due to a high volume of customers.

There are numerous statutes that require Justices of the Peace to charge various fines, fees, and court costs for certain services and offenses. Fines, fees, and court costs must be allocated pursuant to State statutes and/or Commissioners Court approval. In addition, the County Auditor's Office requires that adjustments be made within three days of notification.

Failure to ensure that fines, fees, and court costs are properly allocated and reported may result in the improper collection of County revenues. In addition, the County may be held liable to the State for failure to properly allocate and report fines, fees, and court costs.

Recommendation:

Management should ensure that all pending adjustments are completed. In addition, management should ensure that fines, fees, and court costs are properly allocated and reported. At a minimum, the following procedures should be implemented:

- Staff should be provided with training regarding the proper allocation of fines, fees, and court costs.
- Staff should review the allocation of fines, fees, and court costs before the official County receipt is issued.
- Access for setting up offense codes with the proper fines, fees, and court costs in *Odyssey* should be limited to staff with adequate knowledge of the applicable allocation.
- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and judgment date are entered when a case is setup in *Odyssey*.
- Staff should ensure that adjustments are entered into *Odyssey* within three days of notification.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 2:

Copies of the April 2014 through May 2018 Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) have not been filed with the County Auditor's Office. In addition, incorrect copies of the OCA Report for the months of February 2014 and March 2014 were filed with the County Auditor's Office. According to Justice of the Peace staff, copies of the OCA Reports cannot be generated due to programming errors in *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Local Government Code §112.002 (a) authorizes the county auditor to prescribe the system of accounting for the county. Local Government Code §112.002 (b) states that "the county auditor may adopt and enforce regulations, not inconsistent with law or with a rule adopted under Section 112.003, that the auditor considers necessary for the speedy and proper collecting, checking, and accounting of the revenues and other funds and fees that belong to the county or to a person for whom a district clerk, district attorney, county officer, or precinct officer has made a collection or for whose use or benefit the officer holds or has received funds." Pursuant to Local Government Code §112.002 (a) and (b), the County Auditor requires the submittal of properly completed reports (i.e., *Monthly Report*, *Schedule of Receipts and Deposits* form, copy of the OCA Report, Cash Disbursement Journal, etc.) for checking and properly accounting of funds collected by the Justice of the Peace Offices.

Failure to ensure that properly completed OCA Reports are filed with the County Auditor's Office may result in improper reporting to the State.

Recommendation:

Management should ensure that a properly completed OCA Report is filed with the County Auditor's Office within five days after the last day of each month. In addition, the continued assistance of the Information Technology Department should be requested until the problem has been resolved.

Observation No. 3:

We randomly selected 25 of 74 *Scofflaw Release Forms* for the month of May 2018. We noted that procedures for the Scofflaw Program have not been properly implemented as follows:

1. The *Scofflaw Release Form* prescribed by the County Auditor's Office was not being utilized; instead an old *Scofflaw Release Form* prescribed by the Information Technology Department was used.
2. The *Scofflaw Release Forms* and the "Motion/Order to Dismiss" forms were not consistently scanned and attached to *Odyssey*.
3. An event stating the reason for dismissal was not consistently entered into *Odyssey* for all dismissed cases.
4. A copy of the signed "motion/order to dismiss" form was not consistently attached to the Scofflaw Release Form for dismissed cases.
5. The *Scofflaw Release Forms* were not consistently signed or sealed (approved) by the authorized representative.
6. The new outstanding balance was not handwritten by the Justice of the Peace and his signature was not provided on the Scofflaw Release Form for cases where the outstanding fine was reduced.
7. *Scofflaw Release Forms* were signed, sealed, and provided to the constituent for cases where no payments were made or balance was not paid in full.

According to the Court Coordinator, the scofflaw procedures were not followed due to an oversight. In addition, as per the Justice of the Peace directive, the *Scofflaw Release Forms* were signed even though the individual was placed on a time payment plan.

On January 9, 2017, the County Auditor issued a letter to all the Justices of the Peace prescribing the procedures and implementing a revised *Scofflaw Release Form*. Individuals who are flagged "Scofflaw" are not able to register or renew their motor vehicle registration until a signed and sealed (approved) *Scofflaw Release Form* is received by the Hidalgo County Tax Assessor-Collector's Motor Vehicle Division. The Hidalgo County Tax Assessor-Collector's Motor Vehicle Division may only accept a Scofflaw Release Form if:

1. The outstanding balance is paid in full. Please note that defendants placed on a time payment plan will not be able to register or renew their motor vehicle registration. In addition, the Scofflaw fee may not be waived.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- a. The amount reported in *Odyssey* must agree to the outstanding balance noted on the Scofflaw Release Form.
 - b. If the Justice of the Peace exercises his discretion to reduce the outstanding fine, the new outstanding balance must be handwritten by the Justice of the Peace and his signature provided on the Scofflaw Release Form as approval of the change.
 - c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after issuance of an official County receipt.
 - d. The approved Scofflaw Release Form must be scanned and attached to *Odyssey*.
2. If a case is dismissed, the District Attorney/Designee and the Justice of the Peace signature must be noted on the "motion/order to dismiss" form prior to issuance of the Scofflaw Release Form.
- a. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the "motion/order to dismiss" form.
 - b. A copy of the signed "motion/order to dismiss" form must be attached to the Scofflaw Release Form.
 - c. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - d. The approved Scofflaw Release Form and proof of dismissal (i.e., insurance, inspection certificate, driver's license, motion/order to dismiss form, etc.) must be scanned and attached to *Odyssey*.

In addition, if the case is dismissed, the reason for dismissal must be noted in *Odyssey*.

Failure to properly complete the *Scofflaw Release Form* and implement the procedures for the Scofflaw Program may result in the loss of County funds.

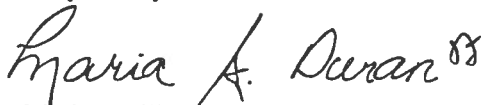
Recommendation:

Management should ensure that the *Scofflaw Release Form* is properly completed and that the procedures for the Scofflaw program are properly followed. At a minimum, the procedures noted on the attached letter should be implemented. In addition, the Scofflaw Release Form should not be signed, sealed, and provided to the constituent if the case is not paid in full.

Please provide written management responses to the observations noted above by July 23, 2018.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please contact Edgar Alan Escobedo, Internal Auditor I, at 318-2511 ext. 4655, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA,
Hidalgo County Auditor

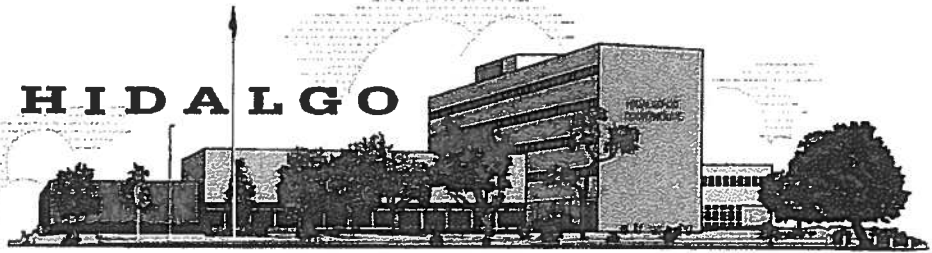
Enclosures: Copy of *Monthly Report*, Exhibit A, and letter dated January 9, 2017

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

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

January 9, 2017

The Honorable Gilberto Saenz, Hidalgo County Justice of the Peace Pct. 1, Pl. 1
The Honorable Jesus E. Morales, Hidalgo County Justice of the Peace Pct. 1, Pl. 2
The Honorable Bobby Contreras, Hidalgo County Justice of the Peace Pct. 2, Pl. 1
The Honorable Jaime M. Munoz, Hidalgo County Justice of the Peace Pct. 2, Pl. 2
The Honorable Luis Garza, Hidalgo County Justice of the Peace Pct. 3, Pl. 1
The Honorable Marcos Ochoa, Hidalgo County Justice of the Peace Pct. 3, Pl. 2
The Honorable Charlie Espinoza, Hidalgo County Justice of the Peace Pct. 4, Pl. 1
The Honorable Homero Jasso, Hidalgo County Justice of the Peace Pct. 4, Pl. 2
The Honorable Pablo "Paul" Villarreal, Hidalgo County Tax Assessor-Collector

Re: Implementation of Revised Scofflaw Release Form and Procedures

Dear Sirs:

The Hidalgo County Commissioners Court implemented the Scofflaw Program in order to collect outstanding fines pursuant to Transportation Code § 502.010. Transportation Code § 502.010, allows the Tax Assessor-Collector to deny the registration of a vehicle if the Tax Assessor-Collector's Office receives information that an individual has outstanding fines over 90 days past due. A \$20.00 Scofflaw Fee is also imposed on these types of cases as authorized by Commissioners Court on September 18, 2012. Texas Attorney General Opinion GA-1006 provides that "if the commissioners court decides to impose the fee, the commissioners court may determine whether the officer charged with assessing and collecting the additional fee may waive it in particular circumstances." However, Commissioners Court did not authorize any County Officials to waive the Scofflaw Fee.

Pursuant to Local Government Code Sections 112.002 and 112.006, the county auditor has financial oversight for all county offices and may dictate the accounting procedures and internal controls to be implemented by each county office.

The current Scofflaw Release Form and the Scofflaw procedures were not developed and prescribed by the County Auditor but by other County Departments. This has increased risk of loss and misuse of County funds.

As such, the County Auditor is prescribing the procedures set below and the enclosed revised Scofflaw Release Form to be implemented immediately.

Individuals who are flagged "Scofflaw" will not be able to register or renew their motor vehicle registration until a signed and sealed (approved) Scofflaw Release Form is received by the Hidalgo County Tax Assessor-Collector's Motor Vehicle Division. The Hidalgo County Tax Assessor-Collector's Motor Vehicle Division may only accept a Scofflaw Release Form if:

1. The outstanding balance is paid in full. Please note that defendants placed on a time payment plan will not be able to register or renew their motor vehicle registration. In addition, the Scofflaw fee may not be waived.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. ENGLEBERTY
JUDGE, 17th D.C.

RODOLFO DELGADO
JUDGE, 19th D.C.

J. R. "BOBBY" FLORES
JUDGE, 19th D.C.

ROSE GUERRA REYNA
JUDGE, 20th D.C.

JUAN R. PARTIDA
JUDGE, 21st D.C.

MARIO E. RAMPEZ, JR.
JUDGE, 22nd D.C.

NOE GONZALEZ
JUDGE, 27th D.C.
OVERSEER

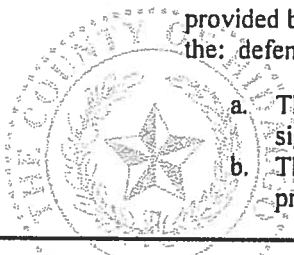
LETICIA LOPEZ
JUDGE, 38th D.C.

L. KENO VASQUEZ
JUDGE, 39th D.C.

ISRAEL RAMON, JR.
JUDGE, 43rd D.C.

RENEE R. BETANCOURT
JUDGE, 44th D.C.

- a. The amount receipted in *Odyssey* must agree to the outstanding balance noted on the Scofflaw Release Form.
 - b. If the Justice of the Peace exercises his discretion to reduce the outstanding fine, the new outstanding balance must be handwritten by the Justice of the Peace and his signature provided on the Scofflaw Release Form as approval of the change.
 - c. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - d. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after issuance of an official County receipt.
 - e. A copy of the official County receipt must be attached to the Scofflaw Release Form as proof of payment. An approved Scofflaw Release Form without a copy of the official County receipt is not valid.
 - f. The approved Scofflaw Release Form must be scanned and entered in *Odyssey*.
2. A bond for the outstanding balance has been posted by defendants requesting a pre-trial hearing.
- a. The bond and an event stating a pre-trial hearing was requested must be entered in *Odyssey*.
 - b. The pre-trial hearing event must contain the date on which the pre-trial hearing has been set.
 - c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after issuance of an official County receipt for the amount of the bond.
 - d. The approved Scofflaw Release Form must be scanned and entered in *Odyssey*.
 - e. A copy of the official County receipt must be attached to the Scofflaw Release Form as proof of payment. An approved Scofflaw Release Form without a copy of the official County receipt is not valid.
 - f. The approved Scofflaw Release Form must be scanned and entered in *Odyssey*.
3. If a case is dismissed, the District Attorney/Designee and the Justice of the Peace signature must be noted on the "motion/order to dismiss" form prior to issuance of the Scofflaw Release Form.
- a. The "motion/order to dismiss" form should not be pre-signed by the District Attorney/Designee and the Justice of the Peace.
 - b. The "motion/order to dismiss" form may only be signed by the District Attorney/Designee or the Justice of the Peace if it has been pre-printed with the docket number and defendant's name.
 - c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the "motion/order to dismiss" form.
 - d. A copy of the signed "motion/order to dismiss" form must be attached to the Scofflaw Release Form.
 - e. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - f. The approved Scofflaw Release Form and proof of dismissal (i.e., insurance, inspection certificate, driver's license, motion/order to dismiss form, etc.) must be scanned and entered in *Odyssey*.
4. If community service credit is granted, evidence that the community service was completed must be provided by the defendant prior to approval of the Scofflaw Release Form. The evidence must contain the: defendant's name, name of the organization, and number of community service hours completed.
- a. The court order/judgment form authorizing the community service hours should not be pre-signed by the Justice of the Peace.
 - b. The Justice of the Peace should only sign the court order/judgment form if it has been pre-printed with the docket number and defendant's name.



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 12th D. C.

RODOLFO DELGADO
JUDGE, 13th D. C.

J. R. "BOBBY" FLORES
JUDGE, 13th D. C.

ROSE GUERRA REYNA
JUDGE, 20th D. C.

JUAN R. PARTIDA
JUDGE, 21st D. C.

MARIO E. RAMIREZ, JR.
JUDGE, 32nd D. C.

NOE GONZALEZ
JUDGE, 37th D. C.
OVERSEER

LETICIA LOPEZ
JUDGE, 38th D. C.

L. KENO VASQUEZ
JUDGE, 39th D. C.

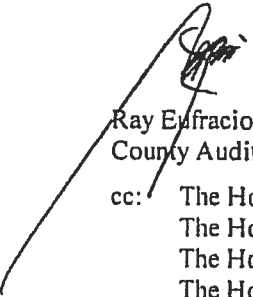
ISRAEL RAMON, JR.
JUDGE, 43rd D. C.

RENEE R. BETANCOURT
JUDGE, 44th D. C.

