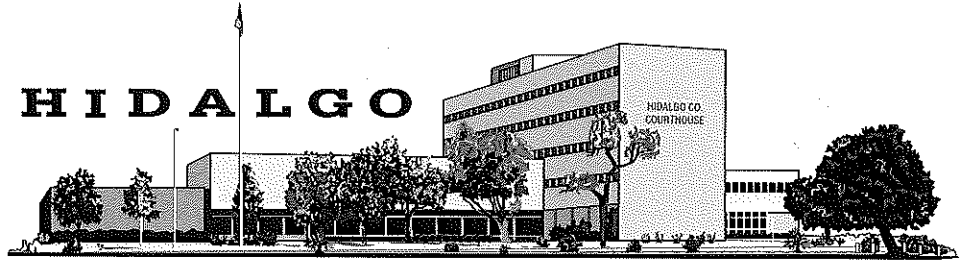


COUNTY of HIDALGO

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

September 22, 2020

The Honorable Richard F. Cortez, 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 Ellie Torres, 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 County Auditor reports:

Department	Description
Ms. Angie Chapa, Law Librarian	Monthly Fees Report for June 2020 and July 2020
Mr. Eduardo Olivarez, Chief Administrative Officer Hidalgo County Health and Human Services Department	Environmental Health Division Monthly Fees Report for June 2020 and July 2020
Mr. Homero Garza, Fire Marshal	Monthly Fees Report for June 2020 and July 2020
The Hon. Celestino Avila Jr. Constable Precinct No. 1	Monthly Fees Report for June 2020 and July 2020
The Hon. Martin Cantu, Constable Precinct No. 2	Monthly Fees Report for June 2020 and July 2020
The Hon. Lazaro Gallardo, Constable Precinct No. 3	Monthly Fees Report for June 2020 and July 2020
The Hon. Atanacio Gaitan Jr., Constable Precinct No. 4	Monthly Fees Report for June 2020 and July 2020
The Hon. Daniel Marichalar, Constable Precinct No. 5	Monthly Fees Report for June 2020 and July 2020
The Hon. Eduardo Cantu, Commissioner Precinct No. 2	Sanitation Program Monthly Fee Report for June 2020 and July 2020
The Hon. Jose M. Flores, Commissioner Precinct No. 3	Anzalduas Park Monthly Fee Report for June 2020 and July 2020
The Hon. Jose M. Flores, Commissioner Precinct No. 3	Sanitation Program Monthly Fee Report for April 2020 through June 2020
Ms. Yvonne Ramon, Elections Administrator	Monthly Fees Report for June 2020
Ms. Yvonne Ramon, Elections Administrator	Monthly Fees Report for July 2020
Ms. Yvonne Ramon, Elections Administrator	Monthly Fees Report for August 2020
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Fee Monthly Report for April 2020 through June 2020
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Civil and Probate Court Cost Monthly Reports for April 2020 through June 2020
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Criminal Fees Monthly Report for April 2020 through June 2020
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	Hidalgo County Tax Collected Reports for June 2020 and July 2020
The Hon. Lita Leo, Hidalgo County Treasurer	Jury Script Financial Statements for March 2020 through May 2020
The Hon. Arturo Guajardo, Jr., Hidalgo County Clerk	Texas Parks and Wildlife Financial Statements for May 2020
The Hon. Ricardo Rodriguez, Jr. Criminal District Attorney	Hot Checks Financial Statements for February 2020 through June 2020

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92ND D.C. FERRIQUO HANCIAS JUDGE, 69TH D.C. J. R. "DOBBY" FLORES JUDGE, 119TH D.C. ROSE GUERRA KEYHA JUDGE, 206TH D.C. MARLA JUELLAR JUDGE, 276TH D.C. MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. HOE GONZALEZ JUDGE, 370TH D.C. OVERSEER LETICIA LOPEZ JUDGE, 318TH D.C. L. KENO VASQUEZ JUDGE, 311TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 448TH D.C. YSMAEL D. FONSECA JUDGE, 461ST D.C.

The Hon. Ricardo Rodriguez, Jr. Criminal District Attorney	HIDTA Financial Statements for March 2020 through June 2020
The Hon. Ricardo Rodriguez, Jr. Criminal District Attorney	Hot Checks Processing Fees Report for May 2020 and June 2020
The Hon. Bobby Contreras, Justice of the Peace Pct. 2 Pl. 1	Monthly Fines and Fees Report for April 2020 through June 2020
The Hon. Jaime J. Munoz, Justice of the Peace Pct. 2 Pl. 2	Monthly Fines and Fees Report for April 2020 through June 2020
The Hon. Luis Garza, Justice of the Peace Pct. 3 Pl. 1	Monthly Fines and Fees Report for April 2020 through June 2020
The Hon. Juan "J.J." Pena, Justice of the Peace Pct. 3 Pl. 2	Monthly Fines and Fees Report for April 2020 through June 2020
The Hon. Charlie Espinoza, Justice of the Peace Pct. 4 Pl. 1	Monthly Fines and Fees Report for April 2020 through June 2020
The Hon. Homero A. Jasso, Justice of the Peace Pct. 4 Pl. 2	Monthly Fines and Fees Report for April 2020 through June 2020
The Hon. Jason Pena, Justice of the Peace Pct. 5 Pl. 1	Monthly Fines and Fees Report for April 2020 through June 2020
Omar Romero, City Manager, City of Penitas	City of Penitas TIRZ No. 1 Report No. 2019-26
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	City of Mission TIRZ No. 1 (THMS1 and THMS2) Report No. 2020-26
Randy Perez, City Manager City of Mission	City of Mission TIRZ No. 1 (THMS1 and THMS2) Report No. 2020-26
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	City of Pharr TIRZ No. 1 Report No. 2020-37
Edward Wylie, Interim City Manager City of Pharr	City of Pharr TIRZ No. 1 Report No. 2020-37
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	June 2020 DTA Payment Request Report No. 2020-54
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	July 2020 DTA Payment Request Report No. 2020-56
The Hon. Lita Leo, Hidalgo County Treasurer	Employee Direct Deposit Accounts – Audit No. 2019-49
Raul Silguero Jr., Director Department of Human Resources	Employee Direct Deposit Accounts – Audit No. 2019-49
The Hon. J.E. "Eddie" Guerra, Hidalgo County Sheriff	Jail Commissary Audit No. 2020-01
The Hon. J.E. "Eddie" Guerra, Hidalgo County Sheriff	Fee Account Monthly Fees Report for April 2020 and May 2020
Mr. T.J. Arredondo, Director Planning Department	Monthly Fees Report for May 2020
The Hon. David L. Fuentes, Commissioner Precinct No. 1	Sanitation Program Monthly Fee Report for March 2020 through May 2020

Respectfully,



Maria Arcilia Duran, CPA
 Hidalgo County Auditor

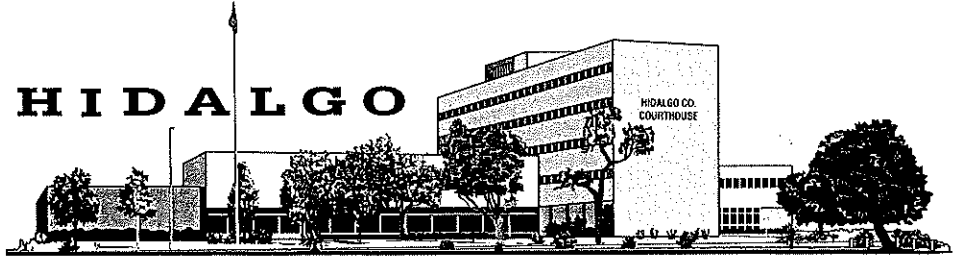
Attachments



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
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EDINBURG, TEXAS 78539

September 1, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Ms. Chapa:

We conducted a limited scope review of the *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

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.

Conclusion:

Total collections for the months of June 2020 and July 2020 were \$248.25 and \$153.50, respectively. Based on the results of our review, we concluded that fees collected were properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvement.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 were issued in sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SWOLETTERY
JUDGE, 82ND D.C.

FERNANDO MANCIAS
JUDGE, 89TH D.C.

J. R. "BOBBY" FLORES
JUDGE, 118TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 217TH D.C.

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

NOE GONZALEZ
JUDGE, 379TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 381ST D.C.

L. KENO VASQUEZ
JUDGE, 381ST D.C.

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

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

YSMAEL D. FONSECA
JUDGE, 447TH D.C.

- Verified that procedures for voiding 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 Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Verified that receipts, *Daily Remittance/Close-out Forms*, and the *Monthly Fees Report* were properly completed.

Observation No. 1:

On June 4, 2008, the Hidalgo County Law Library Committee Members approved service fees to be collected by the Law Library. We found no evidence that the fees approved by the Law Library Committee were approved by Commissioners Court, as follows:

- Xerox Copies - \$.25 per page;
- Computer Prints - \$.25 per page;
- Incoming Faxes - \$.25 per page; and
- Outgoing Faxes - \$1.00 per page.

According to staff, there is no evidence that the Law Library service fees were approved by Commissioners Court. The fees for Hidalgo County Law Library will be presented to Commissioner's Court for approval.

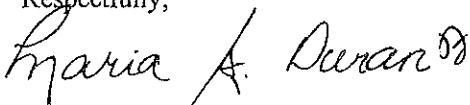
Departments may only collect fees that are statutorily authorized and, if required, approved by Commissioner's Court. Furthermore, pursuant to Local Government Code §323.024(b), actions of the law library committee are subject to approval by the Commissioners Court.

Recommendation:

Management should obtain Commissioners Court approval for the service fees approved by the Hidalgo County Law Library Committee.

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: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 87TH D.C.

FERNANDO MANCIAS
JUDGE, 85TH D.C.

J. R. "BOBBY" FLORES
JUDGE, 118TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 276TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 352TH D.C.

NOE GONZALEZ
JUDGE, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 388TH D.C.

L. KEHO VASQUEZ
JUDGE, 389TH D.C.

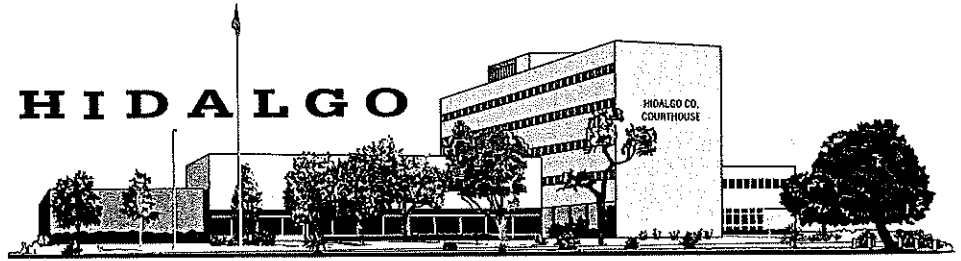
ISRAEL RAMON, JR.
JUDGE, 439TH D.C.

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

YSMAEL D. FOISECA
JUDGE, 447TH D.C.

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
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PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

September 1, 2020

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

Re: Environmental Health Division *Monthly Fees Report* for June 2020 and July 2020

Dear Mr. Olivarez:

We conducted a limited scope review of the Environmental Health Division *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the months of June 2020 and July 2020 totaled \$19,270.00 and \$12,890.00, respectively. Based on the review, we concluded that fees collected were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. The review was not intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001(b).
- Verified that the *Monthly Fees 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 were issued in sequential order.
- Verified that procedures for voiding 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.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 42ND D.C.

FERNANDO MARCHIAS
JUDGE, 43RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 24TH D.C.

MARLA CUELLAR
JUDGE, 27TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 33RD D.C.

NOE GONZALEZ
JUDGE, 37TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 31ST D.C.

L. KENO YASQUEZ
JUDGE, 31ST D.C.

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

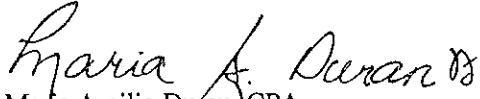
RENEE R. BETANCOURT
JUDGE, 44TH D.C.

YSMAEL D. FONSECA
JUDGE, 44TH D.C.

- 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; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts issued, Close-out Reports, and the *Monthly Fees Report* were properly completed.