- c. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the evidence that the community service was completed.
 - d. A copy of the evidence that the community service was completed must be attached to the Scofflaw Release Form.
 - e. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - f. The court order/judgment, approved Scofflaw Release Form, and evidence that community service was completed must also be scanned and entered in *Odyssey*.
5. If jail time credit is granted, evidence that jail time credit was completed must be provided by the defendant prior to issuance of the Scofflaw Release Form. The evidence must contain the: defendant's name, jail facility name, and dates served.
- a. The court order/judgment form authorizing the jail time credit should not be pre-signed by the Justice of the Peace.
 - b. The Justice of the Peace should only sign the court order/judgment form if it has been pre-printed with the docket number and defendant's name.
 - c. The court order/judgment must be scanned and entered in *Odyssey*.
 - d. The Scofflaw Release Form must be signed and sealed (approved) by the authorized representative of the court only after receipt of the evidence that the jail time service was completed.
 - e. A copy of the evidence that the jail time credit was completed must be attached to the Scofflaw Release Form (i.e., letter or receipt from jail facility).
 - f. The outstanding balance must be zeroed out and a case disposition entered in *Odyssey* prior to approving the Scofflaw Release Form. The case disposition must agree to the disposition entered on the Scofflaw Release Form.
 - g. The court order/judgment, approved Scofflaw Release Form, and evidence that jail time credit was completed must also be scanned and entered in *Odyssey*.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please call me at 318-2511 ext. 4604.

Respectfully,



Ray Eufrazio, CPA
County Auditor

- cc:
- The Honorable Ramon Garcia, County Judge
 - The Honorable David Fuentes, Commissioner Precinct 1
 - The Honorable Eduardo Cantu, Commissioner Precinct 2
 - The Honorable Jose M. Flores, Commissioner Precinct 3
 - The Honorable Joseph Palacios, Commissioner Precinct 4
 - The Honorable Eddie Guerra, Hidalgo County Sheriff
 - The Honorable Ricardo Rodriguez, Criminal District Attorney
 - Mr. Valde Guerra, Commissioners Court Executive Officer
 - Mr. Renan Ramirez, Chief Information Officer

Enclosure: Revised Scofflaw Release Form

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 12 TH D.C.	RODOLFO DELGADO JUDGE, 13 TH D.C.	J. R. "BOBBY" FLORES JUDGE, 13 TH D.C.	ROSE GUERRA REYNA JUDGE, 201 ST D.C.	JUAN R. PARTIDA JUDGE, 277 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE DONZALEZ JUDGE, 378 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 341 ST D.C.	L. KEHO VASQUEZ JUDGE, 391 ST D.C.	ISRAEL RAMON, JR. JUDGE, 430 TH D.C.	RENEE R. BETANCOURT JUDGE, 441 ST D.C.
---	---	--	--	--	--	---	--	--	--	--



**SCOFFLAW RELEASE FORM
 HIDALGO COUNTY TAX ASSESSOR-COLLECTOR
 ACKNOWLEDGEMENT OF PAYMENT OR AGREEMENT**

(This form is not an Official County Receipt)

Dear Motor Vehicle Owner,

Upon receipt of this form, you are hereby notified that your Texas Motor Vehicle Registration has been denied because the Hidalgo County Tax Assessor-Collector's Office has received information of an outstanding violation from Hidalgo County.

In order to obtain your Motor Vehicle Registration Renewal, you must receive clearance from the Court listed below. This form must be signed and sealed by an authorized representative from the corresponding Justice of the Peace office. Please contact the:

Scofflaw Release Form was issued on _____

By: _____
 Deputy Clerk

Sec. §502.010. REFUSAL TO REGISTER VEHICLE IN CERTAIN COUNTIES. (a) A county assessor-collector or the department may refuse to register a motor vehicle if the assessor-collector or the department receives information that the owner of the vehicle owes the county money for a fine, fee or tax that is past due, or failed to appear in connection with a complaint, citation, information, or indictment in a court in the county in which a criminal proceeding is pending against the owner.

PLEASE NOTE THAT A PAYMENT PLAN MUST BE PAID IN FULL IN ORDER TO RENEW THE REGISTRATION.

You may pay at the appropriate court or on the County's Website Link: <http://hidalgo.go2gov.net>

Court Use Only

Name _____ Cause # _____ Total Outstanding Amount _____ Official County Receipt Number _____ <i>* If money was received as payment, a copy of Official County receipt must be attached to this form as proof of payment. If not, the form is invalid.</i>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> Court Seal
Payment Type (select one): <input type="checkbox"/> Community Service <input type="checkbox"/> Jail Time Credit <input type="checkbox"/> Payment in Full <input type="checkbox"/> Cash Bond	Case Dispositon/Status (select one): <input type="checkbox"/> Guilty <input type="checkbox"/> Dismissed (Note reason For dismissal below): <input type="checkbox"/> Pre-Trial Hearing Pending <input type="checkbox"/> Deferred Disposition <input type="checkbox"/> Defensive Driving
Court Representative: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Printed Name Signature Date </div>	
Presiding Judge: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Printed Name Signature Date </div>	

***Note: The Judge's signature is ONLY required when a receipt is issued in an amount different from the total outstanding amount.**

*** In order for this form to be valid and authorize the Hidalgo County Tax Assessor - Collector's Office to renew the Vehicle registration the following is necessary: 1.) Signature of the Court Representative; 2.) Signature of the Judge (if applicable, as noted above); 3.) Official County Seal; and 4.) Copy of official County Receipt (if applicable). The Scofflaw Release Form is also not considered valid and complete if: 1.) Community Service or Jail Time Credit, if applicable, has not been completed; 2.) Time Payment Plan has not been paid in full; 3.) Bond has not been posted for a Pre-Trial hearing; and 4.) Order and Motion to Dismiss has not been signed by both Justice of the Peace and the District Attorney.

Justice of the Peace Jesus Morales Schedule of Adjustments For the Month Ended May 31, 2018

Receipt LTF should be assessed.	Cause #	Charge Offense Description	Appear By Date	Plea Date	Disp/Judgme nt Date	CCC	CHS	CHSJP	CO	CONST1	DPS	DPSr	DTO	IDRF	JCTF	JSF	LTF	MVF	OMNIC	OMNIS	OMNIV	SCOF	SIFC	SIFS	STF	TP	TPCO	TPDC	TPDS	TPST	UTFC	WARr	Received Amount
JP12-2018-02201	10-99659-TR	SPEEDING (EXCEED PRIMA FACIE LIMIT) - 69 MPH/55 MPH	9/21/2015	8/21/2015	08/21/2015				25																								25
Based on offense, MVF should NOT be assessed.																																	
JP12-2018-02088	TR	6/4/2010 NO SAFETY BELT	6/17/2016	5/18/2016	05/18/2016	26.58	1.99	0.66		3.32				1.33	2.66	2.66	2	0.07				13.29	0.4	3.59	19.94	1.66	6.65		8.31	1.99			97.1
Based on offense, MVF should be assessed.																																	
JP12-2018-02153	TR	NO DRIVER'S LICENSE (WHEN UNLICENSED)	6/7/2018	4/10/2018	05/08/2018	17.88	1.34	0.45		2.24				0.89	1.79	1.79	2					8.94	0.27	2.41									40
JP12-2018-02107	TR	NO DRIVER'S LICENSE (WHEN UNLICENSED)	9/8/2016	8/9/2016	08/09/2016	12.71	0.95	0.32		1.59				0.63	1.27	1.27	2					6.35	0.19	1.72	2.5	10		12.5					54
JP12-2018-02064	J12	Child <8 First Unrestrained Offense	5/16/2018	4/16/2018	04/16/2018	40	3	1		5				2	4	4	2						0.6	5.4	30		1	1	3				102
Due to others fee code should NOT be used. Please assess the arrest fee to the proper law enforcement agency.																																	
JP12-2018-02374	T15-0545112	FAIL MAINTAIN FINANCIAL RESPONSIBILITY	2/6/2015	5/24/2018	05/24/2018	40	3	1	175				5	2	4	4	2		4	20			20	0.6	5.4		1	1					50
Based on offense, UTFC and STF should be assessed.																																	
JP12-2018-02072	J12	FAIL TO YIELD AT STOP INTERSECTION	6/1/2018	2/14/2018	03/17/2018	9.99	0.75	0.25						0.5	1	1	2	0.02					0.15	1.35	0.62	2.5	0.25	3.12					25
TPDC and TPDS should be split \$1.00 each.																																	
JP12-2018-02068	TR	NO DRIVER'S LICENSE (WHEN UNLICENSED)	5/9/2018	4/3/2018	05/02/2018	40	3	1		5				2	4	4	2	0.1				20	0.6	5.4			2						89.1
LTF was over assessed.																																	
JP12-2018-02147	J12	TR17-1680- RIDE, NOT SECURI	6/6/2018	5/7/2018	05/07/2018	8.97	0.67	0.22					1.12	0.45	0.9	0.9	4					4.48	0.14	1.21	6.73		0.22	0.22		0.67			30.9

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

July 10, 2018

The Honorable Jason Peña
Hidalgo County Justice of the Peace Pct. 5, Pl. 1
P.O. Box 238
Elsa, Texas 78543
Ref: *Monthly Fines and Fees Report for May 2018*

Dear Judge Peña:

We have conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the month of May 2018 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fines, fees, and court costs collected were properly accounted and reported. 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.

Scope:

The scope of our review was limited to collections reported by your office on the *Monthly Report* for the month of May 2018. 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.

Methodology:

In conducting our review, the following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* to the County Auditor's Office to determine if the report and supporting documentation were received within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed 100% of receipts with an offense date prior to December 31, 2007 and 10% of randomly selected receipts with an offense date of January 1, 2008 and after to determine if fines, fees, and court costs were allocated and reported in the proper amounts and verified whether any adjustments were made.
- Verified that procedures for voided receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Report, 2.) total collections per *Odyssey's* Fee Distribution Report, 3.) total deposits made with the County Treasurer, and 4.) total deposits posted to *alio's* Undistributed Receipts general ledger account.
- Selected all cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail and randomly selected cases in which defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail to determine if: 1.) the warrant was recalled; 2.) the cash payment and/or jail time credit was applied to the case; 3.) the case was closed; and 4.) the Sheriff's "Discharge" receipt number was referenced on the case.
- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts followed sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. THERIA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Report and *alio's* Undistributed Receipts general ledger account to ensure all credit card transactions were timely received by the Justice of the Peace and County Treasurer's Office.
- Reviewed *Cashier's Daily Close-Out Reports* (Close-Out Reports) and County Treasurer receipts to determine if fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Reviewed receipts issued, Close-Out Reports, *Schedule of Receipts and Deposits* form, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, to verify proper completion.
- Verified if cash bonds posted by the defendants who failed to appear before the Justice of the Peace were forfeited (liquidated) by the 10th workday following the date of release from jail.

Conclusion:

Total collections for the month of May 2018 were \$3,419.50. Based on the results of our review, we have concluded that fines, fees, and court costs were generally properly accounted and reported.

If you have any questions, please contact Edgar Alan Escobedo, Internal Auditor I, at 318-2511 ext. 4655, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 394TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