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,



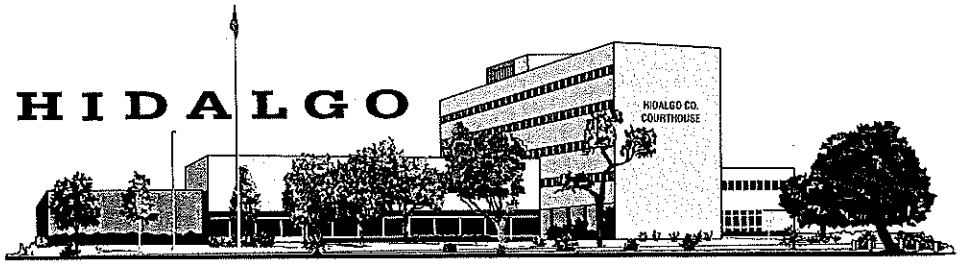
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETTERRY JUDGE, 12 th D.C.	FERNANDO MANCIAS JUDGE, 19 th D.C.	J. R. "BOBBY" FLORES JUDGE, 13 th D.C.	ROSE GUERRA REYNA JUDGE, 20 th D.C.	MARLA CUELLAR JUDGE, 27 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 31 st D.C.	JOE GONZALEZ JUDGE, 51 st D.C. OVERSEER	LETICIA LOPEZ JUDGE, 31 st D.C.	L. KENO VASQUEZ JUDGE, 31 st D.C.	ISRAEL RAMON, JR. JUDGE, 43 rd D.C.	RENEE R. BETANCOURT JUDGE, 41 st D.C.	YSMAEL D. FONSECA JUDGE, 41 st D.C.
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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

September 4, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Mr. Garza:

We conducted a limited scope review of the *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the months of June 2020 and July 2020 totaled \$13,312.50 and \$12,171.50, respectively. Based on the review, we concluded that fees collected were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 voiding receipts were properly followed.
- 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.

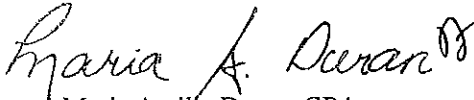
HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETERRY JUDGE, 92 ND D.C.	FERNAO MANCIAS JUDGE, 93 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139 TH D.C.	ROSE GUERRA REYNA JUDGE, 164 TH D.C.	MARLA CUELLAR JUDGE, 276 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 312 TH D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	L. KENO VASQUEZ JUDGE, 393 RD D.C.	ISRAEL RAMON, JR. JUDGE, 436 TH D.C.	REHEE R. BETANCOURT JUDGE, 448 TH D.C.	YSMAEL D. FONSECA JUDGE, 447 TH D.C.
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- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Verified that receipts, *Daily Remittance* forms, and the *Monthly Fees Report* were properly completed.

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

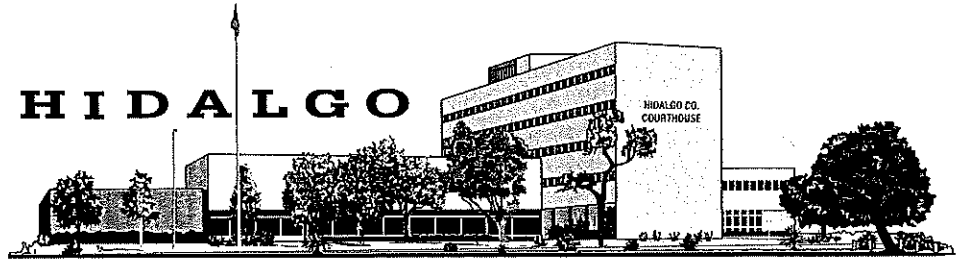
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 87 th D.C.	FERNANDO MANCIAS JUDGE, 81 st D.C.	J. R. "BOBBY" FLORES JUDGE, 138 th D.C.	ROSE GUERRA REYNA JUDGE, 204 th D.C.	MARLA CUELLAR JUDGE, 276 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 312 nd D.C.	NOE GONZALEZ JUDGE, 376 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 319 th D.C.	L. KENO VASQUEZ JUDGE, 388 th D.C.	ISRAEL RAMON, JR. JUDGE, 430 th D.C.	RENEE N. BETANCOURT JUDGE, 448 th D.C.	YSMAEL D. FONSECA JUDGE, 447 th D.C.
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COUNTY of HIDALGO

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EDINBURG, TEXAS 78539

September 3, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Constable Avila:

We conducted a limited scope review of the Constable Precinct No. 1 *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the months of June 2020 and July 2020 totaled \$32,584.00 and \$7,868.00, respectively. Based on the review, we concluded that fees collected were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 were issued in sequential order.
- Verified that procedures for voiding 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.

HIDALGO COUNTY DISTRICT JUDGES

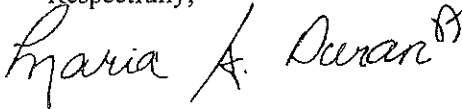
LUIS H. SINGLETERRY JUDGE, 91 ST D.C.	FERNANDO MANCIAS JUDGE, 93 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 131 ST D.C.	ROSE GUERRA REYNA JUDGE, 204 TH D.C.	MARLA CUELLAR JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 312 ND D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 391 TH D.C.	L. KENO VASQUEZ JUDGE, 391 TH D.C.	ISRAEL RAMON, JR. JUDGE, 401 ST D.C.	RENEE R. BETANCOURT JUDGE, 404 TH D.C.	YSMAEL O. FONSECA JUDGE, 444 TH D.C.
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The Honorable Celestino Avila
September 3, 2020
Page 2 of 2

- 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; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts, Close-out Reports and the *Monthly Fees Report* were properly completed.

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: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

FERNANDO MANCIAS
JUDGE, 93RD D.C.

J.R. "BOBBY" FLORES
JUDGE, 134TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 278TH D.C.

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

HOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 391ST D.C.

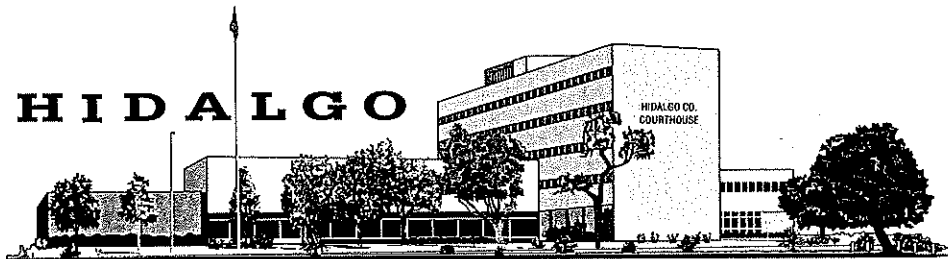
ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

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

YMAEL D. FONSECA
JUDGE, 441ST 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

September 4, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Constable Cantu:

We conducted a limited scope review of the Constable Precinct No. 2 *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the months of June 2020 and July 2020 totaled \$1,900.00 and \$8,676.50, respectively. Based on the review, we concluded that fees were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 voiding 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; and 3.) total receipts issued by the County Treasurer.

HIDALGO COUNTY DISTRICT JUDGES

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

FERNANDO MANCIAS
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 134TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 217TH D.C.

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

NOE GONZALEZ
JUDGE, 310TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 311TH D.C.

L. KEHO VASQUEZ
JUDGE, 311TH D.C.

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

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

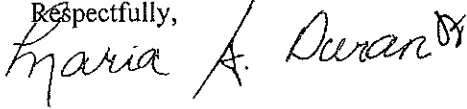
YSMAEL D. FONSECA
JUDGE, 464TH D.C.

The Honorable Martin Cantu
September 4, 2020
Page 2 of 2

- Verified that receipts, Close-out Reports, and the *Monthly Fees Report* were properly completed.

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

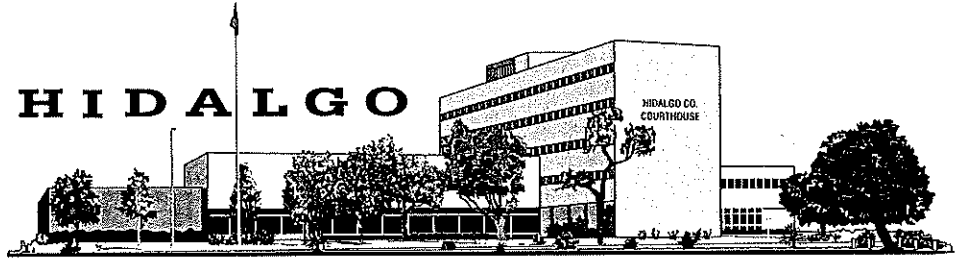
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETERRY JUDGE, 17 th D.C.	FERNANDO MANCIAS JUDGE, 19 th D.C.	J. R. "BOBBY" FLORES JUDGE, 19 th D.C.	ROSE GUERRA REYNA JUDGE, 20 th D.C.	MARLA CUELLAR JUDGE, 21 st D.C.	MARIO E. RAMIREZ, JR. JUDGE, 32 nd D.C.	NOE GONZALEZ JUDGE, 32 nd D.C.	LETICIA LOPEZ JUDGE, 31 st D.C.	L. KENO VASQUEZ JUDGE, 31 st D.C.	ISRAEL RAMON, JR. JUDGE, 43 rd D.C.	RENEE R. BETANCOURT JUDGE, 44 th D.C.	YSMAEL D. FONSECA JUDGE, 44 th D.C.
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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

September 3, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Constable Gallardo:

We conducted a limited scope review of the Constable Precinct No. 3 *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the months of June 2020 and July 2020 totaled \$15,252.00 and \$9,665.00, respectively. Based on the review, we concluded that fees collected were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 were issued in sequential order.
- Verified that procedures for voiding 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.

HIDALGO COUNTY DISTRICT JUDGES

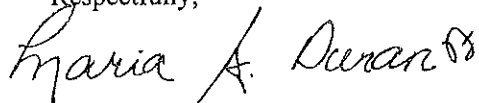
LUIS K. SMOLETTERRY JUDGE, 12 TH D.C.	FERNAHOO MANCIAS JUDGE, 13 TH D.C.	J. R. "BOBBY" FLORES JUDGE, 13 TH D.C.	ROSE GUERRA REYNA JUDGE, 20 TH D.C.	MARLA CUELLAR JUDGE, 27 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 32 TH D.C.	HOE GONZALEZ JUDGE, 37 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 38 TH D.C.	L. KENO VASQUEZ JUDGE, 39 TH D.C.	ISRAEL RAMON, JR. JUDGE, 43 TH D.C.	RENEE R. BETANCOURT JUDGE, 44 TH D.C.	YSMAEL O. FONSECA JUDGE, 46 TH D.C.
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Honorable Lazaro Gallardo
September 3, 2020
Page 2 of 2

- 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; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts, Close-out Reports, and the *Monthly Fees Report* were properly completed.

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,



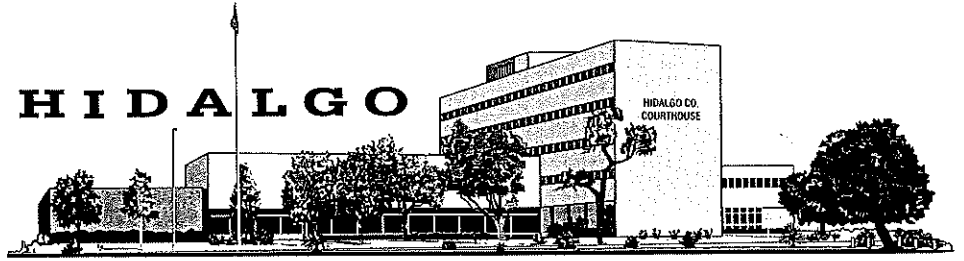
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 81 st D.C.	FERNANDO MANCIAS JUDGE, 81 st D.C.	J. R. "BOBBY" FLORES JUDGE, 139 th D.C.	ROSE OVERRERA REYNA JUDGE, 124 th D.C.	MARLA CUELLAR JUDGE, 213 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 nd D.C.	NOE GONZALEZ JUDGE, 320 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 381 st D.C.	L. KENO VASQUEZ JUDGE, 381 st D.C.	ISRAEL RAMON, JR. JUDGE, 430 th D.C.	RENEE R. BETANCOURT JUDGE, 440 th D.C.	YSMAEL D. FONSECA JUDGE, 441 st D.C.
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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

September 3, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Constable Gaitan:

We conducted a limited scope review of the Constable Precinct No. 4 *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the months of June 2020 and July 2020 totaled \$7,727.00 and \$1,855.00. Based on the review, we concluded that fees collected were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 voiding 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.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SPIDLETTY
JUDGE, 87th D.C.

FERNANDO NANCIAS
JUDGE, 87th D.C.