**JUSTICE OF THE PEACE
MONTHLY FINES AND FEES COLLECTED
FOR THE MONTH OF: May-18**

Judge: JASON PEÑA
Precinct No. 5 Place No. 1

City: ELSA, TX
Hidalgo County, Texas

PBC

Part III: SUMMARY OF COLLECTIONS PAYABLE TO THE COUNTY TREASURER

Name of Fine, Fee, Court Cost	# Issued Filed	Statute Reference	Detail of Amt Collected	GL Acct No	Amt. Collected
FINES:					
County Fines (Local Fine)		LGC 113 004, PC 12 23		1200-351-10-069-000-0-000	\$ 504.60
Texas Parks & Wildlife 85% Fine (State Fine)		TPWC 12 107		1100-207-20-000-012-0-000	57.80
No Safety Belt 50% Fine (State Fine)		TRC 545 412, 545 413 (j)		1100-207-20-000-028-0-000	12.50
Gross Weight 50% Fine (State Fine)		TRC Sec 621 506 (g)		1100-207-20-000-013-0-000	-
School District 50% Fines		Educ. Code § 25 093 (d) 1 (A)		1100-207-30-000-012-0-000	-
LOCAL COURT COSTS AND FEES:					
Courthouse Security Adm. Fee(\$3)		C.C.P. Art. 102 017 (b)		1241-341-10-060-001-0-000	60.00
Courthouse Security Fund JP (\$1)		C.C.P. Art. 102 017		1245-341-10-069-000-0-000	20.00
Justice Court Technology Fund (\$4)		C.C.P. Art. 102 0173		1242-341-10-060-000-0-000	80.00
Time Payment - @40% OF \$25.00 (\$10.00)		LGC 133 103 (d)		1100-341-10-060-001-0-000	-
Time Payment - @ 10% of \$25.00 (\$2.50)		LGC 133 103 (c)		1100-341-10-060-002-0-000	-
Administrative Local Transaction Fee (\$2)		C.C.P. Art. 102 072		1100-341-10-060-003-0-000	40.00
Motor Vehicle Adm. Fee (\$10-\$20) (Dismissal Fee for Exp. DL, Exp Imp Cert, Exp Mv Reg.)		TRC Sec 548 605, 521 026,502 407		1100-341-10-060-004-0-000	-
Special Fees				1100-341-10-069-000-0-000	160.90
Deferred Disposition		C.C.P. Art. 45 051	140.90		
Administrative Fee - "Drivers Safety Course" (\$10)		C.C.P. Art. 45 051(f)	20.00		
Support of Judiciary Fund (\$5.60)		LGC 133 105		1100-341-10-060-009-0-000	12.00
Traffic Fee (\$3)		T.R.C. 542 403		1100-341-10-069-000-0-000	45.00
Child Safety (\$20-\$25)		C.C.P. Art. 102 014 (e)		1100-341-10-060-011-0-000	-
Failure to Appear (\$4)		TRC 706 006 TRC 706 007(d)(2)		1100-341-10-060-012-0-000	-
Scofflaw Fee (\$20)		TRC 502 010(a)		1100-341-10-140-049-0-000	-
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102 015		1100-341-10-060-013-0-000	20.00
STATE COURT COSTS AND FEES:					
Criminal Justice Planning Fund C.C.P. (\$5)		C.C.P. Art. 102 051		1100-207-20-000-003-0-000	-
State General Revenue Fund (\$2.50)		C.C.P. Art. 102 015		1100-207-20-000-010-0-000	-
Law Enforcement Education Fund (\$1, \$1.50, \$3.50)		Govt. Code Sec. 415 082		1100-207-20-000-011-0-000	-
Operators and Chauffeurs License Fund (\$75)		T.R.C. 601 192		1100-207-20-000-031-0-000	-
Time Payment - @50% OF \$25.00 (\$12.50)		LGC 133 103 (b)		1100-207-20-000-005-0-000	-
Juvenile Crime and Delinquency Fund (\$2.5, \$5.0)		C.C.P. Art. 102 075(m)		1100-207-20-000-007-0-000	-
Comprehensive Rehabilitation Fund (\$5)		C.C.P. Art. 102 082		1100-207-20-000-008-0-000	-
Fugitive Apprehension Fund (\$5)		C.C.P. Art. 102 019 (a) 2		1100-207-20-000-009-0-000	-
Consolidated Court Costs Fund (\$17)		CCP 102 075 (a) 3 LGC 133 102		1100-207-20-000-015-0-000	800.00
Compensation Victims Of Crime Fund (\$3, \$5, \$15, \$35)		C.C.P. Art. 56 55 (2) & (3)		1100-207-20-000-017-0-000	-
Judicial & Court Personnel Training Fund (\$1, \$2)		Govt. Code Sec. 56 001 (b)		1100-207-20-000-027-0-000	-
Correctional Management Institute of Texas Fund (\$ 50)		CCP Art. 102 075		1100-207-20-000-029-0-000	-
Indigent legal Services Fee-JP (\$6)		Govt. Code Sec. 101 141(2) (B)		1100-207-20-000-004-0-000	42.00
State Traffic Fee- Subtitle C (\$30)		TRC Sec 542 4031		1100-207-20-000-035-0-000	450.00
Jury Service Fee (\$4)		C.C.P. Art. 102 0045		1100-207-20-000-053-0-000	80.00
Support of Judiciary Fund (\$5.40)		LGC 133 105		1100-207-20-000-054-0-000	108.00
Birth Certificate Fee (\$1.80)		HSC 191 022(f)		1100-207-20-000-039-0-000	-
Defensive Driving Record Fee (\$12)		C.C.P. Art. 45 0511 (c-1)		1100-207-20-000-057-0-000	-
Indigent Defense Representation Fund		LGC 137 107 GC 102 023		1100-207-20-000-059-0-000	40.00
Moving Violation Fee (\$0.10)		C.C.P. Art. 102 022 GC		1100-207-20-000-061-0-000	1.70
Safety Seat Violation Fee (\$0.15)		TRC 545 412 (b-1)		1100-207-20-000-062-0-000	-
Failure to Appear (\$20)		TRC 706 006 TRC 706 007(d)(2)		1100-207-20-000-066-0-000	-
Electronic Filing Fee - Civil (\$10)		GC 101 1411 GC 51 851		1100-207-20-000-070-0-000	70.00
Truancy Prevention and Diversion Fund (\$1)		C.C.P. Art. 102 015		1100-207-20-000-073-0-000	20.00
Texas Home Visiting Program Contribution (\$5)		HSC 191 0048 LGC 118 018 (c)		1100-207-20-000-074-0-000	-
Judicial & Court Personnel Training Fund-Civil (\$5)		GC 51 971 (a)		1100-207-20-000-076-0-000	35.00
ARREST /WARRANT FEES: STATE					
D.P.S. (\$3, \$5, \$35, \$50)		C.C.P. Art. 102 011		1100-207-20-000-019-0-000	90.00
T.A.B.C. (\$3, \$5, \$35, \$50)				1100-207-20-000-020-0-000	-
P.K.W.L. (\$3, \$5, \$35, \$50)				1100-207-20-000-021-0-000	5.00
Texas Comptrollers Criminal Investigators				1100-207-20-000-060-0-000	-
ARREST /WARRANT/SERVICE FEES: COUNTY					
Sheriff Fees:		LGC 118 131		1100-342-10-060-001-0-000	5.00
Constable Fees:				1100-342-10-291-000-0-000	-
Precinct #1				1100-342-10-292-000-0-000	-
Precinct #2				1100-342-10-293-000-0-000	-
Precinct #3				1100-342-10-294-000-0-000	-
Precinct #4				1100-342-10-295-000-0-000	475.00
Precinct #5				1100-341-10-060-007-0-000	-
District Attorney Fees				1100-342-10-060-002-0-000	-
Tax Assessor Fraud Investigators				1100-342-10-060-003-0-000	-
School District Arrest Fee				1100-342-20-060-001-0-000	-
Fire Marshal Fee					-
Due to Others					
Warrant Fees/Out of County Service Fees D10- Law Enforcement Agencies		C.C.P. Art. 102 011 (a) 2 (A)		1100-207-30-000-003-0-000	-
Refund - Overpayments				1100-202-00-000-015-0-000	-
Restitution				1100-202-00-000-015-0-000	-
Failure to Appear- OmniBase (\$6)		TRC 706 006 TRC 706 007(d)(2)		1100-202-00-000-019-0-000	-
Delinquent Attorney Fee		C.C.P. Art. 103 0031 (b)		1100-202-00-000-004-0-000	-
Justice Fees (Local Fees)				1100-341-10-060-001-0-000	185.00
Small Claims Court Filing Fee (\$25)		LGC 118 121 118 122	125.00		
Debt Claim Fee (Justice Court Filing Fee) (\$25)		LGC 118 121 118 122	-		
Landlord & Tenant Eviction Filing Fee (Forcible Entry & Detainer Court) (\$25)		LGC 118 121 118 122	50.00		
Transcript Fees (\$10)		LGC 118 121 118 123 (b)	-		
Abstract Fees (\$5)		LGC 118 121 118 123 (c)	-		
Writ Filing Fee (\$5)		LGC 118 121 118 123 (d)	10.00		
Issuing other Document (\$1 1st pg., .25 for each addtl' pg)		LGC 118 121 118 123 (e)	-		
Certified Copies of Court Papers (\$2 1st pg., .25 for each addtl' pg)		LGC 118 121	-		
Probable Cause Tow Hearing Fee (\$20)		LGC 101 141(a)4	-		
Birth Certificates (\$22 each \$9.20 local)		HSC 191 0045 (3)(d)		1100-341-10-060-001-0-000	-
Death Certificates (\$20 each, each addtl' \$3)		HSC 191 0045 (3)(d)		1100-341-10-060-001-0-000	-
Preservation of Vital Statistics Fee (\$1 each)		HSC Sec 191 0045 (h)		1100-341-10-060-008-0-000	-
Jury Fees (Civil \$22, Criminal \$3)		Rules of Civil Pmc., Rule 504 (b) CCP 102 004		1100-341-10-060-006-0-000	-

**AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE
DATE: *en 6/26/2018*
6/25/18 *P. G. 7/9/18***

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: \$ 3,419.50

7/18/18

40

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

June 5, 2018

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

Ref: Wonderful Citrus Packing LLC 2018 Tax Abatement
Report No. 2018-20

Dear Mr. Garza:

We have completed a limited scope review of the tax abatement agreement between Hidalgo County and Wonderful Citrus Packing LLC. The objective of the review was to determine whether Wonderful Citrus Packing LLC qualifies for a tax abatement for the 2018 tax year.

Scope and Methodology:

The scope of our review was limited to a review of the tax abatement agreement between Hidalgo County and Wonderful Citrus Packing LLC, Hidalgo County Tax Abatement Guidelines, correspondence from Wonderful Citrus Packing LLC, and compliance verification letter from Wonderful Citrus Packing LLC regarding compliance with terms of the tax abatement agreement.

Conclusion:

Based on the results of our review, we have determined that Wonderful Citrus Packing LLC qualifies for 25% tax abatement for the 2018 tax year based on the capital cost improvements.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, ext. 4641, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,

A handwritten signature in black ink that reads 'Maria A. Duran' with a stylized flourish at the end.

Maria Arcilia Duran, CPA
Hidalgo County Auditor

Cc: The Honorable Ramon Garcia, Hidalgo County Judge
Ms. Blanca Perez, Supervisor - Property Records, Hidalgo County Appraisal District

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

July 2, 2018

The Honorable Pablo "Paul" Villarreal, Jr., RTA
Hidalgo County Tax Assessor-Collector
2804 S. Business Hwy 281
Edinburg, Texas 78539

Re: City of Alton TIRZ No. 1- Report No. 2018-30

Dear Mr. Villarreal:

We conducted a limited scope review of collections for the City of Alton Tax Increment Reinvestment Zone (TIRZ) No. 1. The objective of the review was to determine whether TIRZ collection reports prepared by the Tax Office included collections received for all tax accounts located within the TIRZ.

The scope of the review was limited to tax accounts located within the TIRZ for tax roll 2017. The 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 improvements could be made. The responsibility for sound internal controls rests with management.

In conducting our review, we reviewed TIRZ collection reports, City of Alton TIRZ No. 1 list of accounts provided by the Tax Office, and a list of tax accounts coded THCAN by HCAD.

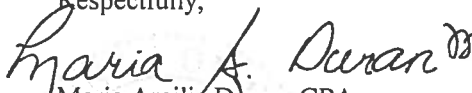
The results of the review revealed that the six tax account numbers listed below are located within the TIRZ boundaries; however, the tax account numbers were not included in the TIRZ list of accounts provided by the Tax Office. The six tax accounts were included in the tax accounts coded THCAN by HCAD. The tax accounts were included in the Tax Office collection reports for tax year 2016. The collection reports were manually adjusted to reflect the proper collections.

1	P1000-04-000-0398-00	4	W0100-00-044-0005-17
2	W0100-00-038-0007-05	5	T0945-15-000-0001-00
3	W0100-00-040-0007-25	6	T0945-15-000-0090-00

Please submit revised TIRZ collection reports to the County Auditor's Office by July 13, 2018.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at 4645.

Respectfully,


Maria Arcilia Duran, CPA
Hidalgo County Auditor

Cc: The Honorable Ramon Garcia, Hidalgo County Judge
Mr. Jorge Arcaute, City Manager, City of Alton

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 62ND D.C. JAIME E. TIJERINA 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. L. KENO VASQUEZ JUDGE, 398TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 449TH D.C.

**2017-2018 City of Alton No. 1 TIRZ
Exhibit C**

Payments that need to be included on Collection Reports

As Per Payment Recorded in ACT under Deposit Status			
	Deposit Date	Account No.	Tax Year Levy Paid
1	1/12/2018	P100004000039800	2017 \$ 92.22
	12/7/2017	W010000038000705	2017 \$ 242.39
2	12/13/2017	W010000038000705	2017 \$ 67.87
3	1/16/2018	W010000040000725	2017 \$ 168.74
4	1/23/2018	W010000044000517	2017 \$ 42.74
5	1/23/2018	T094515000000100	2017 \$ 157.36
6	1/26/2018	T094515000009000	2017 \$ 175.12

2017 Total \$ 946.44

Total

\$ 946.44

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

July 2, 2018

Jorge Arcaute, City Manager
City of Alton
509 S. Alton Blvd.
Alton, Texas 78573

Re: City of Alton TIRZ No. 1-Report No. 2018-30

Dear Mr. Arcaute:

We conducted a limited scope review of the interlocal agreement between the City of Alton, Hidalgo County, and City of Alton Reinvestment Zone No. 1. The objectives of the review were to determine the accuracy of the Alton TIRZ No. 1 2017-2018 payment request and compliance with Section IV (B)(2) and Section VII (J) of the interlocal agreement and Tax Code §311.016.

The scope of the review was limited to the property accounts within the Alton TIRZ No. 1 as of January 31, 2018. 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 improvements could be made. The responsibility for sound internal controls rests with management.

The results of our review revealed the following:

1. A payment request in the amount of \$149,395.07 was received from the City of Alton; however, it was determined that the payment amount should be \$155,488.79 (a difference of \$6,093.72) (see Exhibit A).
2. The annual report, fact sheet, and annual financial review were submitted in compliance with Sections IV (B)(2) and VII (J) of the interlocal agreement and Tax Code §311.016.

If you have any questions, please contact Corina Martinez, Internal Auditor I, at 318-2511, ext. 4624, Reynaldo Cantu III, Compliance Audit Supervisor, ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at 4645.

Respectfully,

Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures

cc: The Honorable Ramon Garcia, Hidalgo County Judge

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 32 ND D.C.	JAME E. TIERINA JUDGE, 93 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139 TH D.C.	ROSE GUERRA REYNA JUDGE, 206 TH D.C.	JUAN R. PARTIDA JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	L. KENO VASQUEZ JUDGE, 398 TH D.C.	ISRAEL RAMON, JR. JUDGE, 430 TH D.C.	RENEE R. BETANCOURT JUDGE, 449 TH 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

June 5, 2018

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

Ref: Hidalgo Wind Farm LLC- Phase I and Phase II 2018 Tax Abatement
Report No. 2018-39 and 2018-40

Dear Mr. Garza:

We have completed a limited scope review of the tax abatement agreements between Hidalgo County and Hidalgo Wind Farm LLC-Phase I and Hidalgo Wind Farm LLC-Phase II. The objective of the review was to determine whether Hidalgo Wind Farm LLC qualifies for a tax abatement for the 2018 tax year.

Scope and Methodology:

The scope of our review was limited to a review of the tax abatement agreement between Hidalgo County and Hidalgo Wind Farm LLC-Phase I, tax abatement agreement between Hidalgo County and Hidalgo Wind Farm LLC-Phase II, Hidalgo County Tax Abatement Guidelines, correspondence from Hidalgo Wind Farm LLC, and compliance verification letter from Hidalgo Wind Farm LLC regarding compliance with terms of the tax abatement agreements.

Conclusion:

Based on the results of our review, we determined that Hidalgo Wind Farm LLC-Phase I and Hidalgo County Wind Farm LLC- Phase II qualify for 80% and 70% tax abatement, respectively, for the 2018 tax year based on the capital cost improvements.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, ext. 4641, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,

A handwritten signature in cursive script that reads 'Maria A. Duran'. The signature is written in dark ink and includes a stylized flourish at the end.

Maria Arcilia Duran, CPA
Hidalgo County Auditor

Cc: The Honorable Ramon Garcia, Hidalgo County Judge
Ms. Blanca Perez, Supervisor - Property Records, Hidalgo County Appraisal District

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

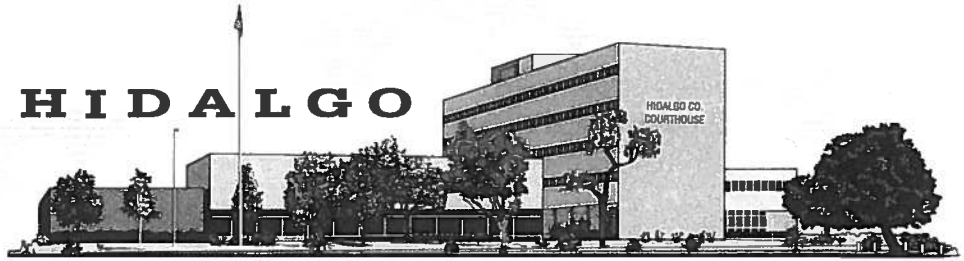
L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

June 4, 2018

The Honorable Pablo Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
2804 S. Business Hwy. 281
Edinburg, Texas 78539

Ref: April 2018 Delinquent Tax Attorney Payment Request
Report No. 2018-44

Dear Mr. Villarreal:

We completed a limited scope review of the April 2018 payment request prepared by your office for delinquent tax attorney (DTA) fees due to Linebarger, Goggan, Blair, and Sampson LLP (“LGBS”) and related supporting documentation. The objective of the 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 12 (RD12), Road District 14 (RD14), Road District 15 (RD15), State of Texas (TEX); and the payment request prepared by your office for the month ended April 30, 2018. 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.

In conducting our review, the following procedures were performed:

- Verified that the payment request 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 April 2018.”
- Reviewed the “Hidalgo County Tax Office Current Collection Report” and “Hidalgo County Tax Office Prior Collection Report” to determine if the DTA fees were collected at the 15% rate specified in the contract.
- Reviewed the “Hidalgo County Tax Office Current Collection Report” and “Hidalgo County Tax Office Prior Collection Report” to determine if the total amount of DTA fees collected agreed to the amount transferred to the Hidalgo County Treasurer’s Office.

The results of our review revealed that the payment request was generally accurate and properly authorized. More specifically, the following was noted:

- The payment request 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 April 2018.”

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Although DTA fees for 211 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 (208 tax accounts) and small amounts collected (3 tax accounts) (see Exhibit A).

We will proceed to process the April 2018 DTA payment request in the amount of \$136,662.46 to LGBS.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures

cc: Ms. Lucy Canales, Linebarger Goggan Blair & Sampson, LLP



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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, 378TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
1	1	2016	P87000000001300	1,773.66	407.94	2,181.60	313.94
2	1	2016	S357500000033A00	212.97	49.68	262.65	38.01
3	1	2016	M33000000001500	80.21	18.45	98.66	14.2
4	1	2016	W731000000009000	42.89	9.87	52.76	7.59
5	1	2016	A300000006000100	0.03	0	0.03	0.01
6	1	2016	C140000064000330	0.08	0.02	0.1	0.01
7	1	2015	S081000000010200	284.03	97.51	381.54	54.53
8	1	2015	V232200000002700	139.71	47.5	187.21	26.61
9	1	2015	V088000000002700	41.48	13.27	54.75	7.53
10	1	2015	M054200000007600	28.54	9.62	38.16	5.4
11	1	2014	O395000000003000	567.48	230.78	798.26	104.7
12	1	2014	M575900000000900	219.07	85.44	304.51	38.78
13	1	2014	M62500000K000700	155.8	69.59	225.39	31.55
14	1	2014	A180000043001215	134.7	62.86	197.56	28.49
15	1	2014	B190024000007400	73.28	34.44	107.72	15.61
16	1	2014	C176000000001400	41.58	18.72	60.3	8.48
17	1	2014	G880000011000400	28.98	11.23	40.21	5.26
18	1	2014	L181000000007300	28.86	11.35	40.21	5.15
19	1	2014	G880000011000400	14	5.54	19.54	2.54
20	1	2014	L212101000002600	12.57	5.07	17.64	2.3
21	1	2014	G880000011000400	9.73	3.81	13.54	1.77
22	1	2014	S359302000005300	9.35	3.79	13.14	1.74
23	1	2014	S359302000005300	9.3	3.7	13	1.73
24	1	2014	S359302000005300	9.33	3.75	13.08	1.73
25	1	2014	M045004000000200	6.93	3.25	10.18	1.47
26	1	2013	O395000000003000	426.78	224.76	651.54	86.42
27	1	2013	L630601000007900	57.98	29.38	87.36	11.22
28	1	2013	C980000002000111	40.02	19.74	59.76	7.5
29	1	2013	C980000002000111	40.02	19.74	59.76	7.5
30	1	2013	W380000695000001	30.11	15.96	46.07	6.14
31	1	2013	B158504000008600	30.91	14.83	45.74	5.61
32	1	2013	J390001000000800	7.76	4.21	11.97	1.63
33	1	2013	E330000380000400	3.27	1.69	4.96	0.67
34	1	2013	P320002006001200	3.58	1.73	5.31	0.65
35	1	2012	W380000817000001	330.61	193.96	524.57	63.97
36	1	2012	H090000012001100	110.28	65.43	175.71	21.67
37	1	2012	H265000005003400	20.01	12.27	32.28	4.11
38	1	2012	A180000029000525	20.68	12.34	33.02	4.1
39	1	2012	W340000000000800	15.05	9.89	24.94	3.39
40	1	2012	H12000066002800	12.44	7.83	20.27	2.65
41	1	2012	A210000048001001	5.73	3.54	9.27	1.19
42	1	2012	S710000000004100	0.45	0.32	0.77	0.11
43	1	2011	W380000817000001	416.39	294.25	710.64	88.07
44	1	2011	C750004001001900	164.19	118.75	282.94	35.95
45	1	2011	I210000000000800	81.24	59.04	140.28	17.92
46	1	2011	M111000000004300	67.54	49.09	116.63	14.89
47	1	2011	S170002023001700	53.69	37.4	91.09	11.11
48	1	2011	N500000002000500	43.55	33.4	76.95	10.39
49	1	2011	M685000000000600	32.73	26.62	59.35	8.49
50	1	2011	S170002063000804	32.68	25.37	58.05	7.94
51	1	2011	M520000076000900	27.46	18.48	45.94	5.39
52	1	2011	F345000146001100	25.76	16.23	41.99	4.56
53	1	2011	P935000000014600	17.47	14.27	31.74	4.56
54	1	2011	E330000359001000	13.84	8.99	22.83	2.57

55	1	2011	W010000030000728	12.12	8.53	20.65	2.55
56	1	2010	W380000817000001	242.44	200.41	442.85	55.64
57	1	2010	C750004001001900	225.75	190.39	416.14	53.5
58	1	2010	A080000000110921	126.34	102.76	229.1	28.24
59	1	2010	O210000005000035	107.77	89.81	197.58	25.06
60	1	2010	O210000005000035	107.77	89.82	197.59	25.06
61	1	2010	N340000000303513	53.24	43.13	96.37	11.82
62	1	2010	S735000001002400	17.65	15.54	33.19	4.47
63	1	2010	H302000000000700	13.96	10.13	24.09	2.57
64	1	2010	N480000004000203	7.51	6.44	13.95	1.83
65	1	2010	G590098004000101	5.74	4.62	10.36	1.26
66	1	2010	P820000000000200	5.24	3.79	9.03	0.96
67	1	2009	W380000817000001	304.75	288.5	593.25	75.43
68	1	2009	L085000000002300	187.26	194.75	382.01	54.21
69	1	2009	M500000003001110	279.54	226.2	505.74	52.41
70	1	2009	S350000000001405	67.88	70.38	138.26	19.55
71	1	2009	E650000006001300	72.77	70.58	143.35	18.78
72	1	2009	E458000000004300	24.17	19.57	43.74	4.5
73	1	2009	L605000000005005	18.26	15.6	33.86	3.75
74	1	2009	B158504000009200	16.45	14.44	30.89	3.56
75	1	2009	B190040000004900	13.1	11.31	24.41	2.75
76	1	2009	B190036000000400	3.88	3.12	7	0.72
77	1	2008	E330000339000900	159.14	144.28	303.42	30.79
78	1	2008	S170002020000504	49.78	56.25	106.03	14.64
79	1	2008	M059002000001100	27.54	27.9	55.44	6.65
80	1	2008	G550000000001200	16.84	17.63	34.47	4.32
81	1	2008	N580000004001500	5.9	5.73	11.63	1.31
82	1	2008	E850002010001000	4.37	4.31	8.68	1
83	1	2008	N480000004000203	0.84	0.91	1.75	0.23
84	1	2007	W380000817000001	199.63	236.9	436.53	56.6
85	1	2007	E330000110001200	193.66	218.17	411.83	49.67
86	1	2007	D435000000000501	64.5	68.17	132.67	14.52
87	1	2007	S740000000000100	19.46	22.5	41.96	5.25
88	1	2007	L672500000014000	14.23	16.78	31.01	4.01
89	1	2007	B505000015001100	6.8	7.03	13.83	1.46
90	1	2006	R168000000002900	99.04	107.64	206.68	20.06
91	1	2006	D435000000000501	61.17	71.98	133.15	14.87
92	1	2006	N120003000001025	19.79	24.06	43.85	5.16
93	1	2006	A555000000000300	10.24	12.86	23.1	2.85
94	1	2006	B262901000001000	12.04	13.09	25.13	2.44
95	1	2006	D320000110000000	11.51	12.51	24.02	2.33
96	1	2006	B156007000004400	10.15	11.41	21.56	2.22
97	1	2006	P820000000000200	5.3	6.38	11.68	1.35
98	1	2006	P696500000000700	5.83	6.58	12.41	1.29
99	1	2006	F345000146000800	1.67	1.74	3.41	0.31
100	1	2005	M305002004002100	47.1	68.29	115.39	15.54
101	1	2005	L636000000004400	52.56	63.42	115.98	11.59
102	1	2005	P696500000000700	42.87	53.44	96.31	10.22
103	1	2005	D600901000000100	18.17	24.41	42.58	5.12
104	1	2005	V380002010000500	24.9	29.06	53.96	5.04
105	1	2005	C211000000002600	13.8	16.08	29.88	2.79
106	1	2005	F345000146000800	13.61	15.88	29.49	2.76
107	1	2005	L187000002001500	11.79	13.73	25.52	2.38
108	1	2005	S245000000001200	7.45	9.9	17.35	2.05
109	1	2005	M475000002001600	6.01	7.66	13.67	1.51
110	1	2005	C730000021000800	3.44	4.5	7.94	0.92
111	1	2005	R225001003001900	2.53	3.8	6.33	0.9
112	1	2004	M305002004002100	136.67	214.57	351.24	47.56

113	1	2004	H282500000002000	47.03	67.24	114.27	13.4
114	1	2004	S395000002000401	47.8	61.48	109.28	10.54
115	1	2004	H365003000001100	23.64	32.88	56.52	6.32
116	1	2004	M015000062000401	12.65	20.08	32.73	4.5
117	1	2004	A180000036000408	22.72	27.85	50.57	4.39
118	1	2004	S110000002002400	13.64	20.28	33.92	4.24
119	1	2004	S52500144A000900	14.61	19.38	33.99	3.48
120	1	2004	R065000003000100	9.79	14.8	24.59	3.15
121	1	2004	C705000003000600	16.65	20.09	36.74	3.07
122	1	2004	T210000250001521	12.55	15.66	28.21	2.54
123	1	2004	T210000250001521	12.55	15.66	28.21	2.54
124	1	2004	E405002016000400	6.32	10.35	16.67	2.39
125	1	2004	W230000013000600	6.54	10.34	16.88	2.31
126	1	2004	H520003000005600	1.03	1.46	2.49	0.29
127	1	2004	T210000250001521	-12.55	-15.66	-28.21	-2.54
128	1	2003	L045000175000007	299.54	390.4	689.94	57.51
129	1	2003	W380000001000005	118.83	152.89	271.72	21.93
130	1	2003	J183503000005700	69.39	89.29	158.68	12.81
131	1	2003	J183503000005700	69.4	89.29	158.69	12.8
132	1	2003	S52500144A000900	26.49	38.32	64.81	6.8
133	1	2003	V382000000006900	19.03	31.47	50.5	6.66
134	1	2003	E405002016000400	9	15.81	24.81	3.56
135	1	2003	E330000123000100	12.89	18.66	31.55	3.31
136	1	2003	E330000123000100	12.89	18.65	31.54	3.31
137	1	2003	A180000036000408	14.92	20.1	35.02	3.16
138	1	2003	W230000052000300	8.15	13.5	21.65	2.86
139	1	2003	W230000050001101	14.23	18.31	32.54	2.63
140	1	2003	V382000000000100	12.51	16.61	29.12	2.54
141	1	2003	B505000015000600	5.31	7.06	12.37	1.08
142	1	2003	B496504000032900	1.77	3	4.77	0.66
143	1	2003	S244002000003500	2.76	3.66	6.42	0.56
144	1	2002	L045000175000007	276.51	393.56	670.07	58.07
145	1	2002	W380000817000001	63.39	113.26	176.65	23.68
146	1	2002	S004002000003000	33.89	49.03	82.92	7.47
147	1	2002	L115000000005000	19.87	33.98	53.85	6.74
148	1	2002	L115000000005000	19.87	33.98	53.85	6.74
149	1	2002	M190001000003200	25.39	37.76	63.15	6.06
150	1	2002	V382000000007000	14.66	20.61	35.27	2.96
151	1	2001	L045000175000007	276.05	426.04	702.09	62.94
152	1	2001	O065000000007900	277.2	401.02	678.22	51.14
153	1	2001	G390000000000400	53.39	100.55	153.94	20.34
154	1	2001	G880000010000300	7.58	10.95	18.53	1.39
155	1	2001	T706000000000200	4.71	7.1	11.81	1
156	1	2001	1004800000007635	1.69	2.44	4.13	0.31
157	1	2000	L045000175000007	266.06	442.54	708.6	65.45
158	1	2000	O065000000007900	259.95	407.25	667.2	52.64
159	1	2000	G570000001002900	44.29	84.44	128.73	15.74
160	1	2000	W010000049001055	39.06	72.92	111.98	13.18
161	1	2000	H265000006002000	29.85	51.55	81.4	8.2
162	1	2000	G590001004002100	14.21	21.75	35.96	2.65
163	1	2000	G040000006000100	4.84	9.7	14.54	1.94
164	1	2000	M687000000002600	2.38	4.09	6.47	0.65
165	1	1999	O065000000007900	233.74	394.25	627.99	51.54
166	1	1999	L045000175000007	64.44	114.91	179.35	17.01
167	1	1999	H345003000002000	51.75	93.49	145.24	14.2
168	1	1999	R026300000001100	14.44	29.88	44.32	5.68
169	1	1999	T685000000005800	6.57	12.92	19.49	2.28
170	1	1999	R055003000002000	6.4	12.09	18.49	1.99

171	1	1999	H419500000006600	6.72	12.12	18.84	1.84
172	1	1998	O06500000007900	54.22	97.95	152.17	12.93
173	1	1998	S295000000051600	22.77	52.23	75	10.42
174	1	1998	A530000002000300	6.57	13.19	19.76	2.16
175	1	1998	O330000024001500	3.88	8.09	11.97	1.42
176	1	1997	B22500000002000	35.78	67.5	103.28	8.53
177	1	1997	B22500000002000	35.78	67.5	103.28	8.53
178	1	1997	B01000003000300	15.44	32.93	48.37	5.39
179	1	1997	M49000000009302	12.39	28	40.39	5.03
180	1	1997	R225001003001300	9.13	19.44	28.57	3.17
181	1	1997	A036004000007900	8.65	17.36	26.01	2.53
182	1	1997	B15700000000500	3.46	6.73	10.19	0.91
183	1	1997	B22500000002000	-35.78	-67.5	-103.28	-8.53
184	1	1996	E40000002000900	31.22	79.84	111.06	15.74
185	1	1996	M36800000004100	5.46	14.09	19.55	2.8
186	1	1996	B22500000002000	10.55	21.17	31.72	2.71
187	1	1996	B22500000002000	10.55	21.17	31.72	2.71
188	1	1996	R2650000000602	5.93	14.07	20	2.5
189	1	1996	C030000190000100	5.53	11.1	16.63	1.42
190	1	1996	Y25000000002500	4.42	9.08	13.5	1.23
191	1	1996	B22500000002000	-10.55	-21.17	-31.72	-2.71
192	1	1995	E81000007000800	4.81	11.39	16.2	1.84
193	1	1995	A210000051001900	2.06	4.71	6.77	0.71
194	1	1994	H120000110002900	12.62	30.37	42.99	4.6
195	1	1994	E81000007000800	6.07	15.1	21.17	2.43
196	1	1994	C120002000002600	4.38	11.03	15.41	1.83
197	1	1994	L205000001001000	2.92	7.63	10.55	1.33
198	12	1999	H345003000002000	1.25	2.27	3.52	0.35
199	12	1999	R055003000002000	0.15	0.3	0.45	0.05
200	12	1997	M49000000009302	0.6	1.35	1.95	0.24
201	12	1997	A036004000007900	0.42	0.84	1.26	0.12
202	1	1999	W010000023000416	9.83	21.52	31.35	4.39
203	1	2015	L670000004001800	9.9	3.24	13.14	1.83
204	1	2010	L25000000000300	36.15	28.05	64.2	7.54
205	1	2010	L25000000000300	27.82	21.47	49.29	5.8
206	1	2010	L25000000000300	15.76	12.1	27.86	3.29
207	1	2009	L25000000000300	31.97	28.37	60.34	7.24
208	1	2009	H28400000013400	1.54	1.32	2.86	0.32
209	1	2007	M594202000014300	188.88	221.16	410.04	53.27
210	1	2006	M594202000014300	17.33	22.37	39.7	5.2
211	1	2002	C43600000003300	33.31	58.51	91.82	11.99

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

July 6, 2018

The Honorable Pablo Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
2804 S. Business Hwy. 281
Edinburg, Texas 78539

Ref: May 2018 Delinquent Tax Attorney Payment Request
Report No. 2018-59

Dear Mr. Villarreal:

We completed a limited scope review of the May 2018 payment request prepared by your office for delinquent tax attorney (DTA) fees due to Linebarger, Goggan, Blair, and Sampson LLP ("LGBS") and related supporting documentation. The objective of the 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 12 (RD12), Road District 14 (RD14), Road District 15 (RD15), State of Texas (TEX); and the payment request prepared by your office for the month ended May 31, 2018. 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.