J. R. "BOBBY" FLORES
JUDGE, 131st D.C.

ROSE GUERRA REYNA
JUDGE, 204th D.C.

MARLA CUELLAR
JUDGE, 275th D.C.

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

NOE GONZALEZ
JUDGE, 376th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389th D.C.

L. KENO VASQUEZ
JUDGE, 393rd D.C.

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

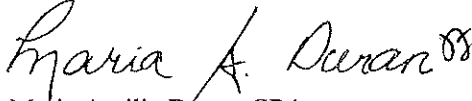
RENEE R. BETANCOURT
JUDGE, 448th D.C.

YSMAEL D. FONSECA
JUDGE, 448th D.C.

- 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; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts, Close-out Reports, and the *Monthly Fees Report* were properly completed.

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: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETTY
JUDGE, 47th D.C.

FERNANDO MANCIAS
JUDGE, 81st D.C.

J.R. "BOBBY" FLORES
JUDGE, 131st D.C.

ROSE GUERRA REYNA
JUDGE, 204th D.C.

MARLA CUELLAR
JUDGE, 273rd D.C.

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

HOE GONZALEZ
JUDGE, 378th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 311th D.C.

L. KEHO VASQUEZ
JUDGE, 311th D.C.

ISRAEL RAMON, JR.
JUDGE, 435th D.C.

RENEE R. BETANCOURT
JUDGE, 411th D.C.

YSMAEL D. FONSECA
JUDGE, 44th D.C.

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
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WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

September 3, 2020

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

Re: *Monthly Fees Report* for June 2020 and July 2020

Dear Constable Marichalar:

We conducted a limited scope review of the Constable Precinct No. 5 *Monthly Fees Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the month of June 2020 totaled \$1,692.00. There were no collections for the month of July 2020. Based on the review, we concluded that fees collected were generally properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 were issued in sequential order.
- Verified that procedures for voiding 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; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts, Close-out Reports, and the *Monthly Fees Report* were properly completed.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETTY
JUDGE, 12th D.C.

FERNANDO MANCIAS
JUDGE, 13th D.C.

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

ROSE GUERRA REYNA
JUDGE, 20th D.C.

MARLA CUELLAR
JUDGE, 27th D.C.

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

NOE GONZALEZ
JUDGE, 31st D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 34th D.C.

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

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

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

YSMAEL D. FONSECA
JUDGE, 44th D.C.

Honorable Daniel Marichalar
September 3, 2020
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,



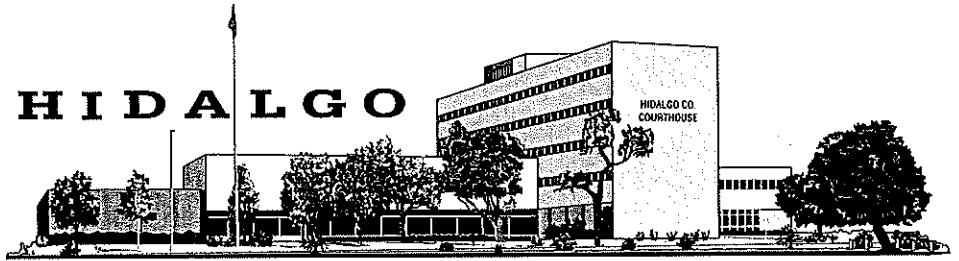
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 12 th D.C.	FERNANDO MANOIAS JUDGE, 13 th D.C.	J. R. "BOBBY" FLORES JUDGE, 13 th D.C.	ROSE GUERRA REYNA JUDGE, 20 th D.C.	MARLA CUELLAR JUDGE, 21 st D.C.	MARIO E. RAMIREZ, JR. JUDGE, 33 rd D.C.	HOE GONZALEZ JUDGE, 37 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 38 th D.C.	L. KENO VASQUEZ JUDGE, 38 th D.C.	ISRAEL RAMON, JR. JUDGE, 43 rd D.C.	RENEE R. BETANCOURT JUDGE, 44 th D.C.	YSMAEL D. FONSECA JUDGE, 44 th D.C.
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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

September 3, 2020

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

Re: Sanitation Program *Monthly Fee Report* for June 2020 and July 2020

Dear Commissioner Cantu:

We conducted a limited scope review of the Sanitation Program *Monthly Fee Report* and supporting documentation for the months of June 2020 and July 2020 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.

Conclusion:

Collections for the month of June 2020 and July 2020 totaled \$9,700.00 and \$9,250.00, respectively. Based on the review, we concluded that fees collected were generally properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fee Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fee Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fee 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 were issued in sequential order.
- Verified that procedures for voiding receipts and 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.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 81ST D.C. FERNANDO MANCIAS JUDGE, 89TH D.C. J. R. "BOBBY" FLORES JUDGE, 138TH D.C. ROSE GUERRA REYNA JUDGE, 204TH D.C. MARLA CUELLAR JUDGE, 315TH D.C. MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 375TH D.C. OVERSEER LETICIA LOPEZ JUDGE, 349TH D.C. L. KENO VASQUEZ JUDGE, 391TH D.C. ISRAEL RAMON, JR. JUDGE, 430TH D.C. RENEER. BETANCOURT JUDGE, 449TH D.C. YSMAEL D. FONSECA JUDGE, 447TH 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.
- Verified that receipts, Close-out Reports, and the *Monthly Fee Report* were properly completed.

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

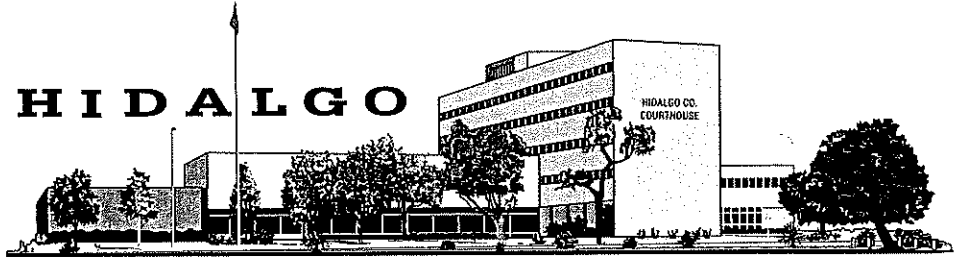
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. BRIGLETERRY JUDGE, 82 ND D.C.	FERNANDO MANCIAS JUDGE, 83 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 158 TH D.C.	ROSE GUERRA REYNA JUDGE, 268 TH D.C.	MARLA CUELLAR JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE GONZALEZ JUDGE, 316 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 311 TH D.C.	L. KENO VASQUEZ JUDGE, 311 TH D.C.	ISRAEL RAMON, JR. JUDGE, 436 TH D.C.	RENEE R. BETANCOURT JUDGE, 448 TH D.C.	YSMAEL D. FONSECA JUDGE, 444 TH D.C.
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COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
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EDINBURG, TEXAS 78539

September 3, 2020

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

Re: Anzalduas Park *Monthly Fee Report* for June 2020 and July 2020

Dear Commissioner Flores:

We conducted a limited scope review of the Anzalduas Park *Monthly Fee Report* and supporting documentation for the months of June 2020 and July 2020 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.

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.

Conclusion:

There were no collections for the months of June 2020 and July 2020 since the park was closed due to COVID-19; however, as previously recommended in the prior months, the system of internal controls for the accounting and reporting of fees requires improvement as noted in observation below.

Observation No. 1:

A \$4.00 park entrance fee is collected from vehicles entering the Anzalduas Park on Saturdays and Sundays. However, according to staff, the park entrance fee is waived under certain circumstances. For example, the park entrance fee is 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 presentation 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.

Pursuant to Local Government Code §316.004, "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."

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 12 TH D.C.	FERNANDO MANGIAS JUDGE, 15 TH D.C.	J. R. "BOBBY" FLORES JUDGE, 13 TH D.C.	ROSE GUERRA REYNA JUDGE, 26 TH D.C.	MARLA CUELLAR JUDGE, 37 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 33 RD D.C.	NOE GONZALEZ JUDGE, 37 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 38 TH D.C.	L. KENO VASQUEZ JUDGE, 31 ST D.C.	ISRAEL RAMON, JR. JUDGE, 43 RD D.C.	RENEE R. BETANCOURT JUDGE, 44 TH D.C.	YSMAEL D. FOISECA JUDGE, 41 ST D.C.
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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. In addition, a request to waive the park entrance fees for certain individuals should be presented to Commissioners Court for approval. Furthermore, the park entrance fee should continue to be collected after the cut-off time as required by the *Cash Handling Guidelines and Procedures*.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fee Report* for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

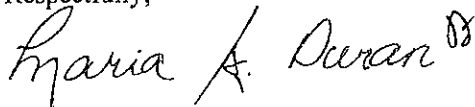
In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fee Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fee Report* was signed by an authorized signatory as documented on the "Authorized Signatories Form."

Please provide a written management response to the observation noted above by September 11, 2020.

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

Enclosure: Management Response Form

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETTY JUDGE, 1 ST D.C.	FERHANHO MARIAS JUDGE, 1 ST D.C.	J. R. "BOBBY" FLORES JUDGE, 13 TH D.C.	ROSE GUERRA REYHA JUDGE, 24 TH D.C.	MARLA CUELLAR JUDGE, 27 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 33 RD D.C.	NOE GONZALEZ JUDGE, 37 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 34 TH D.C.	L. XENIO VASQUEZ JUDGE, 39 TH D.C.	ISRAEL RAMON, JR. JUDGE, 43 RD D.C.	RENEE R. BETANCOURT JUDGE, 44 TH D.C.	YSMAEL D. FONSECA JUDGE, 42 ND D.C.
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**HIDALGO COUNTY AUDITOR'S OFFICE
INTERNAL AUDIT DIVISION
MANAGEMENT RESPONSE FORM**

AUDITEE: Anzalduas Park AUDIT NO.: _____
AUDIT: Monthly Fee Report for MANAGEMENT
June 2020 and July 2020 RESPONSE DUE: September 11, 2020
FINDING No.: 1 RECOMMENDATION: 1

Management should develop and implement formal procedures to ensure that park entrance fees are properly collected. In addition, a request to waive the park entrance fees for certain individuals should be presented to Commissioners Court for approval. Furthermore, the park entrance fee should continue to be collected after the cut-off time as required by the Cash Handling Guidelines and Procedures.

Management Response (Choose One):

_____ AGREE TO TAKE REMEDIAL ACTION (Action Plan attached)
_____ AGREE TO ACCEPT RISK OF NOT TAKING REMEDIAL ACTION
_____ DISAGREE THAT RISK EXISTS (Specify below)

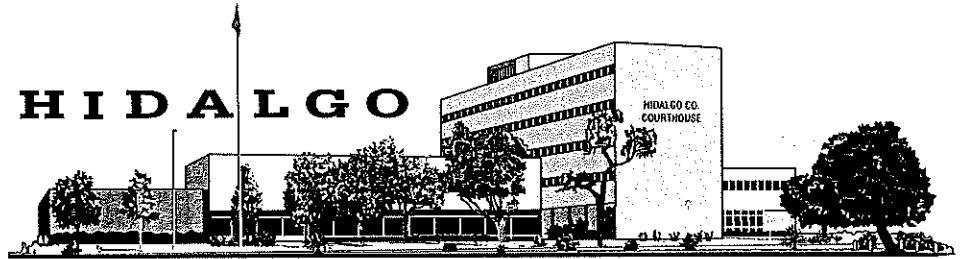
Management Comments (Attach additional page(s) if necessary):

Specify Target Date of Remedial Action (if any):

Signature: _____ **Date:** _____

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

September 8, 2020

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

Re: Sanitation Program *Monthly Fee Report* for April 2020 through June 2020

Dear Commissioner Flores:

We conducted a limited scope review of the Precinct 3 Sanitation Program *Monthly Fee Report* and supporting documentation for the months of April 2020 through June 2020 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.

Based on the review, we 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 observations below.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fee Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fee Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fee 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 were issued in sequential order.
- Verified that procedures for voiding receipts and 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.

HIDALGO COUNTY DISTRICT JUDGES

LUIS AL SINGLETERRY
JUDGE, 12TH D.C.

FERNANDO MANCIAS
JUDGE, 13TH D.C.

J. R. "BOBBY" FLORES
JUDGE, 14TH D.C.

ROSE GUERRA REYNA
JUDGE, 20TH D.C.

MARLA CUELLAR
JUDGE, 21ST D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 22ND D.C.