In conducting our review, the following procedures were performed:

- Verified that the payment request 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 May 2018."
- Reviewed the "Hidalgo County Tax Office Current Collection Report" and "Hidalgo County Tax Office Prior Collection Report" to determine if the DTA fees were collected at the 15% rate specified in the contract.
- Reviewed the "Hidalgo County Tax Office Current Collection Report" and "Hidalgo County Tax Office Prior Collection Report" to determine if the total amount of DTA fees collected agreed to the amount transferred to the Hidalgo County Treasurer's Office.

The results of our review revealed that the payment request was generally accurate and properly authorized. More specifically, the following was noted:

- The payment request 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 May 2018."

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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, 378TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

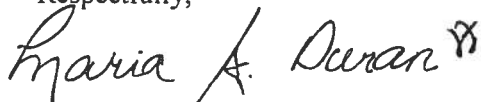
RENEE R. BETANCOURT
JUDGE, 449TH D.C.

- Although DTA fees for 276 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 (272 tax accounts) and small amounts collected (4 tax accounts) (see Exhibit A).

We will proceed to process the May 2018 DTA payment request in the amount of \$136,596.32 to LGBS.

If you have any questions, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosures

cc: Ms. Lucy Canales, Linebarger Goggan Blair & Sampson, LLP



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 52ND D.C.

JAIME E. TIJERINA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

JUAN R. PARTIDA
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 312ND D.C.

NOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

7/2/18

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
1	1	2017	I404799000000101	0.09	0.01	0.1	0.01
2	1	2016	W731000000009000	42.76	10.01	52.77	7.57
3	1	2016	F749502000015300	23.81	5.58	29.39	4.22
4	1	2016	M340002000004500	0.13	0.04	0.17	0.02
5	1	2015	M120000000000100	590.31	185.46	775.77	104.49
6	1	2015	L596504000003900	213.97	70.08	284.05	39.15
7	1	2015	B015000006001800	106.2	34.77	140.97	19.43
8	1	2015	S083000000002200	84.62	29.69	114.31	16.38
9	1	2015	V088000000002700	27.31	8.86	36.17	4.96
10	1	2015	E330000329001200	0.83	0.29	1.12	0.16
11	1	2014	B015000006001800	106.2	47.52	153.72	21.35
12	1	2014	M355000119001100	84.13	34.01	118.14	15.27
13	1	2014	O300004002001200	20.54	9.73	30.27	4.37
14	1	2014	L181000000007300	17.86	7.09	24.95	3.19
15	1	2014	L43500000L000100	14.82	6.44	21.26	2.89
16	1	2014	S359302000005300	14.05	5.77	19.82	2.61
17	1	2014	L165300002003000	13.31	5.25	18.56	2.36
18	1	2014	L212101000002600	12.54	5.11	17.65	2.29
19	1	2014	G880000011000400	9.51	3.8	13.31	1.73
20	1	2014	V089000000005200	5.87	2.43	8.3	1.09
21	1	2014	V231800000002400	0.68	0.35	1.03	0.16
22	1	2013	P640000063000300	71.44	33.88	105.32	12.65
23	1	2013	L630601000007900	50.18	25.64	75.82	9.71
24	1	2013	W380000695000001	25.03	13.37	38.4	5.11
25	1	2013	A080000000107722	20.79	11.92	32.71	4.61
26	1	2013	C980000002000111	21.59	10.74	32.33	4.05
27	1	2013	B158504000008600	17.3	8.37	25.67	3.14
28	1	2013	B315002006002100	11.77	5.97	17.74	2.26
29	1	2013	G490000004002000	11.66	5.53	17.19	2.07
30	1	2013	P320002006001200	3.57	1.74	5.31	0.65
31	1	2012	A080000000110921	175.87	101.56	277.43	32.97
32	1	2012	M373000000002800	110.19	62.16	172.35	20
33	1	2012	P329500000000600	77.15	42.76	119.91	13.66
34	1	2012	W340000000000800	33.74	22.3	56.04	7.59
35	1	2012	H265000005003400	19.96	12.32	32.28	4.1
36	1	2012	A180000029000525	20.63	12.41	33.04	4.09
37	1	2012	A210000048001001	17.17	10.66	27.83	3.55
38	1	2012	S215000006001600	12.2	8.02	20.22	2.73
39	1	2011	S160000001000712	349.5	228.63	578.13	65.01
40	1	2011	L334000000002000	96.92	78.58	175.5	24.86
41	1	2011	E431000000006500	95.31	62.99	158.3	18.01
42	1	2011	I210000000000800	81.07	59.26	140.33	17.88
43	1	2011	B505000014000200	66.16	49.45	115.61	15.08
44	1	2011	M111000000004300	67.41	49.26	116.67	14.86
45	1	2011	L116002000003100	63.98	47.82	111.8	14.59
46	1	2011	M685000000000600	54.44	44.51	98.95	14.13
47	1	2011	H005000000001800	53.61	36.66	90.27	10.69
48	1	2011	E431000000005700	38.97	32.23	71.2	10.29

49	1	2011	C211000000002900	42.34	30.1	72.44	8.96
50	1	2011	C880000016001200	35.79	27.22	63.01	8.37
51	1	2011	S170002063000804	32.6	25.46	58.06	7.93
52	1	2011	S170002063000804	32.6	25.46	58.06	7.93
53	1	2011	H520003000004300	26	20.47	46.47	6.39
54	1	2011	B157000000005400	24.72	16.66	41.38	4.82
55	1	2011	M520000076000900	21.95	14.87	36.82	4.31
56	1	2011	E431000000006500	18.55	12.27	30.82	3.51
57	1	2011	W010000030000728	12.62	8.93	21.55	2.65
58	1	2011	E330000359001000	13.79	9.04	22.83	2.57
59	1	2011	W515000000002300	9.63	7.36	16.99	2.27
60	1	2011	S365000003000200	1.36	0.88	2.24	0.25
61	1	2011	B368001000007000	0.02	0.01	0.03	0.01
62	1	2011	S170002063000804	-32.6	-25.46	-58.06	-7.93
63	1	2010	S160000001000712	225.37	174.48	399.85	45.98
64	1	2010	S016000000002600	108.37	94.36	202.73	26.82
65	1	2010	B190023000000200	112.07	94.97	207.04	26.56
66	1	2010	E458000000004900	146.02	104.76	250.78	26.06
67	1	2010	N890001000001400	114.8	85.33	200.13	22.04
68	1	2010	L116002000003100	67.99	58.98	126.97	16.73
69	1	2010	N340000000303513	53.13	43.26	96.39	11.8
70	1	2010	A080000000110921	42.89	35.06	77.95	9.59
71	1	2010	G400000000002000	36.71	29.4	66.11	7.93
72	1	2010	L605000000014430	24.14	20.55	44.69	5.76
73	1	2010	B293000000001400	28.89	20.62	49.51	5.11
74	1	2010	L106902000005300	15.88	12.5	28.38	3.36
75	1	2010	H520003000004300	12.47	11.32	23.79	3.29
76	1	2010	H302000000000700	6.96	5.09	12.05	1.28
77	1	2010	B293000000001400	-28.89	-20.62	-49.51	-5.11
78	1	2009	R175501003002300	739.92	599.95	1,339.87	136.52
79	1	2009	S160000001000712	510.83	456.77	967.6	113.4
80	1	2009	L116002000003100	71.62	70.72	142.34	18.91
81	1	2009	A210000050001500	86.31	74.01	160.32	17.74
82	1	2009	S350000000001405	40.66	42.32	82.98	11.71
83	1	2009	L335200000000100	38.01	37.15	75.16	9.87
84	1	2009	B190040000004900	32.99	28.62	61.61	6.93
85	1	2009	T040000003000100	31.19	26.73	57.92	6.4
86	1	2009	E458000000004900	28.07	23.5	51.57	5.52
87	1	2009	E583002000000100	15.79	15.37	31.16	4.07
88	1	2009	A630000000001100	15.93	15.05	30.98	3.9
89	1	2009	C765000002003200	18.7	15.47	34.17	3.59
90	1	2009	M593000000002700	16.59	14.16	30.75	3.38
91	1	2009	M593000000002700	12.39	10.59	22.98	2.53
92	1	2009	M059002000001100	4.72	4.25	8.97	1.06
93	1	2009	L605000000005005	-18.26	-15.6	-33.86	-3.75
94	1	2008	R175501003002300	581.92	541.67	1,123.59	117.84
95	1	2008	S160000001000712	257.84	261.49	519.33	61.88
96	1	2008	M520000050000100	48.62	52.89	101.51	13.28
97	1	2008	G080000003001500	24.54	28.04	52.58	7.36
98	1	2008	K240000000005901	31.46	29.5	60.96	6.47
99	1	2008	K240000000005901	30.88	28.93	59.81	6.34
100	1	2008	E310000016000100	9.53	9.82	19.35	2.36

101	1	2008	M059002000001100	9.33	9.49	18.82	2.25
102	1	2008	N580000004001500	5.89	5.74	11.63	1.31
103	1	2007	R175501003002300	534.47	561.63	1,096.10	117.85
104	1	2007	S160000001000712	269.24	305.36	574.6	69.46
105	1	2007	T210000254000604	160.46	164.34	324.8	33.46
106	1	2007	G74000600B000100	130.7	142.57	273.27	31.17
107	1	2007	L116002000003100	77.67	95.34	173.01	23.3
108	1	2007	H350000005000100	109.12	110.66	219.78	22.26
109	1	2007	A553000000002000	65.07	66.43	131.5	13.47
110	1	2007	V382000000014200	31.14	34.75	65.89	7.89
111	1	2007	M305002003002400	22.8	24.72	47.52	5.37
112	1	2007	L672500000014000	17.01	20.21	37.22	4.8
113	1	2007	L672500000014000	14.21	16.8	31.01	4.01
114	1	2007	A555000000000300	11.48	13.1	24.58	3
115	1	2007	T570002000001400	8.39	8.15	16.54	1.55
116	1	2007	B505000015001100	6.79	7.04	13.83	1.46
117	1	2007	L611000000001700	0.4	0.49	0.89	0.12
118	1	2007	G74000600B000100	-130.7	-142.57	-273.27	-31.17
119	1	2006	S160000001000712	249.31	312.67	561.98	68.81
120	1	2006	C965000002001500	230.51	242.23	472.74	42.53
121	1	2006	A553000000002000	39.93	45.56	85.49	8.99
122	1	2006	A300000020001200	31.72	37.43	69.15	7.7
123	1	2006	N120003000001025	19.74	24.11	43.85	5.16
124	1	2006	P696500000000700	18.02	20.39	38.41	3.98
125	1	2006	S735000004000600	14.4	17.14	31.54	3.56
126	1	2006	D680000042001700	11.93	14.69	26.62	3.17
127	1	2006	B262901000001000	12.02	13.12	25.14	2.44
128	1	2006	B156007000004400	10.66	12.03	22.69	2.34
129	1	2006	D320000110000000	11.48	12.54	24.02	2.33
130	1	2006	F345000146000800	11.33	11.91	23.24	2.09
131	1	2006	E720000016001200	9.2	9.68	18.88	1.7
132	1	2006	A555000000000300	2.39	3.02	5.41	0.67
133	1	2006	R065000003000100	0.3	0.39	0.69	0.09
134	1	2005	S160000001000712	156.11	214.52	370.63	45.9
135	1	2005	E800000110000500	195.28	220.83	416.11	36.03
136	1	2005	C965000002001500	171.19	200.44	371.63	34.67
137	1	2005	1003800000024422	145.32	170.15	315.47	29.43
138	1	2005	E720000004000100	94.62	130.01	224.63	27.82
139	1	2005	H265000009002200	52.6	59.31	111.91	9.63
140	1	2005	D600901000000100	18.13	24.45	42.58	5.12
141	1	2005	C211000000002600	13.76	16.12	29.88	2.79
142	1	2005	L187000002001500	11.75	13.76	25.51	2.38
143	1	2005	L108502000002700	8.38	11.02	19.4	2.24
144	1	2005	A045500000002000	10.12	12.26	22.38	2.23
145	1	2005	L43500000G000502	9.2	11.22	20.42	2.07
146	1	2005	R225001003001900	2.52	3.81	6.33	0.9
147	1	2005	C730000021000800	2.75	3.61	6.36	0.73
148	1	2004	C965000002001500	211.59	273.13	484.72	46.66
149	1	2004	E800000110000500	196.37	245.63	442	39.77
150	1	2004	S160000001000712	117.53	175.61	293.14	36.67
151	1	2004	H360000000000500	135.37	186.47	321.84	35.13
152	1	2004	V300000002001800	112.25	166.21	278.46	34.34

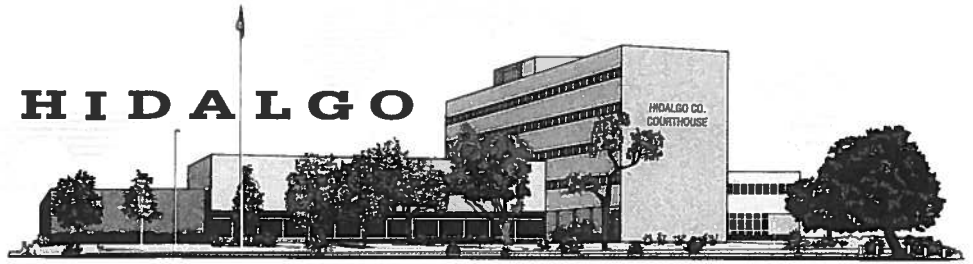
153	1	2004	C733000003000900	80.59	126.59	207.18	27.92
154	1	2004	L583003000012500	143.74	174.04	317.78	26.52
155	1	2004	1003800000024422	71.9	92.81	164.71	15.85
156	1	2004	S52500144A000900	42.13	56.07	98.2	10.05
157	1	2004	K240000000008020	38.71	48.95	87.66	8.07
158	1	2004	O540000004000500	34.13	41.32	75.45	6.3
159	1	2004	S110000002002400	13.63	20.3	33.93	4.23
160	1	2004	W380000238000005	11.46	18.17	29.63	4.05
161	1	2004	V382000000006900	11.73	18.04	29.77	3.89
162	1	2004	R065000003000100	9.79	14.83	24.62	3.15
163	1	2004	M015000062000401	7.58	12.06	19.64	2.7
164	1	2004	T210000250001521	12.53	15.68	28.21	2.54
165	1	2004	E540000026001100	4.67	6.2	10.87	1.11
166	1	2004	M355000150002100	3.33	5.02	8.35	1.06
167	1	2004	S004001000000400	3.6	4.63	8.23	0.79
168	1	2004	G160000000003100	2.79	3.59	6.38	0.61
169	1	2004	M703000000012300	1.67	2.44	4.11	0.5
170	1	2004	R065000003000100	1.07	1.62	2.69	0.34
171	1	2004	H520003000005600	1.03	1.46	2.49	0.29
172	1	2004	E330000123000100	0.36	0.47	0.83	0.08
173	1	2003	T210000254000604	176.82	265.96	442.78	49.6
174	1	2003	A210000081001600	223.09	284.99	508.08	39.82
175	1	2003	E800000110000500	155.85	213.65	369.5	34.37
176	1	2003	L583003000012500	128.86	171.49	300.35	26.09
177	1	2003	T500001004002400	118.2	157.3	275.5	23.94
178	1	2003	V300000002001800	64.24	102.84	167.08	20.81
179	1	2003	V153000000002800	62.33	93.54	155.87	17.39
180	1	2003	C750006000015500	37.79	56.47	94.26	10.43
181	1	2003	A180000064001504	24.64	37.48	62.12	7.1
182	1	2003	E330000123000100	12.54	18.19	30.73	3.22
183	1	2003	M265095005000100	8.3	14.36	22.66	3.17
184	1	2003	B158504000004200	8.05	13.72	21.77	2.98
185	1	2003	V382000000006900	8.51	14.11	22.62	2.97
186	1	2003	W230000052000300	8.13	13.52	21.65	2.86
187	1	2003	W230000050001101	14.2	18.34	32.54	2.62
188	1	2003	V382000000000100	12.51	16.63	29.14	2.53
189	1	2003	B505000015000600	5.3	7.07	12.37	1.08
190	1	2003	V382000000007000	4.95	6.38	11.33	0.91
191	1	2003	S430000001001400	1.78	2.8	4.58	0.56
192	1	2003	S244002000003500	1.37	1.84	3.21	0.28
193	1	2003	B505000015000600	1.33	1.77	3.1	0.27
194	1	2002	A050000000001504	140.86	256.01	396.87	54.3
195	1	2002	T210000254000604	133.97	217.59	351.56	39.99
196	1	2002	B158504000004200	66.69	121.43	188.12	25.81
197	1	2002	W010000042000808	114.11	157.57	271.68	21.57
198	1	2002	A210000081001600	94.78	132.45	227.23	18.62
199	1	2002	M703000000012300	26.03	44.45	70.48	8.75
200	1	2002	B050000001001600	8.65	13.25	21.9	2.22
201	1	2002	W010000044001052	7.54	10.97	18.51	1.67
202	1	2002	V382000000007000	4.22	5.96	10.18	0.86
203	1	2002	C690000001000700	2.65	4.05	6.7	0.68
204	1	2001	T210000254000604	150.2	261.97	412.17	47.54

205	1	2001	G212000000000700	51.44	86.79	138.23	14.97
206	1	2001	C535300000002500	26.22	41.18	67.4	6.25
207	1	2001	S477000000040600	13.05	24.59	37.64	4.95
208	1	2001	W010000042000808	13.85	20.79	34.64	2.87
209	1	2001	T706000000000200	4.7	7.11	11.81	1
210	1	2001	B050000001001600	2.96	4.89	7.85	0.81
211	1	2000	T210000254000604	142.42	265.5	407.92	47.64
212	1	2000	S240000000013600	158.18	261.13	419.31	37.73
213	1	2000	W010000042000808	91.53	148.36	239.89	20.6
214	1	2000	C535300000002500	69.62	117.72	187.34	17.86
215	1	2000	H345003000002000	40.77	68.93	109.7	10.46
216	1	2000	G590001004002100	14.19	21.77	35.96	2.64
217	1	2000	G040000006000100	4.84	9.71	14.55	1.93
218	1	2000	L187000001000500	2.55	4.97	7.52	0.95
219	1	2000	R026300000001100	1.95	3.81	5.76	0.73
220	1	2000	M687000000002600	2.37	4.1	6.47	0.65
221	1	1999	T210000254000604	105.88	210.09	315.97	37.32
222	1	1999	L187000001000500	51.34	106.32	157.66	20.1
223	1	1999	W010000042000808	81.66	142.16	223.82	19.84
224	1	1999	T543501000001300	22.21	44.52	66.73	8.03
225	1	1999	R026300000001100	12.55	26.03	38.58	4.93
226	1	1999	H345003000002000	15.72	28.47	44.19	4.32
227	1	1999	T685000000005800	6.56	12.94	19.5	2.28
228	1	1999	R055003000002000	6.39	12.11	18.5	1.99
229	1	1999	A655000000001000	2.22	4.49	6.71	0.82
230	1	1998	T210000254000604	105.88	222.79	328.67	39.23
231	1	1998	M270002000001700	94.21	174.35	268.56	24.17
232	1	1998	W010000042000808	17.53	32.62	50.15	4.58
233	1	1998	B225000000002000	7.03	12.43	19.46	1.55
234	1	1998	O330000024001500	3.87	8.1	11.97	1.42
235	1	1997	B225000000002000	40.09	75.81	115.9	9.56
236	1	1997	R225001003001300	18.26	38.91	57.17	6.33
237	1	1997	B010000003000300	15.42	32.95	48.37	5.39
238	1	1997	M490000000009302	12.37	28.01	40.38	5.03
239	1	1997	E140000001000600	10.13	22	32.13	3.69
240	1	1997	A036004000007900	8.63	17.38	26.01	2.53
241	1	1996	T210000254000604	106.97	250.76	357.73	43.48
242	1	1996	B190011000002500	23.9	55.72	79.62	9.57
243	1	1996	M368000000004100	5.47	14.09	19.56	2.8
244	1	1996	R265000000000602	5.92	14.08	20	2.5
245	1	1995	E810000007000800	10.57	25.06	35.63	4.04
246	1	1994	C120002000002600	4.37	11.04	15.41	1.83
247	1	1992	W010000044001053	1.83	5.59	7.42	1.06
248	1	1991	W010000044001053	5.4	17.12	22.52	3.23
249	1	1990	L255001005001900	8.47	27.28	35.75	4.95
250	1	1990	N340000000207700	5.55	16.03	21.58	2.42
251	1	1990	N340000000207700	4.43	12.83	17.26	1.94
252	1	1985	L590000003001000	2.9	10.67	13.57	1.77
253	12	1999	W010000042000808	3.63	6.32	9.95	0.88
254	12	1999	H345003000002000	0.39	0.7	1.09	0.11
255	12	1999	R055003000002000	0.16	0.31	0.47	0.05
256	12	1998	W010000042000808	1.38	2.57	3.95	0.36

257	12	1997	M490000000009302	0.6	1.35	1.95	0.24
258	12	1997	A036004000007900	0.42	0.84	1.26	0.12
259	12	1996	B190011000002500	1.3	2.98	4.28	0.51
260	12	1992	W010000044001053	0.09	0.28	0.37	0.05
261	12	1991	W010000044001053	0.14	0.44	0.58	0.08
262	1	2000	T527002000004100	8.38	15.97	24.35	2.96
263	1	2015	D520003003000300	169.26	56.56	225.82	31.48
264	1	2015	L670000004001800	9.88	3.27	13.15	1.82
265	1	2011	L546000000001500	275.74	183.13	458.87	52.53
266	1	2010	L546000000001500	135.7	106.41	242.11	28.29
267	1	2010	L546000000001500	33.79	26.49	60.28	7.04
268	1	2010	L250000000000300	9.78	7.62	17.4	2.04
269	1	2009	H284000000013400	5.89	5.03	10.92	1.21
270	1	2008	W380000255000016	37.02	36.4	73.42	8.44
271	1	2008	W380000255000016	29.62	29.12	58.74	6.75
272	1	2008	W380000255000016	-29.62	-29.12	-58.74	-6.75
273	1	2007	M594202000014300	97.76	115.68	213.44	27.57
274	1	2005	L195800002001500	11.23	16.59	27.82	3.82
275	1	2004	L195800002001500	52.31	83.56	135.87	18.75
276	1	2004	E540000045000300	3.81	6.06	9.87	1.35

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

June 22, 2018

The Honorable Atanacio Gaitan Jr., Constable
Hidalgo County Precinct No. 4
2814 S. Business Highway 281
Edinburg, TX 78539

Ref: Cash Count
Audit No: 2018-45

Dear Constable Gaitan:

We conducted a surprise cash count of the cash held at your office on May 31, 2018, as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count.

Scope:

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on August 4, 2017. 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 improvements could be made.

Conclusion:

There were no collections at time of cash count. However, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that segregation of duties over the handling of collections requires improvement. The Administrative Assistant performs the following incompatible duties:

- o Custody: Receives money, issues receipts, opens and lists mail receipts, balances copies of receipts against the cash drawer, maintains a cash drawer, prepares deposits, and has access to the inventory of unused receipts
- o Recording: Accounts for numerical sequence of cash receipts, prepares the Office of the Attorney General billings, and prepares reports of cash received

According to staff, management is of the opinion that segregation of duties do not need to be implemented since there has not been an issue with the manner in which the collection of funds are handled.

The responsibility for sound internal controls rests with management. Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents one individual from performing a transaction from beginning to end. In addition, it provides an individual with the opportunity to catch an error before a transaction is fully executed. Duties that should be segregated include: custody of assets, recording transactions, and authorization. The individual responsible for receiving money, issuing receipts, opening and listing mail receipts,

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

balancing copies of receipts against the cash drawer, maintaining a cash drawer, preparing deposits, and having access to the inventory of unused receipts should be different from the individual responsible for accounting for the numerical sequence of cash receipts, preparing the Office of the Attorney General billings, and preparing reports of cash received.

Maintaining segregation of duties is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations. Adequate and timely supervision is especially important in small departments, where limited personnel may inhibit a thorough segregation of duties.

Failure to have adequate segregation of duties increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that incompatible duties such as those noted above are adequately segregated. If incompatible duties cannot be adequately segregated, management should ensure that compensating controls are implemented.

Observation No. 2:

We noted that security cameras were not utilized in the area where cash is safeguarded. According to staff, cameras are not utilized since the cash is safeguarded in the Administrative Assistant's Office.

The County Auditor's Office recommends that security cameras be installed in areas where cash collections and receipts are received and safeguarded. Camera images must be stored on the type of media (e.g., digital recording box, tape, DVD, etc.) and retained for the period of time recommended by the Information Technology Department. If, however, the camera images are part of an ongoing investigation, they must be retained for the period of time determined by the investigating agency. Furthermore, a notice stating that an area is being monitored by a security camera must be posted at the entrance to the area being monitored.

The use of security cameras acts as a crime deterrent. Failure to properly utilize security cameras where cash is received and safeguarded increases the risk of loss or misuse of County funds.

Recommendation:

Management should install cameras in areas where cash is received and safeguarded.

Please provide written management responses to the observations noted above by July 6, 2018.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count or would like to schedule a meeting to discuss this cash count, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH 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.

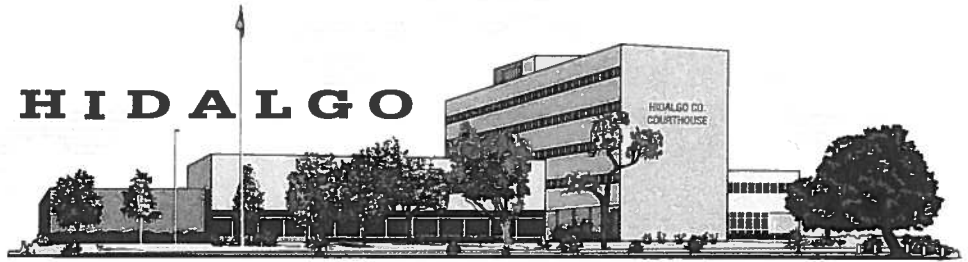
L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

COUNTY 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

July 2, 2018

Honorable Celestino Avila, Jr., Constable
Hidalgo County Precinct No. 1
1902 Joe Stephens Suite 303
Weslaco, Texas 78596

Re: Cash Count Report No. 2018-46

Dear Constable Avila:

We conducted a surprise cash count of the cash held at your office on June 6, 2018, as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count.

Scope:

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on September 1, 2017. 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 improvements could be made.

As part of our procedures, we verified that collections on hand agreed to the total receipts issued up to the time of the cash count. We also reviewed the internal control structure in order to verify that cash on hand was safeguarded against loss from unauthorized use and that only authorized transactions were executed, recorded, and reported in accordance with applicable laws and procedures. The internal controls reviewed during our walkthrough included, but were not limited to, the following: custody of cash, use of locked cash drawers, proper authorization of voided transactions, and segregation of duties.

Conclusion:

At the time of the cash count, receipts had not been issued and collections had not been made. However, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

A separate locked cash drawer was not maintained by each of the Administrative Assistants responsible for handling collections. According to staff, collections are maintained in a locked money bag and staff was not aware that employees responsible for handling collections should maintain a separate locked money bag.

The County Auditor's Office requires that each cashier be assigned to a separate cash drawer which only that cashier may access while on duty. The cash drawer must be locked during the cashier's absence.

Failure to establish individual responsibility for cash receipts increases the risk of loss or misuse of County funds.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

Recommendation:

Management should ensure that each cashier is assigned to a separate cash drawer which only that cashier may access while on duty. The cash drawer must be locked during the cashier's absence.

Observation No. 2:

We noted that collections are not properly safeguarded during breaks and overnight. The locked money bag is maintained in an unlocked drawer.

The County Auditor's Office requires that all collections be protected using a cash drawer, safe, or other secure place until it is deposited. Access to areas where cash is collected and safeguarded should be restricted to authorized personnel.

Failure to ensure that collections are properly safeguarded increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that collections are properly safeguarded until deposited.

Observation No. 3:

We noted that segregation of duties over the handling of collections requires improvement. In addition, compensating controls to cover the lack of basic internal controls have not been implemented. The Administrative Assistant II performs the following incompatible duties:

- o Custody: Receives money, issues receipts, opens and lists mail receipts, balances copies of receipts against the cash drawer, maintains a cash drawer, prepares bank deposit, and has access to the inventory of unused receipts
- o Recording: Accounts for numerical sequence of receipts, records receipts on cash received log, maintains inventory log of unused receipts, and prepares reports of cash received
- o Authorization: Subsequently compares listed mail receipts to recorded receipts.

According to staff, segregation of duties is difficult to achieve within the department due to limited personnel.