HOE GOIZALEZ
JUDGE, 32ND D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 31ST D.C.

L. KENO VASQUEZ
JUDGE, 31ST D.C.

ISRAEL RAMON, JR.
JUDGE, 40TH D.C.

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

YSMAEL D. FONSECA
JUDGE, 44TH 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.
- Verified that receipts, Close-out Reports and the *Monthly Fee Report* were properly completed.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$37,750.00, \$46,575.00, and \$37,675.00, respectively. Based on the review, we 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 observations below.

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 permit numbers 78779, 78882, 79337, and 79612 issued to user 13, permit numbers 80723 and 81778 issued to user 14, and permit numbers 80774 through 80782 issued to user 47 were out of sequence and unaccounted for. Precinct 3 staff was unable to provide an explanation for the missing permits. In addition, we noted that the May 18, 2020 collections were short \$15.00. Precinct 3 staff stated the wrong change was given to the constituent causing the shortage.

In addition, shortages and missing permits totaling \$1,715.00 (shortages of \$25.00, \$10.00, \$5.00, \$20.00, and \$5.00 on January 8, 2016, January 11, 2016, February 24, 2016, November 26, 2018, and January 27, 2020, respectively, and 66 missing permits totaling \$1,650.00 issued between January 2016 and March 2020) have not been replenished and deposited with the County Treasurer, as previously requested by the County Auditor's Office.

Persons who accept accountable forms (i.e., permits, receipts, etc.) become responsible, upon receipt, for the accountability and safeguarding of such forms. 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.

The County Auditor's Office requires that cash receipts be deposited intact on a daily basis. 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 in his/her possession in the performance of official duties. Shortages must be replenished.

Failure to ensure that cash receipts are deposited intact on a daily basis and permits are properly accounted and safeguarded may result in the loss of County revenue.

Recommendation:

Management should re-train staff to ensure that collections are deposited intact on a daily basis. In addition, 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. In addition, management should request indemnification from Commissioners Court for the \$2,105.00 shortage resulting from cash shortages and missing permits.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

FERNANDO MARCHIAS
JUDGE, 89TH D.C.

J. R. "BOBBY" FLORES
JUDGE, 151ST D.C.

ROSE GUERRA REYNA
JUDGE, 200TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

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

HOE GONZALEZ
JUDGE, 339TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 355TH D.C.

L. KENO VASQUEZ
JUDGE, 381ST D.C.

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

RENEE R. BETANCOURT
JUDGE, 440TH D.C.

YSMAEL D. FONSECA
JUDGE, 444TH D.C.

Observation No. 2:

We noted that the "Void Permit Log" was not properly completed. In some instances, void permits did not contain the employee's signature and the supervisor's signature of approval. In addition, void permits were not always documented on the "Void Permit Log."

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 the employee to document the date the permit was voided, 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.

Failure to ensure that the "Void Permit Log" is properly completed may result in the loss of County revenue.

Recommendation:

Management should ensure that the "Void Permit Log" is properly completed. At a minimum, the procedures noted above should be implemented.

Please provide a written management response to the observations noted above by September 25, 2020.

If you have any questions regarding the requested information, please contact Aaron Robledo, Internal Auditor I, at 318-2511, ext. 4694, 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,



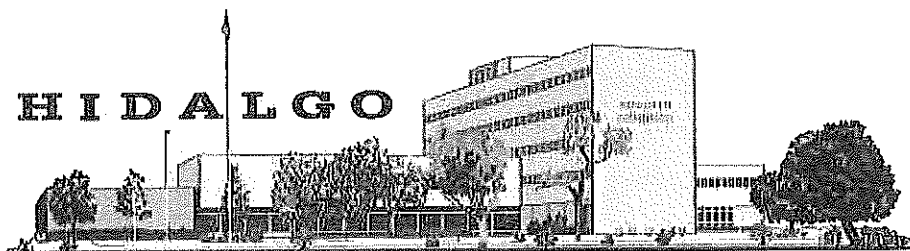
Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosure: Management Response Forms

cc: Mr. 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

August 7, 2020

Ms. Yvonne Ramon, Elections Administrator
Hidalgo County Elections Department
101 S. 10th Street
Edinburg, Texas 78539

Re: *Monthly Fees Report* for June 2020

Dear Ms. Ramon:

We conducted a limited scope review of the *Monthly Fees Report (Monthly Report)* and supporting documentation for the month of June 2020 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.

Based on the review, we have concluded that fees were generally properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Report* for the month of June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 receipts issued to determine if fees were allocated and reported in the proper amounts.
- Verified that procedures for voiding receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued; and 2.) total deposits made with the County Treasurer.
- Reviewed *Cashier's Daily Close-out Reports/Daily Remittance Reports (Close-out Reports)* and County Treasurer receipts to determine if collections were properly accounted and deposited with the County Treasurer on a timely basis.
- Verified that receipts were properly completed and issued in sequential order.
- Verified that *Close-out Reports* were properly completed.

HIDALGO COUNTY DISTRICT JUDGES

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

FRAN M. HEDGECOCK
JUDGE, 37TH D.C.

J. R. "BOBBY" H. DAVIS
JUDGE, 19TH D.C.

ROSE GUERRA REYNA
JUDGE, 24TH D.C.

PAULA CUELLAR
JUDGE, 26TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 30TH D.C.

NOE ORIZALEZ
JUDGE, 33RD D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 35TH D.C.

L. KERO VASQUEZ
JUDGE, 38TH D.C.

ISRAEL RAUOH, JR.
JUDGE, 41ST D.C.

RENEE R. BETAUCOURT
JUDGE, 43RD D.C.

YSMAEL D. FORSCA
JUDGE, 47TH D.C.

Ms. Yvonne Ramon
August 7, 2020
Page 2 of 2

Conclusion:

Collections for the month of June 2020 totaled \$52,827.39. Based on the review, we have concluded that fees were generally properly accounted and reported.

If you have any questions, 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

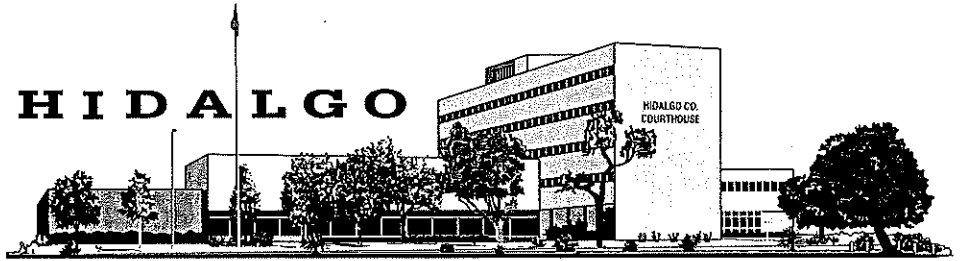
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LISA M. SAALEYER JUDGE, 81 st D.C.	FEDERICO VASQUEZ JUDGE, 87 th D.C.	J.R. "BOBBY" FLORES JUDGE, 131 st D.C.	ROSE GUERRA REYNA JUDGE, 211 th D.C.	MARLA CUELLAR JUDGE, 215 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 312 nd D.C.	JOE GONZALEZ JUDGE, 316 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 111 th D.C.	L. KEINO VASQUEZ JUDGE, 351 st D.C.	ISRAEL RAMON, JR. JUDGE, 431 st D.C.	RENEE R. BETHANCOURT JUDGE, 449 th D.C.	YMAEL D. FOURCA JUDGE, 451 st D.C.
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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

September 8, 2020

Ms. Yvonne Ramon, Elections Administrator
Hidalgo County Elections Department
101 S. 10th Street
Edinburg, Texas 78539

Re: *Monthly Fees Report* for July 2020

Dear Ms. Ramon:

We conducted a limited scope review of the *Monthly Fees Report (Monthly Report)* and supporting documentation for the month of July 2020 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.

Conclusion:

There were no collections for the month of July 2020.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Report* for the month of July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Report* was signed by an authorized signatory as documented on the "Authorized Signatories Form."

If you have any questions, 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,

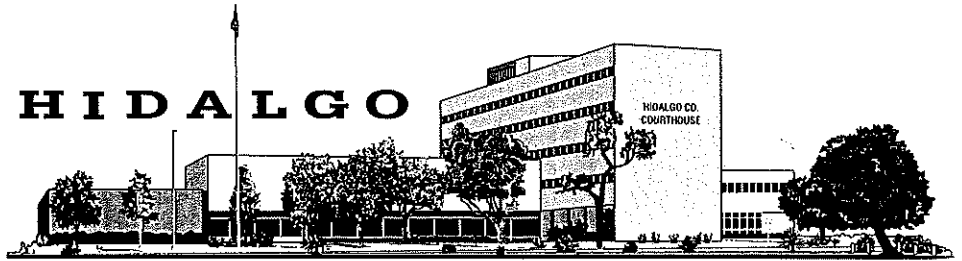
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SRI GLETERRY JUDGE, 31 st D.C.	FERNANDO MANCIAS JUDGE, 31 st D.C.	J. R. "BOBBY" FLORES JUDGE, 11 th D.C.	ROSE GUERRA REYNA JUDGE, 20 th D.C.	MARLA CVELLAR JUDGE, 27 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 37 th D.C.	NOE GONZALEZ JUDGE, 39 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 38 th D.C.	L. KENO VASQUEZ JUDGE, 38 th D.C.	ISRAEL RAMON, JR. JUDGE, 43 rd D.C.	RENEE R. BETANCOURT JUDGE, 44 th D.C.	YSHAI D. FONSECA JUDGE, 44 th D.C.
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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

September 15, 2020

Ms. Yvonne Ramon, Elections Administrator
Hidalgo County Elections Department
101 S. 10th Street
Edinburg, Texas 78539

Re: *Monthly Fees Report* for August 2020

Dear Ms. Ramon:

We conducted a limited scope review of the *Monthly Fees Report (Monthly Report)* and supporting documentation for the month of August 2020 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.

Based on the review, we have concluded that fees were properly accounted and reported however, the system of internal controls for the accounting and reporting of fees requires improvements as noted in the observation below.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Report* for the month of August 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 receipts issued to determine if fees were allocated and reported in the proper amounts.
- Verified that procedures for voiding receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued; and 2.) total deposits made with the County Treasurer.
- Reviewed *Cashier's Daily Close-out Reports/Daily Remittance Reports (Close-out Reports)* and County Treasurer receipts to determine if collections were properly accounted and deposited with the County Treasurer on a timely basis.
- Verified that receipts were properly completed and issued in sequential order.
- Verified that *Close-out Reports* were properly completed.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 1ST D.C.

FERNANDO MANCIAS
JUDGE, 1ST D.C.

J. R. "BOBBY" FLORES
JUDGE, 1ST D.C.

ROSE GUERRA REYNA
JUDGE, 2ND D.C.

MARLA CUELLAR
JUDGE, 2ND D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 2ND D.C.

HOE GONZALEZ
JUDGE, 3RD D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 3RD D.C.

L. KENO VASQUEZ
JUDGE, 3RD D.C.

ISRAEL RAMON, JR.
JUDGE, 4TH D.C.

RENEE R. BETHACOURT
JUDGE, 4TH D.C.

YSMAEL D. FOISECA
JUDGE, 4TH D.C.

Conclusion:

Collections for the month of August 2020 totaled \$83.00. Based on the review, we have concluded that fees were properly accounted and reported; however, the system of internal controls for the accounting and reporting of fees requires improvements as noted in the observation below.

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 4 of 4 Close-out Reports were not properly completed. All four were missing the County Treasurers' receipt number on Part IV Summary of Deposits and one had the incorrect type of service provided. According to the Accounting Clerk, the Close-Out Reports were not properly completed due to an oversight as a result of heavy workload.

The County Auditor's Office requires that the Close-out Report be correctly and completely filled out.

Failure to properly complete the Close-out Report may result in improper accounting of County funds.

Recommendation:

Management should ensure that all Close-out Reports are properly completed.

If you have any questions, 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

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 87th D.C.

FERNANDO MANCIAS
JUDGE, 91st D.C.

J. R. "BOBBY" FLORES
JUDGE, 118th D.C.

ROSE GUERRA REYNA
JUDGE, 208th D.C.

MARLA GUELLAR
JUDGE, 225th D.C.

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

HOE GONZALEZ
JUDGE, 378th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 311th D.C.

L. KENO VASQUEZ
JUDGE, 318th D.C.

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

RENEE R. BEYANCOURT
JUDGE, 440th D.C.