The responsibility for sound internal controls rests with management. Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents one individual from performing a transaction from beginning to end. In addition, it provides an individual with the opportunity to catch an error before a transaction is fully executed. Duties that should be segregated include: custody of assets, recording transactions, and authorization. The individual responsible for receiving money, issuing receipts, opening and listing mail receipts, balancing copies of receipts against the cash drawer, maintaining a cash drawer, preparing bank deposit, and having access to the inventory of unused receipts should be different from the individual responsible for accounting for numerical sequence of receipts, recording receipts on cash received log, maintaining inventory log of unused receipts, and preparing reports of cash received. In addition, the individuals previously noted should be different from the individual responsible for subsequently comparing listed mail receipts to recorded receipts.

Maintaining segregation of duties is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations. Adequate and timely supervision is especially important in small departments, where limited personnel may inhibit a thorough segregation of duties.

Failure to ensure that incompatible duties are adequately segregated or that compensating controls are implemented increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that incompatible duties, such as those noted above, are adequately segregated. If incompatible duties cannot be adequately segregated, management should ensure that compensating controls are implemented.

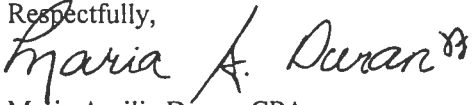
Please provide written management responses to the observations noted above by July 13, 2018.

HIDALGO COUNTY DISTRICT JUDGES

Honorable Celestino Avila, Jr.
July 2, 2018
Page 3 of 3

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count please contact Corina Martinez, Internal Auditor I, at 318-2511 ext. 4624, Reynaldo Cantu III, Compliance Audit Supervisor, ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92 ND D.C.	JAIME E. TIJERINA JUDGE, 93 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139 TH D.C.	ROSE GUERRA REYNA JUDGE, 208 TH D.C.	JUAN R. PARTIDA JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	L. KENO VASQUEZ JUDGE, 398 TH D.C.	ISRAEL RAMON, JR. JUDGE, 430 TH D.C.	RENEE R. BETANCOURT JUDGE, 448 TH 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



July 2, 2018

The Honorable Eddie Guerra, Sheriff
Hidalgo County Sheriff's Office
711 El Cibolo Rd.
Edinburg, Texas 78541

Re: Cash Count Report No. 2018-47

Dear Sheriff Guerra:

We conducted a surprise cash count of the cash held at the Sheriff's Office East Substation (Fee Account) on June 6, 2018, as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count and the approved change fund.

Scope:

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on September 1, 2017. 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 improvements could be made.

Conclusion:

At the time of the cash count, receipts had not been issued and collections had not been made. Based on the results of our review, we have concluded that total cash on hand reconciled to the approved change fund of \$50.00. However, the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that security cameras were not utilized in areas where cash was receipted and safeguarded. According to staff, security cameras are located throughout the office; however, not in the area where money is receipted and safeguarded.

The use of security cameras act as a crime deterrent. The County Auditor's Office recommends that security alarms and/or security cameras be installed in areas where cash collections are received and safeguarded. Camera images must be stored on the type of media (e.g., digital recording box, tape, DVD, etc.) and retained for the period of time recommended by the Information Technology Department. If, however, the camera images are part of an ongoing investigation, they must be retained for the period of time determined by the investigating agency. Furthermore, a notice stating that an area is being monitored by a security camera must be posted at the entrance to the area being monitored.

Failure to utilize security cameras in areas where cash is receipted and safeguarded increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that security cameras are utilized in areas where cash is receipted and safeguarded.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCO
JUDGE, 449TH D.C.

Observation No. 2:

We noted that if a shift change is necessary and collections are transferred from one employee to another, the collections are not counted in the presence of both parties and a receipt is not signed by the employee who accepted custody. According to staff, they were aware of the requirement and were not instructed by the Sheriff's Office administration to do so.

The County Auditor's Office requires that when cash is transferred from one person to another, the cash is counted in the presence of both parties. The amount should be recorded on a receipt, and the receipt should be signed by the employee accepting custody. This is necessary for the purposes of establishing responsibility relating to a shortage.

Failure to ensure that a receipt is recorded and signed by the employee accepting custody of collections during the transfer of cash may result in the loss or misuse of County funds.

Recommendation:

Management should ensure that the transfer of collections during a shift change is recorded on a receipt and the receipt is signed by the employee accepting custody.

Observation No. 3:

We noted that the reconciliation of collections is performed the following day. According to staff, the office collects until 5:00 PM (closing time) and reconciles receipted collections and change fund the following morning.

The County Auditor's Office requires that, each day, the cashiers reconcile the cash drawer against receipts issued and the change fund, using the *Cashier's Daily Close-Out Report*. A cut-off time should be established for performing the daily close-out procedures. The department should continue to receipt cash collected after the established cut-off time. Cash collected after the established cut-off time should be safeguarded until it is deposited the next business day.

Failure to ensure that, each day, the cashiers reconcile the cash drawer against receipts issued and the change fund may result in the loss or misuse of County funds.

Recommendation:

Management should ensure that, each day, the cashiers reconcile the cash drawer against receipts issued and the change fund, using the *Cashier's Daily Close-Out Report*.

Please provide written management responses to the observations noted above by July 13, 2018.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count or would like to schedule a meeting to discuss this cash count, please contact Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosure

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

JAIME E. TIJERINA
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 266TH 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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOI
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



June 19, 2018

Mr. Eduardo Olivarez, Director
Hidalgo County Department of Health and Human Services
1304 S. 25th Street
Edinburg, Texas 78539

Re: Cash Count Report No. 2018-534

Dear Mr. Olivarez:

We conducted a surprise cash count of the cash held at the Weslaco Health Clinic on April 25, 2018, as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count.

Scope:

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on December 5, 2017. 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 improvements could be made.

Conclusion:

Total cash on hand at the time of the cash count was \$175.00. Based on the results of our review, we concluded that total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count and the approved change fund of \$50.00. However, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

We noted that security cameras were not utilized where cash is receipted and safeguarded. According to management, security cameras have not been installed due to budgetary constraints.

Security cameras serve as a crime deterrent; therefore, the County Auditor's Office recommends that security alarms and security cameras be installed in areas where cash collections and receipts are received and safeguarded. Camera images must be stored on the type of media (e.g., digital recording box, tape, DVD, etc.) and retained for the period of time recommended by the Information Technology Department. If, however, the camera images are part of an ongoing investigation, they must be retained for the period of time determined by the investigating agency. Furthermore, a notice stating that an area is being monitored by a security camera must be posted at the entrance to the area being monitored.

Failure to utilize security cameras increases the risk of loss or misuse of County funds.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Recommendation:

Management should ensure that security cameras are installed and utilized where cash is received and safeguarded. Management should contact the Department of Budget and Management to request funding assistance to purchase the security cameras.

Observation No. 2:

A schedule of fees was not posted in a conspicuous location for the public's view. According to staff, a fee schedule had been posted; however, the fee schedule was removed.

The County Auditor's Office requires that a schedule of fees that will be charged pursuant to state statutes and/or Commissioners Court approval be posted in a conspicuous location for the public's view.

Failure to post the schedule of fees in a conspicuous location for the public's view increases the risk that the cashier may over-collect from a customer and misappropriate the difference without detection.

Recommendation:

Management should ensure that a schedule of authorized fees is posted in a conspicuous location for the public's view.

Observation No. 3:

We noted during our review that segregation of duties over the handling of collections requires improvement. The Clerks perform the following incompatible duties:

- o Custody: Receive money, issue receipts, balance copies of receipts against the cash drawer, maintain a cash drawer, prepare bank deposits, and have access to the inventory of unused receipts
- o Recording: Account for numerical sequence of receipts and prepare reports of cash received
- o Authorization: Verify that voided original receipts are kept and reviewed

The responsibility for sound internal controls rests with management. Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents one individual from performing a transaction from beginning to end. In addition, it provides an individual with the opportunity to catch an error before a transaction is fully executed. Duties that should be segregated include: custody of assets, recording transactions, and authorization. The individual responsible for receiving money, issuing receipts, balancing copies of receipts against the cash drawer, maintaining a cash drawer, preparing bank deposits, and having access to the inventory of unused receipts should be different from the individual responsible for accounting for the numerical sequence of cash receipts and preparing reports of cash received. In addition, the individuals previously noted should be different from the individual responsible for verifying that voided original receipts are kept and reviewed.

Maintaining segregation of duties is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations. Adequate and timely supervision is especially important in small departments, where limited personnel may inhibit a thorough segregation of duties.

Failure to have adequate segregation of duties increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that incompatible duties such as those noted above are adequately segregated. If incompatible duties cannot be adequately segregated, management should ensure that compensating controls are implemented.

Please provide written management responses to the observations noted above by July 6, 2018.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.


ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 448TH D.C.

Mr. Eduardo Olivarez
June 19, 2018
Page 3 of 3

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions or would like to schedule a meeting to discuss this cash count, please contact Gricelda Quintero, Internal Auditor II, at 318-2511 ext. 4643, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext.4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH D.C.

JUAN R. PARTIDA
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 312ND D.C.

NOE GONZALEZ
JUDGE, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

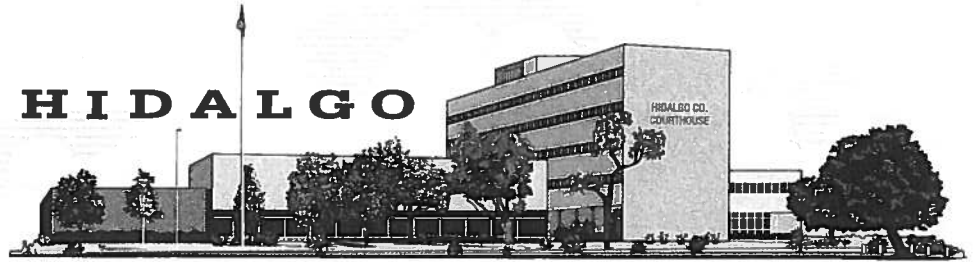
L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
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

June 19, 2018

The Honorable Pablo (Paul) Villarreal Jr., RTA
Hidalgo County Tax Assessor/Collector
2804 South Business Highway 281
Edinburg, Texas 78539

Re: Cash Count Report No. 2018-557

Dear Mr. Villarreal:

We conducted a surprise cash count of the cash held at the McAllen Motor Vehicle Substation on April 24, 2018, as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count and the approved change fund.

Scope:

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on February 5, 2018. 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 improvements could be made.

Conclusion:

Total cash on hand at the time of the cash count was \$14,113.72. Based on the results of our review, we have concluded that total cash on hand generally reconciled to the total receipts issued for the day up to the time of the cash count, web dealer report, and the approved change fund of \$6,700.00. There was a cash shortage of \$0.40. In addition, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

One check received as payment over the counter was dated March 26, 2018. According to the cashier that received and processed the payment, she did not notice the check was backdated a month prior to the day payment was presented and receipted. Furthermore, the cashier mentioned that the Department's policy allows cashiers to accept checks over the counter that are dated earlier than the date they are receipted as long as they are not older than 90 days.

The County Auditor's Office requires that prior to accepting an over the counter check as payment, the cashier must verify that the date on the check is the date payment is presented and that the check is not stale-dated or post-dated. Stale-dated or post-dated checks may not be accepted.

Failure to ensure that the date on the check is the date of payment and that checks are not stale-dated or post dated may result in the loss of County funds.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Recommendation:

Management should ensure that cashiers verify that the date on the check is the date payment is presented and that the check is not stale-dated or post-dated.

Observation No. 2:

Passwords to gain access to EZ Justice are not changed at least every 90 days. According to staff, the site does not prompt them to change their password. In addition, the Motor Vehicle main office has contacted Hamer Enterprises to request the password change notification to be prompted every 90 days and is pending further action from Hamer Enterprises.

The Information Technology (IT) Securities Policy requires that usernames and passwords not be shared and be changed at least every 90 days.

Failure to change passwords at least every 90 days may increase the risk of unauthorized access to EZ Justice.

Recommendation:

Management should contact the IT Department to ensure that passwords are changed at least every 90 days. In addition, the continued assistance of Hamer Enterprises should be requested until the problem has been resolved.

Observation No. 3:

We noted that checks received for payment were made payable to either Hidalgo County Tax Assessor Pablo "Paul" Villarreal Jr.; Pablo (Paul) Villarreal Jr. Assessor & Collector; or Pablo (Paul) Villarreal Jr. PCC. In addition, signs were posted for the public's view instructing them to make checks payable to "Pablo (Paul) Villarreal Jr. Tax Assessor & Collector.

On March 7, 2016, the County Auditor issued a letter to the Tax Assessor requiring cashiers to verify that checks are made payable to the Elected or Public Official's title (i.e. Hidalgo County Tax Assessor/Collector) prior to accepting a check as payment. Pursuant to Local Government Code Sections 112.002 and 112.006, the county auditor has financial oversight for all county offices and may dictate the accounting procedures and internal controls to be implemented by each county office.

Failure to ensure to ensure that checks are made out to the Elected Official's title (i.e., Hidalgo County Tax Assessor/Collector) increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that checks are made out to the Elected Official's title (i.e., Hidalgo County Tax Assessor/Collector).

Observation No. 4:

We noted that staff does not verify funds collected by web dealers have been deposited to the Motor Vehicle General bank account prior to receipting the collections in RTS. According to staff, employees at the main office are responsible for this verification. The funds are received from the web dealers approximately 1-3 days after the receipts are received in RTS.

The County Auditor's Office requires that a receipt be issued once funds have been deposited in the Motor Vehicle General bank account. The document used to verify that the funds have been received should be attached to the receipts.

Failure to ensure that receipts are issued only after funds have been deposited in the Motor Vehicle General bank account may result in incorrect accounting of receipts and deposits and the loss of County funds.

Recommendation:

Management should ensure that receipts are issued only after funds have been deposited in the Motor Vehicle General bank account. In addition, the documentation used to verify that the funds were received should be attached to the receipts.

Please provide written management responses to the observations noted above by July 6, 2018.


We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count or would

HIDALGO COUNTY DISTRICT JUDGES

Honorable Pablo (Paul) Villarreal, Jr.
June 19, 2018
Page 3 of 3

like to schedule a meeting to discuss this cash count, please contact Osvaldo Escamilla, Internal Auditor I, at (956) 318-2511, ext. 4647, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer
Santos Castilleja, Motor Vehicle Division Manager
Kristi Torres, McAllen Motor Vehicle Substation Supervisor
Renan Ramirez, Chief Information Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 138TH D.C.

ROSE GUERRA REYNA
JUDGE, 208TH 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, 369TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

COUNTY *of* HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-3587
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

June 21, 2018

The Honorable Jaime J. Muñoz
Hidalgo County Justice of the Peace Pct. 2, Pl. 2
300 W. Hall Acres, St. B
Pharr, Texas 78577

Ref: Cash Count
Report No. 2018-565

Dear Judge Muñoz:

We conducted a surprise cash count of the cash held at your office on April 26, 2018 as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count.

Scope

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on September 26, 2017. In addition, we evaluated the procedures in place related to documenting the authorization of dismissed criminal cases for the period of January 1, 2018 through January 31, 2018. 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 improvements could be made.

Conclusion:

Total cash on hand at the time of the cash count was \$3,799.40. Based on the results of our review, we have concluded that total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count. However, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

Although at the time of the cash count there were no mail-in payments, according to the Court Coordinator, due to heavy workload and limited staff, mail-in payments are not consistently receipted on a daily basis.