YSMAEL D. FOISECA
JUDGE, 447th 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

September 14, 2020

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

Re: *Fee Monthly Report* for April 2020 through June 2020

Dear Mr. Guajardo:

We conducted a limited scope review of the *Fee Monthly Report (Monthly Report)* for the months of April 2020 through June 2020 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 Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code § 114.001 (b).
- Verified that the *Monthly 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 voiding 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 order numbers per the *Monthly Report* agreed to order numbers issued in *Kofile*. In addition, verified that order numbers were issued in 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.
- Verified that receipts, *Revenue Remittance Reports*, *Company Accounts Summary Report*, and a sample of bank deposit slips were properly completed.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$349,431.69, \$391,962.34, and \$498,561.43, respectively. Based on the review, we concluded that fees were generally properly accounted and reported.

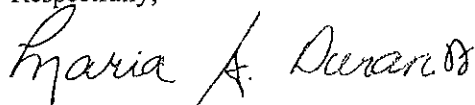
HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERY JUDGE, 12 th D.C.	FERNANDO MANCIAS JUDGE, 13 th D.C.	J. R. "BOBBY" FLORES JUDGE, 15 th D.C.	ROSE GUERRA REYNA JUDGE, 26 th D.C.	MARLA CUELLAR JUDGE, 27 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 32 nd D.C.	NOE GONZALEZ JUDGE, 31 st D.C. OVERSEER	LETICIA LOPEZ JUDGE, 31 st D.C.	L. HENO VASQUEZ JUDGE, 34 th D.C.	ISRAEL RAMON, JR. JUDGE, 43 rd D.C.	RENEE R. BETANCOURT JUDGE, 44 th D.C.	YSMAEL D. FONSECA JUDGE, 44 th D.C.
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Honorable Arturo Guajardo Jr.
September 14, 2020
Page 2 of 2

If you have any questions or would like to schedule a meeting, 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
Ms. Annette Muniz, Hidalgo County Clerk Chief Deputy
Ms. Berenize Alvarado, Hidalgo County Clerk Internal Auditor

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 41ST D.C.

FERNANDO MANCIAS
JUDGE, 83RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 119TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 352ND D.C.

NOE GONZALEZ
JUDGE, 378TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 388TH D.C.

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

ISRAEL RAMON, JR.
JUDGE, 450TH D.C.

RENEE R. BETANCOURT
JUDGE, 468TH D.C.

YSMAEL D. FONSECA
JUDGE, 488TH D.C.

COUNTY of HIDALGO

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WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

September 14, 2020

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

Re: *Civil and Probate Court Cost Monthly Reports* for April 2020 through June 2020

Dear Mr. Guajardo:

We conducted a limited scope review of the *Civil and Probate Court Cost Monthly Report (Monthly Report)* for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code § 114.001 (b).
- Verified that the *Monthly 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 voiding 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 were issued in sequential order.
- Reviewed randomly selected receipts to determine if fees and court costs were properly allocated and reported.
- Verified that the *Cashier's Daily Fund Reports* and bank deposit slips were properly completed and accurate.
- Reviewed *Revenue Remittance Reports* and County Treasurer receipts to determine if collections were deposited with the County Treasurer in a timely manner.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. ENGLETERRY
JUDGE, 42nd D.C.

FERNANDO MANCIAS
JUDGE, 31st D.C.

J. R. "BOBBY" FLORES
JUDGE, 131st D.C.

ROSE GUERRA REYNA
JUDGE, 204th D.C.

MARLA CUELLAR
JUDGE, 217th D.C.

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

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JUDGE, 378th D.C.

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JUDGE, 441st D.C.

YSMAEL D. FONSECA
JUDGE, 447th D.C.

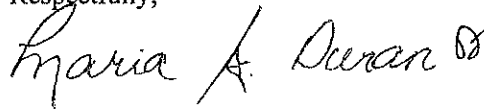
- Verified that receipts, *Revenue Remittance Reports*, the *Monthly Report*, and mail logs were properly completed.
- Reviewed randomly selected validated deposit slips to determine if the deposit composition (cash, checks, credit card, etc.) agreed to the applicable payment method listed on the receipts.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

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$115,999.31, \$124,212.36, and \$138,999.59, respectively. Based on the review, we concluded that fees and court costs were generally properly accounted and reported.

If you have any questions, 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
Mr. Annette Muniz, Hidalgo County Clerk Chief Deputy
Ms. Berenize Alvarado, Hidalgo County Clerk Internal Auditor

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
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COUNTY of HIDALGO

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WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

September 14, 2020

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

Re: *Criminal Fees Monthly Report* for April 2020 through June 2020

Dear Mr. Guajardo:

We conducted a limited scope review of the *Criminal Fees Monthly Report (Monthly Report)* for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code § 114.001 (b).
- Verified that the *Monthly 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 voiding 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 *Alia's* Undistributed Receipts general ledger account.
- Verified that jail time ordered to be served by the defendant as stated on the Judgment Order agreed 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 were issued in sequential order.
- Reviewed randomly selected receipts to determine if fines, fees, and court costs were allocated and reported in the proper amounts.
- Verified that the *Cashier's Daily Fund Reports* and bank deposit slips were properly completed and accurate.
- Reviewed *Revenue Remittance Reports* and County Treasurer receipts to determine if collections were deposited with the County Treasurer in a timely manner.
- Verified that receipts, *Revenue Remittance Reports*, the *Monthly Report*, and mail logs were properly completed.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 12 th D.C.	FERRANDO MANGIAS JUDGE, 13 th D.C.	J. R. "BOBBY" FLORES JUDGE, 13 th D.C.	ROSE GUERRA REYNA JUDGE, 204 th D.C.	MARLA CUELLAR JUDGE, 215 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 nd D.C.	HOE GONZALEZ JUDGE, 376 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 381 st D.C.	L. KENO VASQUEZ JUDGE, 311 th D.C.	ISRAEL RAMON, JR. JUDGE, 430 th D.C.	RENEE R. BETANCOURT JUDGE, 444 th D.C.	YSMAEL D. FONSECA JUDGE, 461 st D.C.
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- 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:

Collections for the months of April 2020 through June 2020 totaled \$105,103.89, \$102,582.26, and \$93,609.07, respectively. Based on the 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 observation below.

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 189 of 323 randomly selected receipts during the months of April 2020 through June 2020 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); however, the adjustments have not been completed. According to the County Clerk's Office Internal Auditor, they are reviewing the adjustments.

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. 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 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.
- 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*.
- 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 in *Odyssey* within three days of notification.

Please provide a written management response to the observation noted above by September 25, 2020.

If you have any questions or would like to schedule a meeting to discuss the above noted observation, 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: Exhibit A

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

HIDALGO COUNTY DISTRICT JUDGES

Based on the judgment date, TP and OMNI should be assessed at \$25.00 and \$30.00, respectively.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disposition	Received Amount	CRFEEOVER	OMNIC	OMNIC-RF	OMNIS	OMNI-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-07132	4/28/2020	CR-16-02313-H	2/24/2016	THEFT PROP	>=\$750<\$2		407.00			4.00			4.00			6.00	20.00		15.00				
COL-2020-06972	4/24/2020	CR-18-15326-H	9/24/2018	POSS CS PG 3 < 286			260.00			4.00			4.00			6.00	20.00		15.00				

Scofflaw fee of \$20.00 was assessed twice. In addition, based on judgment date, OMNI fee should be assessed at \$30.00

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disposition	Received Amount	CRFEEOVER	OMNIC	OMNIC-RF	OMNIS	OMNI-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-06294	4/8/2020	CR-14-4521-F	1/7/2014	POSS CS PG 3 < 286			694.00			4.00			4.00			6.00	20.00	2.50		10.00	12.50		

Based on judgment date, OMNI fee should be assessed at \$30.00

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disposition	Received Amount	CRFEEOVER	OMNIC	OMNIC-RF	OMNIS	OMNI-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-07033	4/27/2020	CR-17-06339-B	3/2/2017	POSS MARIU <20Z			603.20									6.00	20.00	2.50		10.00	12.50		
COL-2020-07748	4/30/2020	CR-17-08076-A	8/21/2015	THEFT PROP	>=\$50<\$50K		668.20			4.00			4.00			6.00	20.00	2.50		10.00	12.50		

Case was cleared from Omnibase on 8/16/18, however Omnibase fees were not assessed. Please provide us with a reason for fees not being assessed.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disposition	Received Amount	CRFEEOVER	OMNIC	OMNIC-RF	OMNIS	OMNI-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-06895	4/21/2020	CR-05-13363-A	6/16/2005	THEFT PROP	>=\$50<\$50K		498.00									6.00	20.00	2.50		10.00	12.50		

Based on judgment date, TP should be assessed at \$25.00

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disposition	Received Amount	CRFEEOVER	OMNIC	OMNIC-RF	OMNIS	OMNI-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-05962	4/1/2020	CR-19-06738-G	11/9/2018	THEFT PROP	>=\$100<\$7		118.00												1.67				
COL-2020-05963	4/1/2020	CR-18-06793-D	2/24/2018	DRIVING WHILE INTOXIC			50.00												1.68				
COL-2020-06254	4/8/2020	CR-13-08243-E	9/19/2013	THEFT PROP	>=\$50<\$50K		25.00		0.33		1.63		1.63			1.63	2.24		1.22				
COL-2020-06255	4/8/2020	CR-14-1766-E	12/23/2013	THEFT PROP	>=\$50<\$50K		25.00			0.36		0.51	0.51			1.78	1.78		1.34				
COL-2020-06610	4/15/2020	CR-18-16093-D	12/8/2018	DRIVING WHILE INTOXIC			350.00			1.08		1.62	1.62			5.41	5.41		4.06				4.06
COL-2020-06643	4/16/2020	CR-18-10720-G	4/10/2018	POSS MARIU <20Z			200.00									5.28	5.28		3.96				
COL-2020-06737	4/17/2020	CR-19-09288-B	6/26/2019	POSS CS PG 3 < 286			350.00			2.14		3.22	3.22			10.72	10.72		8.04				
COL-2020-06827	4/20/2020	CR-17-00828-B	1/10/2017	Theft Prop	<\$100 w/ Pr		347.00			4.00		6.00	6.00			20.00	20.00		15.00				
COL-2020-06834	4/20/2020	CR-13-07307-G	5/1/2013	POSS MARIU <20Z			141.00					0.90	0.90						0.67				
COL-2020-06855	4/21/2020	CR-18-14853-H	4/11/2019	DRIVING WHILE INTOXIC			76.00			0.56		0.84	0.84			2.81	2.81		2.11				4.21
COL-2020-06903	4/22/2020	CR-18-09330-A	6/15/2018	DRIVING WHILE INTOXIC			100.00												14.31				
COL-2020-07043	4/27/2020	CR-19-00440-A	12/2/2018	DRIVING WHILE INTOXIC			551.10			2.87		4.31	4.31			14.35	14.35		10.76				
COL-2020-07111	4/28/2020	CR-17-09043-E	12/22/2016	THEFT PROP	>=\$100<\$750		87.00												15.00				
COL-2020-07116	4/28/2020	CR-19-06461-B	4/3/2019	DRIVING WHILE INTOXIC			40.00			0.32		0.48	0.48			1.62	1.62		1.19				1.19
COL-2020-07133	4/28/2020	CR-16-02312-H	2/24/2016	Criminal Mischief	>\$100		314.00			4.00		6.00	6.00			20.00	20.00		15.00				
COL-2020-07203	4/29/2020	CR-18-13678-A	9/29/2017	ASSAULT CAUSES BODIL			30.00			0.37		0.55	0.55			1.84	1.84		1.38				
COL-2020-07226	4/29/2020	CR-18-16372-B	10/14/2018	DRIVING WHILE INTOXIC			26.00			0.40		0.60	0.60						1.50				
COL-2020-07257	4/30/2020	CR-14-3728-F	3/5/2014	DRIVING WHILE INTOXIC			962.13									20.00	20.00		15.00				
COL-2020-07277	4/30/2020	CR-17-14176-E	8/15/2017	DRIVING WHILE INTOXIC			148.00												15.00				

Pursuant to Texas Courts publications, some reimbursement fees that were labeled as court cost in 2019 may not be charged for convictions on or after January 1, 2020. If the conviction is for an offense that occurred before January 1, 2020, VRF fee should not be assessed for the following cases:

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disposition	Received Amount	CRFEEOVER	OMNIC	OMNIC-RF	OMNIS	OMNI-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-05944	4/1/2020	CR-19-12546-F	8/11/2019	DRIVING WHILE INTOXIC			100.00												4.08				8.17
COL-2020-05964	4/1/2020	CR-19-10530-H	1/19/2019	DRIVING WHILE INTOXIC			112.00												7.02				4.68
COL-2020-05979	4/1/2020	CR-17-12338-D	6/11/2017	DRIVING WHILE INTOXIC			60.00			0.65		0.97	0.97						3.00				1.30
COL-2020-05986	4/1/2020	CR-20-00162-H	11/17/2019	DRIVING WHILE INTOXIC			290.00												3.00				6.00
COL-2020-06001	4/2/2020	CR-19-07699-D	3/4/2019	DRIVING WHILE INTOXIC			109.00												15.00				5.62
COL-2020-06041	4/2/2020	CR-19-05402-H	3/1/2019	DRIVING WHILE INTOXIC			92.00												1.64				2.99
COL-2020-06042	4/2/2020	CR-19-17720-E	7/20/2019	DRIVING WHILE INTOXIC			124.00												15.00				0.09
COL-2020-06167	4/6/2020	CR-19-13801-F	9/7/2019	DRIVING WHILE INTOXIC			332.00												15.00				5.62
COL-2020-06207	4/6/2020	CR-19-01798-H	2/3/2019	DRIVING WHILE INTOXIC			112.00												4.78				4.78
COL-2020-06218	4/7/2020	CR-19-01148-G	10/19/2018	DRIVING WHILE INTOXIC			237.00												6.25				25.01
COL-2020-06220	4/7/2020	CR-20-00822-H	11/28/2019	DRIVING WHILE INTOXIC			217.00												9.35				9.35
COL-2020-06291	4/8/2020	CR-19-13260-E	8/31/2019	DRIVING WHILE INTOXIC			96.00												15.00				0.68

Pursuant to Texas Courts publications, some reimbursement fees that were labeled as court cost in 2019 may not be charged for convictions on or after January 1, 2020. If the conviction is for an offense that occurred before January 1, 2020, VRF fee should not be assessed for the following cases.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disp/Judgment Date	Received Amount	CRFEEDOVER	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-06334	4/9/2020	CR-19-12426-H	8/2/2019	DRIVING WHILE INTOXIC		3/11/2020	294.00	-	-	-	-	-	-	-	-	-	-	-	-	36.50	-
COL-2020-06335	4/9/2020	CR-19-09156-A	5/4/2019	DRIVING WHILE INTOXIC		1/30/2020	100.00	-	-	0.70	-	-	-	-	-	-	2.23	-	-	1.93	-
COL-2020-06352	4/13/2020	CR-19-15933-B	10/18/2019	DRIVING WHILE INTOXIC		3/11/2020	217.00	-	-	-	-	-	-	-	-	-	13.06	-	-	9.18	-
COL-2020-06396	4/13/2020	CR-19-12412-G	7/25/2019	DRIVING WHILE INTOXIC		2/5/2020	165.00	-	-	-	-	-	-	-	-	-	6.27	-	-	25.08	-
COL-2020-06400	4/13/2020	CR-19-06331-A	3/23/2019	DRIVING WHILE INTOXIC		1/30/2020	118.00	-	-	-	-	-	-	-	-	-	1.95	-	-	1.07	-
COL-2020-06630	4/16/2020	CR-17-12808-H	6/30/2017	DRIVING WHILE INTOXIC		1/6/2020	607.00	-	-	4.00	-	-	-	-	-	-	15.00	-	-	15.00	-
COL-2020-06663	4/16/2020	CR-19-11754-H	6/2/2019	DRIVING WHILE INTOXIC		2/20/2020	100.00	-	-	-	-	-	-	-	-	-	5.61	-	-	8.03	-
COL-2020-06692	4/16/2020	CR-19-11051-A	7/1/2019	DRIVING WHILE INTOXIC		3/12/2020	32.00	-	-	-	-	-	-	-	-	-	1.25	-	-	2.50	-
COL-2020-06693	4/16/2020	CR-18-12082-H	7/2/2018	DRIVING WHILE INTOXIC		1/27/2020	284.00	-	-	-	-	-	-	-	-	-	15.00	-	-	8.18	-
COL-2020-06731	4/17/2020	CR-19-14269-E	9/1/2019	DRIVING WHILE INTOXIC		2/19/2020	782.00	-	-	-	-	-	-	-	-	-	15.00	-	-	0.68	-
COL-2020-06740	4/17/2020	CR-19-07018-E	3/30/2019	DRIVING WHILE INTOXIC		2/27/2020	360.00	-	-	-	-	-	-	-	-	-	15.00	-	-	0.68	-
COL-2020-06759	4/17/2020	CR-18-03394-E	12/2/2017	DRIVING WHILE INTOXIC		2/25/2020	100.00	-	-	-	-	-	-	-	-	-	15.00	-	-	0.77	-
COL-2020-06764	4/17/2020	CR-19-08604-S	10/25/2018	DRIVING WHILE INTOXIC		2/10/2020	120.00	-	-	-	-	-	-	-	-	-	4.92	-	-	9.82	-
COL-2020-06794	4/20/2020	CR-19-16130-D	10/22/2019	DRIVING WHILE INTOXIC		2/21/2020	555.00	-	-	-	-	-	-	-	-	-	15.00	-	-	3.29	-
COL-2020-06803	4/20/2020	CR-16-14494-F	10/22/2016	DRIVING WHILE INTOXIC		1/28/2020	500.00	-	-	4.00	-	-	-	-	-	-	15.00	-	-	30.00	-
COL-2020-06811	4/20/2020	CR-19-04605-A	2/21/2019	DRIVING WHILE INTOXIC		1/23/2020	400.00	-	-	-	-	-	-	-	-	-	7.07	-	-	7.07	-
COL-2020-06815	4/20/2020	CR-19-13525-G	9/8/2019	DRIVING WHILE INTOXIC		2/10/2020	222.00	-	-	-	-	-	-	-	-	-	15.00	-	-	10.87	-
COL-2020-06835	4/20/2020	CR-18-11426-B	5/26/2018	DRIVING WHILE INTOXIC		2/11/2020	300.00	-	-	-	-	-	-	-	-	-	4.19	-	-	2.31	-
COL-2020-06850	4/21/2020	CR-19-08115-E	5/3/2019	DRIVING WHILE INTOXIC		3/3/2020	200.00	-	-	-	-	-	-	-	-	-	8.61	-	-	8.61	-
COL-2020-06973	4/24/2020	CR-19-14850-B	9/18/2019	DRIVING WHILE INTOXIC		1/15/2020	101.00	-	-	1.96	-	-	-	-	-	-	7.33	-	-	30.00	-
COL-2020-07032	4/27/2020	CR-19-12427-G	8/7/2019	DRIVING WHILE INTOXIC		2/10/2020	250.00	-	-	-	-	-	-	-	-	-	4.65	-	-	4.65	-
COL-2020-07141	4/28/2020	CR-19-12595-D	7/27/2019	DRIVING WHILE INTOXIC		2/21/2020	257.00	-	-	-	-	-	-	-	-	-	-	-	-	1.43	-
COL-2020-07170	4/28/2020	CR-19-10859-E	6/23/2019	DRIVING WHILE INTOXIC		2/24/2020	186.00	-	-	-	-	-	-	-	-	-	15.00	-	-	0.68	-
COL-2020-07183	4/29/2020	CR-19-11676-H	8/5/2019	DRIVING WHILE INTOXIC		2/26/2020	200.00	-	-	-	-	-	-	-	-	-	15.00	-	-	0.87	-
COL-2020-07239	4/30/2020	CR-19-14677-H	8/24/2019	DRIVING WHILE INTOXIC		1/17/2020	151.00	-	-	-	-	-	-	-	-	-	2.97	-	-	2.09	-

Based on the type of offense, DNA should not be assessed.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disp/Judgment Date	Total	OVER	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF	
COL-2020-06617	4/16/2020	CR-19-05252-A	4/9/2019	PROSTITUTION		8/29/2019	735.00	2.00	-	-	-	-	-	-	-	-	25.00	-	-	-	-	-

Line 14 of Court Order indicates Attorney Fees of \$200.00. Please confirm if fee needs to be assessed.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disp/Judgment Date	Total	OVER	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-06588	4/15/2020	CR-15-04830-D	3/7/2015	DRIVING WHILE INTOXIC		3/21/2016	1,644.10	2.00	4.00	-	20.00	6.00	-	20.00	-	25.00	-	-	-	-	-

Based on judgment date, OMNI fees should be assessed at \$30.00

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disp/Judgment Date	Total	OVER	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-07023	4/27/2020	CR-18-05533-F	1/13/2018	DRIVING WHILE INTOXIC		10/23/2019	985.10	2.00	-	4.00	-	-	-	6.00	-	25.00	-	-	-	-	15.00

Case has a deferred disposition, TP should not be assessed.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disp/Judgment Date	Total	OVER	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-06837	4/20/2020	CR-19-15504-E	9/26/2019	FAIL TO IDENTIFY GIVIN		1/22/2020	644.00	6.00	-	-	-	-	-	-	-	-	15.00	-	-	-	-

Based on judgment date, VRF should not be assessed.

Receipt	Date	Cause #	Offense Date	Charge	Offense Description	Disp/Judgment Date	Total	OVER	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	SCOF	SCOF-RF	TP	TP-RF	TPCO	TPST	VRF-RF	VRF
COL-2020-06830	4/20/2020	CR-18-03747-D	12/9/2017	DRIVING WHILE INTOXIC		1/22/2020	859.00	2.00	-	-	-	-	-	-	-	-	15.00	-	-	-	-
COL-2020-06906	4/22/2020	CR-18-14287-F	7/19/2018	DRIVING WHILE INTOXIC		2/10/2020	481.00	2.00	-	-	-	-	-	-	-	-	15.00	-	-	30.00	-

Hidalgo County Clerk
 Schedule of Adjustments
 For the month of May 31, 2020

Case has a deferred disposition, JSF (\$4.00) and DA (\$25.00) should not be assessed.

Receipt	Date	Offense #	Charge	Offense Description	Disp/Judgment D	Received Amt	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRFRF	VRFRF
COL-2020-08437	5/2/2020	CR-17-07196-B	3/15/2017	POSS MARIU >2OZ<=4OZ	5/31/2018	894.00	-	-	25.00	4.00	-	2.00	4.00	-	20.00	6.00	2.50	-	10.00	12.50	-	-
COL-2020-08354	5/20/2020	CR-18-04274-D	11/17/2017	BURGLARY OF VEHICLE	1/24/2019	604.00	-	-	25.00	4.00	-	2.00	-	-	-	-	2.50	-	10.00	12.50	-	-

Case has a deferred disposition, TP should not be assessed

Receipt	Date	Offense #	Charge	Offense Description	Disp/Judgment D	Received Amt	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRFRF	VRFRF
COL-2020-07462	5/4/2020	CR-19-07748-H	5/2/2019	ASSAULT CAUSES BODILY IN.	3/9/2020	532.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	-

Based on disposition date, OMNI should be assessed at \$30.00

Receipt	Date	Offense #	Charge	Offense Description	Disp/Judgment D	Received Amt	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRFRF	VRFRF
COL-2020-08249	5/18/2020	CR-18-07642-H	4/9/2018	DRIVING WHILE INTOXICATE	3/21/2019	774.10	-	-	25.00	4.00	-	2.00	-	-	-	-	6.00	2.50	10.00	12.50	-	-

Pursuant to Texas Courts publications, some reimbursement fees that were labeled as court cost in 2019 may not be charged for convictions on or after January 1, 2020, if the conviction is for an offense that occurred before January 1, 2020.

VRFR fee should not be assessed for the following cases:

Receipt	Date	Offense #	Charge	Offense Description	Disp/Judgment D	Received Amt	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRFRF	VRFRF
COL-2020-07872	5/12/2020	CR-19-15176-A	10/16/2019	DRIVING WHILE INTOXICATE	3/12/2020	82.00	-	-	-	-	-	2.00	-	-	-	-	-	3.33	-	-	-	6.67
COL-2020-08599	5/26/2020	CR-19-08576-O	1/4/2018	DRIVING WHILE INTOXICATE	1/22/2020	27.00	-	-	-	-	-	2.00	-	-	-	-	-	1.08	-	-	-	1.11
COL-2020-07525	5/5/2020	CR-19-01798-H	2/3/2019	DRIVING WHILE INTOXICATE	3/5/2020	112.00	-	-	-	-	-	2.00	-	-	-	-	-	4.78	-	-	-	4.77
COL-2020-08412	5/21/2020	CR-20-00127-B	1/13/2020	DRIVING WHILE INTOXICATE	1/29/2020	30.00	-	-	-	-	-	2.00	-	-	-	-	-	1.50	-	-	-	3.64
COL-2020-07704	5/7/2020	CR-19-10423-H	8/4/2019	DRIVING WHILE INTOXICATE	1/8/2020	432.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	15.00
COL-2020-07595	5/5/2020	CR-19-08604-G	10/25/2018	DRIVING WHILE INTOXICATE	2/19/2020	226.00	-	-	-	-	-	2.00	-	-	-	-	-	5.16	-	-	-	10.35
COL-2020-07586	5/5/2020	CR-19-00256-G	1/1/2020	DRIVING WHILE INTOXICATE	2/9/2020	225.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	10.87
COL-2020-07949	5/13/2020	CR-19-12412-G	7/25/2019	DRIVING WHILE INTOXICATE	2/5/2020	160.00	-	-	-	-	-	2.00	-	-	-	-	-	6.08	-	-	-	24.31
COL-2020-07963	5/13/2020	CR-19-02487-D	11/1/2018	DRIVING WHILE INTOXICATE	2/19/2020	50.00	-	-	-	-	-	2.00	-	-	-	-	-	1.10	-	-	-	1.10
COL-2020-07646	5/6/2020	CR-18-08511-G	4/6/2020	DRIVING WHILE INTOXICATE	2/5/2020	497.00	-	-	-	-	-	2.00	-	-	-	-	-	9.82	-	-	-	19.63
COL-2020-08001	5/13/2020	CR-19-16195-D	12/25/2018	DRIVING WHILE INTOXICATE	2/21/2020	167.00	-	-	-	-	-	2.00	-	-	-	-	-	7.50	-	-	-	3.75
COL-2020-07394	5/1/2020	CR-19-15579-G	9/5/2019	DRIVING WHILE INTOXICATE	1/27/2020	140.00	-	-	-	-	-	2.00	-	-	-	-	-	0.30	-	-	-	0.17
COL-2020-08361	5/20/2020	CR-19-14616-D	8/17/2019	DRIVING WHILE INTOXICATE	1/24/2020	80.00	-	-	-	-	-	2.00	-	-	-	-	-	1.66	-	-	-	3.33
COL-2020-08425	5/21/2020	CR-19-14082-A	8/25/2019	DRIVING WHILE INTOXICATE	1/16/2020	176.00	-	-	-	-	-	2.00	-	-	-	-	-	6.00	-	-	-	3.29
COL-2020-08026	5/14/2020	CR-19-14400-B	9/2/2019	DRIVING WHILE INTOXICATE	2/1/2020	90.00	-	-	-	-	-	2.00	-	-	-	-	-	2.00	-	-	-	0.55
COL-2020-07708	5/7/2020	CR-20-00822-H	11/28/2019	DRIVING WHILE INTOXICATE	3/16/2020	217.00	-	-	-	-	-	2.00	-	-	-	-	-	5.65	-	-	-	5.65
COL-2020-08362	5/20/2020	CR-19-03287-D	1/8/2019	DRIVING WHILE INTOXICATE	2/19/2020	244.00	-	-	-	-	-	2.00	-	-	-	-	-	3.91	-	-	-	1.95
COL-2020-08350	5/20/2020	CR-19-07453-A	5/21/2019	DRIVING WHILE INTOXICATE	1/24/2020	65.00	-	-	-	-	-	2.00	-	-	-	-	-	2.40	-	-	-	2.40
COL-2020-07441	5/4/2020	CR-19-10551-A	7/1/2019	DRIVING WHILE INTOXICATE	3/12/2020	32.00	-	-	-	-	-	2.00	-	-	-	-	-	1.25	-	-	-	2.50
COL-2020-08578	5/26/2020	CR-19-10963-D	6/28/2019	DRIVING WHILE INTOXICATE	2/6/2020	100.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	0.09
COL-2020-07305	5/1/2020	CR-19-12546-F	8/11/2019	DRIVING WHILE INTOXICATE	1/29/2020	100.00	-	-	-	-	-	2.00	-	-	-	-	-	4.09	-	-	-	8.16
COL-2020-08356	5/20/2020	CR-20-01469-B	12/5/2019	DRIVING WHILE INTOXICATE	3/4/2020	400.00	-	-	-	-	-	2.00	-	-	-	-	-	2.00	-	-	-	75.00
COL-2020-08091	5/14/2020	CR-19-13224-H	10/12/2019	DRIVING WHILE INTOXICATE	1/29/2020	50.00	-	-	-	-	-	2.00	-	-	-	-	-	2.03	-	-	-	2.03
COL-2020-07319	5/1/2020	CR-19-15933-B	10/18/2019	DRIVING WHILE INTOXICATE	3/11/2020	784.00	-	-	-	-	-	2.00	-	-	-	-	-	1.94	-	-	-	1.37
COL-2020-07669	5/7/2020	CR-20-00862-E	12/7/2019	DRIVING WHILE INTOXICATE	2/12/2020	200.00	-	-	-	-	-	2.00	-	-	-	-	-	2.23	-	-	-	8.37
COL-2020-08075	5/14/2020	CR-19-12090-F	6/17/2019	DRIVING WHILE INTOXICATE	2/11/2020	500.00	-	-	-	-	-	2.00	-	-	-	-	-	4.00	-	-	-	2.61
COL-2020-07326	5/1/2020	CR-19-12425-H	8/2/2019	DRIVING WHILE INTOXICATE	3/11/2020	585.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	8.50
COL-2020-08424	5/21/2020	CR-19-10530-H	1/19/2019	DRIVING WHILE INTOXICATE	1/29/2020	112.00	-	-	-	-	-	2.00	-	-	-	-	-	7.02	-	-	-	4.68
COL-2020-07588	5/6/2020	CR-19-06260-H	3/11/2019	DRIVING WHILE INTOXICATE	1/8/2020	587.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	45.00
COL-2020-08147	5/15/2020	CR-19-11754-H	6/2/2019	DRIVING WHILE INTOXICATE	2/20/2020	100.00	-	-	-	-	-	2.00	-	-	-	-	-	5.61	-	-	-	8.04
COL-2020-07717	5/8/2020	CR-17-11960-H	6/10/2017	DRIVING WHILE INTOXICATE	2/20/2020	847.00	-	-	-	-	-	2.00	-	-	-	-	-	15.00	-	-	-	15.00
COL-2020-08133	5/15/2020	CR-19-10474-H	12/24/2018	DRIVING WHILE INTOXICATE	2/13/2020	222.00	-	-	-	-	-	2.00	-	-	-	-	-	5.83	-	-	-	11.67
COL-2020-07568	5/5/2020	CR-19-08288-G	4/28/2019	DRIVING WHILE INTOXICATE	2/20/2020	151.00	-	-	-	-	-	2.00	-	-	-	-	-	11.40	-	-	-	6.26

Based on judgment date, TP should be assessed at \$25.00. Please use fee codes TP, TPST, and TPCO to properly assess the time payment

Receipt	Date	Offense #	Charge	Offense Description	Disp/Judgment D	Received Amt	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRFRF	VRFRF
COL-2020-07350	5/1/2020	CR-14-1766-E	12/23/2013	THEFT PROP=\$50-\$500	9/12/2016	50.00	-	-	-	-	-	2.00	-	-	-	-	-	2.79	-	-	-	-
COL-2020-07351	5/1/2020	CR-13-08243-E	10/19/2013	THEFT PROP=\$50-\$500	10/23/2013	100.00	-	-	-	1.39	-	2.00	-	-	6.92	2.09	-	-	-	-	-	-
COL-2020-07360	5/1/2020	CR-19-08083-H	6/7/2019	BURGLARY OF VEHICLE	6/19/2019	27.00	-	-	2.12	0.34	-	2.00	-	-	-	-	-	1.27	-	-	-	-
COL-2020-07402	5/4/2020	CR-16-09567-A	8/25/2016	ASSAULT CAUSES BODILY IN.	9/20/2016	1,056.10	-	-	25.00	4.00	2.00	-	-	-	-	-	-	15.00	-	-	-	-

Hidalgo County Clerk
 Schedule of Adjustments
 For the month of May 31, 2020

Based on Judgment date, TP should be assessed at \$25.00. Please use fee codes TP, TPST, and TPSCO to properly assess the time payment

Receipt	Date	Case #	Charge	Offense Description	Disp/Judgment D	Received Amc	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRP	VRP-RF	
COL-2020-07408	5/14/2020	CR-18-08643-E	12/1/2017	POSS CS PG 3 < 28G	6/27/2019	357.00			18.11	2.90	-	2.00	-	-	-	-	-	-	10.87	-	-	-	-	-
COL-2020-07469	5/14/2020	CR-19-12449-B	9/22/2019	ASSAULT CAUSES BODILY IN.	10/3/2019	10.00			0.66	0.12	-	2.00	0.10	-	-	-	-	-	0.39	-	-	-	-	-
COL-2020-07756	5/8/2020	CR-19-11024-E	6/18/2019	POSS MARIJ <20Z	11/20/2019	254.00			-	-	-	2.00	-	-	-	-	-	-	15.00	-	-	-	-	-
COL-2020-07920	5/12/2020	CR-16-13269-E	9/8/2016	FAIL TO IDENTIFY FUGITIVE I	5/24/2017	85.00			5.06	0.81	-	2.00	-	-	-	-	-	-	3.03	-	-	-	-	-
COL-2020-08022	5/14/2020	CR-19-06461-B	4/9/2019	DRIVING WHILE INTOXICATE	11/23/2019	785.10			20.06	3.20	-	2.00	3.20	-	-	-	-	-	12.03	-	-	-	-	12.03
COL-2020-08215	5/18/2020	CR-18-03480-D	12/1/2017	DRIVING WHILE INTOXICATE	9/19/2018	245.00			-	-	-	2.00	-	-	-	-	-	-	15.00	-	-	-	-	-

TP-RF was used to assess part or full amount of the Time Payment. TP-RF should not be used for cases with a Judgment prior to 12/31/2019. Please use fee codes TP, TPST, and TPSCO to assess the time payment for the following cases

Receipt	Date	Case #	Charge	Offense Description	Disp/Judgment D	Received Amc	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRP	VRP-RF	
COL-2020-07477	5/4/2020	CR-16-03317-A	2/16/2016	BURGLARY OF VEHICLE	5/1/2017	20.00			1.06	0.17	-	2.00	-	-	-	-	-	-	0.64	-	-	-	-	-
COL-2020-07514	5/4/2020	CR-19-00440-A	12/2/2018	DRIVING WHILE INTOXICATE	11/5/2019	312.00			-	-	-	2.00	-	-	-	-	-	-	10.00	-	-	-	-	-
COL-2020-07577	5/5/2020	CR-18-06793-D	7/24/2018	DRIVING WHILE INTOXICATE	7/11/2019	100.00			5.40	0.87	-	2.00	-	-	-	-	-	-	3.42	-	-	-	-	-
COL-2020-07857	5/11/2020	CR-19-11101-H	7/27/2019	DRIVING WHILE INTOXICATE	11/18/2019	100.00			0.09	0.01	-	2.00	0.04	-	-	-	-	-	10.00	-	-	-	-	0.11
COL-2020-07939	5/12/2020	CR-19-10090-A	6/26/2019	ASSAULT CAUSES BODILY IN.	11/21/2019	52.00			-	-	-	2.00	-	-	-	-	-	-	10.00	-	-	-	-	-
COL-2020-08142	5/15/2020	CR-19-08977-E	6/29/2019	POSS MARIJ <20Z	10/16/2019	10.00			-	-	-	2.00	-	-	-	-	-	-	10.00	-	-	-	-	-
COL-2020-08177	5/18/2020	CR-19-08114-D	10/15/2018	FALSE REPORT TO POLICE OF	11/13/2019	84.00			-	-	-	2.00	-	-	-	-	-	-	4.41	9.11	-	-	-	-
COL-2020-08179	5/18/2020	CR-18-16093-D	12/8/2018	DRIVING WHILE INTOXICATE	10/30/2019	395.10			-	-	-	2.00	-	-	-	-	-	-	10.00	-	-	-	-	-
COL-2020-08284	5/19/2020	CR-18-04046-D	4/2/2018	POSS CS PG 2-A <= 20Z	4/12/2018	50.00			-	-	-	2.00	-	-	-	-	-	-	-	10.00	-	-	-	-
COL-2020-08340	5/20/2020	CR-19-08905-A	4/18/2019	DRIVING WHILE INTOXICATE	11/19/2019	10.00			-	-	-	2.00	-	-	-	-	-	-	10.00	-	-	-	-	-
COL-2020-08419	5/21/2020	CR-18-03346-B	12/4/2017	DRIVING WHILE INTOXICATE	11/19/2019	10.00			-	-	-	2.00	-	-	-	-	-	-	10.00	-	-	-	-	-
COL-2020-08704	5/28/2020	CR-18-14853-H	5/11/2018	DRIVING WHILE INTOXICATE	4/17/2019	76.00			-	-	-	2.00	-	-	-	-	-	-	20.00	-	-	-	-	-

TP should had been assessed at \$15.00

Receipt	Date	Case #	Charge	Offense Description	Disp/Judgment D	Received Amc	CRFEEOVER	DA	FSP	JSF	LTF	LTF-RF	OMNIC	OMNIC-RF	OMNIS	OMNIV	OMNIV-RF	TP	TP-RF	TPCO	TPST	VRP	VRP-RF	
COL-2020-07797	5/11/2020	CR-19-05630-F	1/20/2019	DRIVING WHILE INTOXICATE	12/16/2019	400.00			13.93	2.23	-	2.00	-	-	-	-	-	-	18.36	-	-	-	-	8.36

LTF was under assessed by \$2.00. RL COL-2020-02128 was not assessed the transaction fee.

Receipt	Date	Case	Charge	Offense Description	Judgment	OVER	DA	JSF	LTF	TP-RF	VRP
COL-2020-08753	5/29/2020	CR-18-08521-H	4/25/2018	POSS CS PG 3 < 28G	1/6/2020	607.00	2.00		4.00	TP-RF	VRP

Based on Judgment date, OMNI fee should be assessed at \$50.00

Receipt	Date	Case	Charge	Offense Description	Judgment	OVER	DA	JSF	LTF	TP-RF	VRP
COL-2020-08748	5/29/2020	CR-16-00369-D	8/30/2015	DRIVING WHILE INTOXICATE	11/15/2017	1,042.10	15.00	###	4.00	TP-RF	VRP

Hidalgo County Clerk
Schedule of Adjustments
For the month of June 30, 2020

Receipt	Date	Case #	Charge Offense Description	Disp/JudgmentDate	Received Amc	ADDC	DA	DDCF	DEL-RF	FSP	JSF	MVF	SIFS	SIFC	SIFS	STF	STFR	TP	TP-RF	TPCO	TPST	VRF-RF
COL-2020-09154	6/5/2020	CR-19-00374-G	1/1/2013 RESIST ARREST SEARCH OR TR	3/19/2013	400.00						4.00		0.60	0.60	5.40			2.50		10.00	12.50	
Based on the type of offense, DA (\$25.00) and JSF (\$4.00) should be assessed.																						
COL-2020-09171	6/23/2020	CR-08-14811-H	12/31/2007 POSS MARIJUANA <= 2 OZ	7/29/2013	34.00						0.36		0.05	0.31			0.24			0.96	1.20	
Based on the type of offense, DDCE (\$60.00) and SIFS (\$5.40) should be assessed.																						
COL-2020-09647	6/16/2020	CR-12-7353-D	5/6/2012 DRIVING WHILE INTOXICATED	10/11/2012	50.00																	
Based on the type of offense, MVF (\$0.10) should be assessed.																						
COL-2020-10040	6/25/2020	CR-12-679-B	12/22/2011 DRIVING WHILE INTOXICATED	7/16/2015	75.00																	
Based on the type of offense, STF (\$30.00) and ADDCC (\$3.00) should not be assessed. In addition, jury fee should be assessed at \$20.00																						
COL-2020-09793	6/17/2020	CR-18-00422-A	12/27/2017 POSS MARI <2OZ	3/11/2018	607.10						25.00	4.00	0.60	0.60	5.40			2.50		10.00	12.50	
COL-2020-09705	6/17/2020	CR-18-10014-E	4/7/2018 DUTY ON STRIKING FIXTURE/F	8/30/2018	568.23	3.00					25.00	4.00	0.10	0.60	5.40			30.00		10.00	12.50	
COL-2020-09419	6/11/2020	CR-12-1052-G	10/30/2011 DRIVING WHILE INTOXICATED	7/13/2015	1,960.80	0.43	25.00		8.54	244.80		0.58	0.01	0.10	0.78	4.32		0.52		2.07	2.59	
COL-2020-09731	6/18/2020	CR-18-10926-G	7/25/2018 DRIVING WHILE INTOXICATED	8/6/2018	650.13	3.00			60.00	150.03		4.00	0.10	0.60	5.40			30.00		10.00	12.50	

Pursuant to Senate Bill 346, reimbursement fees that were labeled as court cost in 2019 may not be charged for convictions on or after January 1, 2020. If the conviction is for an offense that occurred before January 1, 2020, VRF fee should not be assessed for the following cases:

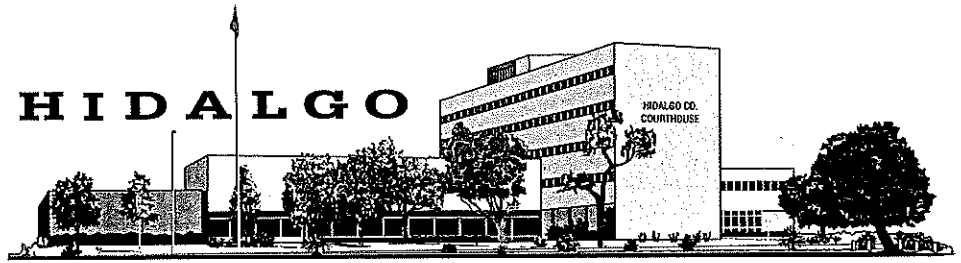
Receipt	Date	Case #	Charge Offense Description	Disp/JudgmentDate	Received Amc	ADDC	DA	DDCF	DEL-RF	FSP	JSF	MVF	SIFS	SIFC	SIFS	STF	STFR	TP	TP-RF	TPCO	TPST	VRF-RF
COL-2020-09889	6/10/2020	CR-19-14616-D	8/17/2019 DRIVING WHILE INTOXICATED	1/24/2020	80.00																	
COL-2020-08846	6/12/2020	CR-19-09785-F	3/31/2019 DRIVING WHILE INTOXICATED	2/17/2020	532.00																	
COL-2020-09083	6/4/2020	CR-19-06466-H	7/24/2019 DRIVING WHILE INTOXICATED	2/24/2020	200.00																	
COL-2020-09660	6/16/2020	CR-19-11754-H	6/2/2019 DRIVING WHILE INTOXICATED	2/20/2020	100.00																	
COL-2020-08837	6/1/2020	CR-19-08115-E	5/3/2019 DRIVING WHILE INTOXICATED	3/3/2020	200.00																	
COL-2020-08879	6/22/2020	CR-18-09909-H	5/11/2018 DRIVING WHILE INTOXICATED	1/15/2020	202.00																	
COL-2020-09551	6/15/2020	CR-19-11920-H	8/11/2019 DRIVING WHILE INTOXICATED	2/6/2020	100.00																	
COL-2020-09874	6/22/2020	CR-19-02487-D	11/1/2018 DRIVING WHILE INTOXICATED	1/30/2020	200.00																	
COL-2020-10147	6/29/2020	CR-19-09156-A	5/4/2019 DRIVING WHILE INTOXICATED	1/20/2020	186.00																	
COL-2020-09169	6/5/2020	CR-19-12713-B	9/2/2019 DRIVING WHILE INTOXICATED	2/12/2020	145.00																	
COL-2020-09197	6/5/2020	CR-19-08288-G	4/28/2019 DRIVING WHILE INTOXICATED	2/20/2020	300.00																	
COL-2020-09432	6/17/2020	CR-19-05100-A	1/21/2019 DRIVING WHILE INTOXICATED	1/30/2020	127.00																	
COL-2020-09133	6/5/2020	CR-18-09909-H	5/11/2018 DRIVING WHILE INTOXICATED	1/15/2020	150.00																	
COL-2020-09472	6/12/2020	CR-18-05924-G	1/20/2018 DRIVING WHILE INTOXICATED	1/29/2020	186.00																	
COL-2020-09819	6/19/2020	CR-20-00862-E	12/7/2019 DRIVING WHILE INTOXICATED	2/12/2020	150.00																	
COL-2020-09319	6/9/2020	CR-19-13831-F	4/21/2019 DRIVING WHILE INTOXICATED	2/19/2020	50.00																	
COL-2020-09255	6/8/2020	CR-19-10950-H	1/19/2019 DRIVING WHILE INTOXICATED	1/29/2020	65.00																	
COL-2020-09104	6/4/2020	CR-19-15176-A	10/16/2019 DRIVING WHILE INTOXICATED	3/12/2020	82.00																	
COL-2020-10096	6/29/2020	CR-18-15383-E	3/29/2018 DRIVING WHILE INTOXICATED	1/9/2020	400.00																	
COL-2020-09556	6/15/2020	CR-19-13114-B	8/24/2019 DRIVING WHILE INTOXICATED	1/22/2020	20.00																	
COL-2020-10000	6/24/2020	CR-19-02487-D	11/1/2018 DRIVING WHILE INTOXICATED	2/19/2020	85.00																	
COL-2020-09293	6/8/2020	CR-19-02484-B	12/28/2018 DRIVING WHILE INTOXICATED	2/17/2020	200.00																	
COL-2020-10006	6/28/2020	CR-19-14616-D	8/17/2019 DRIVING WHILE INTOXICATED	1/24/2020	80.00																	
COL-2020-08885	6/1/2020	CR-19-09830-G	6/18/2019 DRIVING WHILE INTOXICATED	2/6/2020	677.00																	
COL-2020-09717	6/17/2020	CR-19-12412-G	7/25/2019 DRIVING WHILE INTOXICATED	1/16/2020	181.00																	
COL-2020-09841	6/4/2020	CR-19-13114-B	8/24/2019 DRIVING WHILE INTOXICATED	3/5/2020	50.00																	
COL-2020-09454	6/11/2020	CR-19-13543-B	9/23/2018 DRIVING WHILE INTOXICATED	2/12/2020	360.00																	
COL-2020-10185	6/30/2020	CR-19-13224-H	10/12/2019 DRIVING WHILE INTOXICATED	1/29/2020	100.00																	
COL-2020-09245	6/8/2020	CR-19-01798-H	2/3/2019 DRIVING WHILE INTOXICATED	3/5/2020	132.00																	
COL-2020-09109	6/4/2020	CR-19-14616-D	8/17/2019 DRIVING WHILE INTOXICATED	1/24/2020	80.00																	
COL-2020-09565	6/15/2020	CR-19-04605-A	2/13/2019 DRIVING WHILE INTOXICATED	1/23/2020	122.00																	
COL-2020-09220	6/8/2020	CR-19-11051-A	7/1/2019 DRIVING WHILE INTOXICATED	3/12/2020	32.00																	
COL-2020-09249	6/8/2020	CR-20-00181-D	2/15/2019 DRIVING WHILE INTOXICATED	2/12/2020	230.00																	
COL-2020-09612	6/15/2020	CR-19-13224-H	10/12/2019 DRIVING WHILE INTOXICATED	1/29/2020	50.00																	

Hidalgo County Clerk
 Schedule of Adjustments
 For the month of June 30, 2020

Based on Judgment date, TP should be assessed at \$25.00. Please use fee codes TP, TPST, and TPCC to properly assessed the time payments.

Receipt	Date	Cause #	Offense Date	Charge Offense Description	Disp/JudgmentDate	Received Amc	ADDC	DA	DDCF	DELRF	FSP	JSF	MVF	SIFC	SIFS	STF	STFR	TP	TP-RF	TPCC	TPST	VAR-RF
COL-2020-08847	5/1/2020	CR-18-16013-G	10/8/2018	POSS CS PG 3 < 28G	8/26/2019	294.00	-	-	-	-	-	-	-	-	-	-	-	-	10.00	-	-	-
COL-2020-08912	6/1/2020	CR-19-12816-H	4/27/2019	POSS MARIU <20Z	11/15/2019	360.00	-	-	-	-	-	-	-	-	-	-	-	-	14.92