The County Auditor's Office requires that all payments, including mail-in payments, be promptly recorded and controlled using pre-numbered official County receipts.

Failure to ensure that all payments are promptly receipted may result in the loss or misuse of County funds.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSÉ 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.
CVFRSFFR

LETICIA LÓPEZ
JUDGE, 381ST D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Recommendation:

Management should ensure that all payments are promptly received.

Observation No. 2:

We randomly selected 10 of 110 dismissed criminal cases for the period of January 1, 2018 through January 31, 2018 to determine if authorization for the dismissal of the criminal cases were properly documented.

A review of the 10 cases revealed the following:

- 3 cases did not contain proper documentation authorizing dismissal of the case. The “Motion to Dismiss” by the District Attorney and the “Order to Dismiss” by the Justice of the Peace were not maintained. In addition, the reason for dismissal was not noted in *Odyssey*. According to the Court Coordinator, the “Motion to Dismiss” was signed by the District Attorney; however, the “Order to Dismiss” was not signed by the Justice of the Peace or uploaded to Odyssey due to an oversight. The Orders were signed and uploaded to Odyssey on May 5, 2018.
- 7 cases contained proper documentation authorizing dismissal of the case. The dismissals contained a “Motion to Dismiss” by the District Attorney, an “Order to Dismiss” by the Justice of the Peace, and the reasons for the dismissal noted in *Odyssey*. In addition, the copies of documents as proof of dismissal for 5 of 7 cases that required the information were in the case file.

A properly authorized dismissed criminal case should include in the case files and/or the docket book the following:

- “Motion to Dismiss” submitted by the District Attorney’s Office and an “Order to Dismiss” by the Justice of the Peace;
- Copies of documents as proof of dismissal based on the judge’s discretion in accordance with state statutes (i.e. copies of a hunting license, motor vehicle registration, valid driver’s license, etc.), and
- Reason(s) for the dismissal noted in *Odyssey*.

Formal monitoring procedures have not been developed and implemented to keep track of and ensure the authorization for dismissal of criminal cases is properly documented. Failure to properly document dismissals may result in sanctions from the State Commission on Judicial Conduct and/or loss or misuse of County revenues.

Recommendation:

Management should develop and implement formal monitoring procedures to document and keep track of the authorization of case dismissals. At a minimum, the procedures noted above should be implemented.

Observation No. 3:

We noted that one check was not endorsed “For Deposit Only.” According to staff, the check had not been endorsed due to an oversight.

According to the County Auditor’s Office “*Cash Handling Guidelines and Procedures*,” all checks received must be immediately restrictively endorsed “For Deposit Only” upon receipt. Immediately limiting the negotiability of checks ensures that checks received can only be deposited into the County’s bank account.

Failure to ensure that all checks are immediately endorsed “For Deposit Only” increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that all checks are immediately endorsed “For Deposit Only” upon receipt.

Please provide written management responses to the observations noted above by July 6, 2018.

HIDALGO COUNTY DISTRICT JUDGES

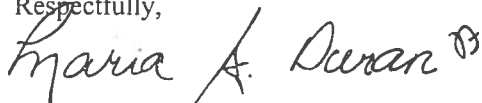
In addition, management should develop and implement procedures for the handling of cash and cash equivalent transactions. These procedures should include, at a minimum, the following:

- a. An office organizational chart;
- b. Location of cash collection points;
- c. Types of collections made by each cash collection point;
- d. A list of those positions involved with the handling of cash, a description of their duties, and description of how segregation of duties will be maintained;
- e. A complete start to finish description of the following:
 1. Process for accounting and safeguarding of the change fund, if any;
 2. Process for safeguarding cash until it is deposited;
 3. Process for accounting and safeguarding mail-in payments;
 4. Process for reconciling collections, including frequency of reconciliation;
 5. Bookkeeping system used, and how it is maintained; and
 6. Computer hardware and software used;
- f. List of the reports prepared/generated for the collection and the reporting of funds, including procedures for preparing the reports, who the reports should be submitted to, and when the reports are due;
- g. A schedule of how often deposits will be made; and
- h. Copies of any related forms/reports.

Please provide our office with copies of the procedures by July 6, 2018.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions or would like to schedule a meeting to discuss this cash count, please contact Edgar Alan Escobedo, Internal Auditor I, at 318-2511 ext. 4655, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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, 312ND D.C.

NOE GONZALEZ
JUDGE, 370TH D.C.
OVFRSFFR

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

COUNTY 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

June 21, 2018

The Honorable Charlie Espinoza
Justice of the Peace, Pct.4, Pl. 1
212 N. 12th Avenue
Edinburg, TX 78539

Re: Cash Count- Report No. 2018-568

Dear Judge Espinoza:

We conducted a surprise cash count of the cash held at your office on May 10, 2018, as required by Local Government Code § 115.0035. The objective of the cash count was to determine if total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count.

Scope

The scope of our review was limited to a count of the cash on hand as of the time of the cash count. We also conducted a follow-up review of the internal control weaknesses identified in the cash count conducted on December 12, 2017. In addition, we evaluated the procedures in place related to documenting the authorization of dismissed criminal cases for the period of February 1, 2018 through February 28, 2018. 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 improvements could be made.

Conclusion:

Total cash on hand at the time of the cash count was \$2,640.20. Based on the results of our review, we have concluded that total cash on hand did not reconcile to the total receipts issued for the day up to the time of the cash count and the approved change fund of \$50.00 (see Observation No.1). In addition, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

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.

Observation No. 1:

Total cash on hand at the time of the cash count exceeded receipts issued by \$1,575.20 due to 23 mail-in payments that were not receipted. The date on the checks ranged from April 30, 2018 to May 8, 2018. All 23 mail-in payments were subsequently receipted on May 10, 2018 (4), May 14, 2018 (3), May 15, 2018 (1), and May 17, 2018 (15). According to staff, the mail-in receipts were receipted 4-7 days late due to being overwhelmed by the number of civil cases being filed.

The County Auditor's Office requires that all payments, including mail-in payments, be promptly recorded and controlled using pre-numbered official County receipts. If a payment discrepancy occurs (i.e. check made out to the incorrect person, check made out for the incorrect amount, etc.), a pre-numbered manual Official County receipt should be issued. Once the discrepancy is resolved, an Official County receipt from the electronic receipting system should be issued and refund check issued, if applicable.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Failure to ensure that all payments are promptly receipted may result in the loss or misuse of County funds.

Recommendation:

Management should ensure that all payments are promptly receipted. At a minimum, the procedures noted above should be implemented.

Observation No. 2:

Procedures for the accounting of citations received from law enforcement agencies and civil cases filed with the court require improvement as follows:

1. Citations received from law enforcement agencies, except for Department of Public Safety (DPS), and civil cases were not recorded on a log. DPS automatically uploads the citations into *Odyssey*.
2. A reconciliation of citations and civil cases filed at the court to those recorded on *Odyssey*, the case management system, was not conducted and formally documented; and
3. Duties related to citations and civil cases are not properly segregated. Individuals responsible for issuing receipts (custody responsibility) are also responsible for entering citations into *Odyssey* (recording responsibility).

According to the Court Coordinator, due to a heavy case load and limited staff, procedures for the accounting of citations and civil case filings have not been improved.

The County Auditor's Office requires that a reconciliation of citations and civil cases filed at the court be conducted and formally documented. This reconciliation may be conducted and formally documented by completing a citation/civil cases filed log (log). Citations/civil cases should be entered into *Odyssey*, the case management system, the same day they are received. Any exceptions should be brought to the attention of the Supervisor, placed in a locked area, and processed on the next business day. The following procedures should be followed when processing citations:

- a. The person responsible for opening the mail and/or accepting the delivery of citations/civil cases should immediately list citations/civil cases on the log before distribution to the person responsible for entering them into *Odyssey*. Since the person responsible for entering the citations/civil cases into *Odyssey* has recording responsibilities, he/she should not be responsible for accepting payments.
- b. The person responsible for opening the mail and/or accepting the delivery of citations/civil cases should note, at a minimum, the following on the log: date received, citation number, name of violator/plaintiff, and name of officer who issued the citation, as applicable. The person responsible for noting this information should provide his/her signature on the "Prepared by" line of the log.
- c. The person responsible for entering the citations into *Odyssey* should enter the date of entry and docket number assigned to the citation/civil case on the log and provide his/her signature on the "Entered by" line of the log.
- d. The "New Cases" and "Cases Filed" reports for the specified date should be generated from *Odyssey* and reconciled to the log by a person other than the person responsible for entering the citations into *Odyssey*. Any variances should be noted on the log, with a detailed explanation, and immediately brought up to the attention of the Justice of the Peace. In addition, the person conducting this reconciliation should provide his/her signature on the log as acknowledgment of the reconciliation.
- e. Citations should be placed in the applicable file.
- f. The Justice of the Peace should request periodic reports regarding the citations filed with the courts from law enforcement agencies and reconcile the reports to the citations recorded in *Odyssey*.
- g. Copies of the citation logs and periodic reports received from law enforcement agencies shall be maintained by the Justice of the Peace Office. This documentation shall be made available to the County Auditor's Office for review upon request.

Maintaining adequate internal controls over citations is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Failure to ensure that citations and civil cases are properly accounted and reconciled or that compensating controls are implemented increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that citations and civil cases are properly accounted and reconciled. The procedures noted above should be implemented. If the procedures cannot be implemented, management should ensure that compensating controls are implemented.

Observation No. 3:

Although security cameras are utilized, the security cameras are not utilized in all offices where cash is received and safeguarded. According to the Court Coordinator, the Justice of the Peace does not want cameras in the Court Coordinator and Assistant Court Coordinator offices.

Security cameras serve as a crime deterrent; therefore, the County Auditor's Office recommends that security alarms and security cameras be installed in areas where cash collections are received and safeguarded. Camera images must be stored on the type of media (e.g., digital recording box, tape, DVD, etc.) and retained for the period of time recommended by the Information Technology Department. If, however, the camera images are part of an ongoing investigation, they must be retained for the period of time determined by the investigating agency. Furthermore, a notice stating that an area is being monitored by a security camera must be posted at the entrance to the area being monitored.

Failure to utilize security cameras increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that the security cameras are installed in areas where cash collections are received and safeguarded.

Observation No. 4:

According to staff, a listing of the names of customers whose checks have been returned by the bank ("hot checks") due to insufficient funds, closed accounts, unauthorized signatures, or drawn on uncollected funds has not been provided by the County Treasurer's Office. In addition, staff confirms through Odyssey whether the defendant has had prior convictions issuing hot checks to determine if the department should accept a check payment from the defendant.

The County Auditor's Office requires that a listing of the names of customers whose checks have been returned by the bank ("hot checks") due to insufficient funds, closed accounts, unauthorized signatures, or drawn on uncollected funds be maintained. The hot check list should be referenced when receiving checks from customers.

Failure to maintain and reference the hot check list increases the risk of accepting checks that will not clear the bank.

Recommendation:

Management should request the "hot check" listing from the County Treasurer's Office.

Observation No. 5:

A mail log was not utilized to record payments received through the mail. According to staff, a mail log is not prepared due to limited staff and time.

The County Auditor's Office requires that mail-in payments be listed on a daily mail log. The mail log should include the following information for each mail-in payment received: date received, the name of the payer, the amount of the remittance, the form of the remittance (e.g., cash or check), and, if applicable, the check number.

Failure to ensure that mail-in payments are recorded on a daily mail log increases the risk that payments could be lost or misappropriated without detection.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Recommendation:

Management should ensure that a daily mail log is prepared to record payments received through the mail. Please refer to the mail log section of the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office.

Observation No. 6:

We noted during our review that segregation of duties over the handling of collections requires improvement. The Court Coordinator performs the following incompatible duties:

- o Custody: Prepares bank deposits
- o Recording: Prepares daily and monthly reports of cash received

In addition, the Assistant Court Coordinators and Clerks perform the following incompatible duties:

- o Custody: Receive money, issue receipts, balance copies of receipts against cash drawer, and maintain a cash drawer
- o Recording: Have access to dismiss cases in *Odyssey*

According to staff, proper segregation of duties over the handling of collections has not been implemented due to a heavy case load and limited number of staff.

The responsibility for sound internal controls rests with management. Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents one individual from performing a transaction from beginning to end. In addition, it provides an individual with the opportunity to catch an error before a transaction is fully executed. Duties that should be segregated include: custody of assets, recording transactions, and authorization. The individual responsible for receiving money, issuing receipts, balancing copies of receipts against cash drawer, maintaining a cash drawer, and preparing bank deposits should be different from the individual responsible for preparing daily and monthly reports of cash received and having access to dismiss cases in *Odyssey*.

Maintaining segregation of duties is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations. Adequate and timely supervision is especially important in small departments, where limited personnel may inhibit a thorough segregation of duties.

Failure to ensure that incompatible duties are adequately segregated or that compensating controls are implemented increases the risk of loss or misuse of County funds.

Recommendation:

Management should ensure that incompatible duties are adequately segregated such as those noted above. If incompatible duties cannot be adequately segregated, management should ensure that compensating controls are implemented.

Observation No. 7:

A sample receipt by the notice stating "Make sure you receive an official county receipt when making payments at this office" was not posted in a conspicuous location for the public's view. According to the Court Coordinator, a sample of the receipt was subsequently posted.

The County Auditor's Office requires that a notice stating "Make sure you receive an official County receipt when making payments at this office" be posted in a place visible to the public near cashiers. A sample of each official County receipt issued by the department must be posted by the notice so the public will know what type of receipt to expect.

Failure to post a sample receipt by the required notice increases the risk of loss or misuse of County funds.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

RENEE R. BETANCOURT
JUDGE, 449TH D.C.

Recommendation:

Management should ensure that a sample receipt by the notice stating "Make sure you receive an official county receipt when making payments at this office" is posted in a conspicuous location for the public's view.

Please provide written management responses to the observations noted above by July 6, 2018. In addition, management should develop and implement procedures for the handling of cash and cash equivalent transactions.


These procedures should include, at a minimum, the following:

- a. An office organizational chart;
- b. Location of cash collection points;
- c. Types of collections made by each cash collection point;
- d. A list of those positions involved with the handling of cash, a description of their duties, and description of how segregation of duties will be maintained;
- e. A complete start to finish description of the following:
 1. Process for accounting and safeguarding of the change fund, if any;
 2. Process for safeguarding cash until it is deposited;
 3. Process for accounting and safeguarding mail-in payments;
 4. Process for reconciling collections, including frequency of reconciliation;
 5. Bookkeeping system used, and how it is maintained; and
 6. Computer hardware and software used;
- f. List of the reports prepared/generated for the collection and the reporting of funds, including procedures for preparing the reports, who the reports should be submitted to, and when the reports are due;
- g. A schedule of how often deposits will be made; and
- h. Copies of any related forms/reports.

Please provide our office with copies of the procedures by July 6, 2018.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you should have any questions or would like to schedule a meeting to discuss this cash count, please do not hesitate to contact Marissa Castillo, Internal Auditor II, at 318-2511 ext. 4650, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES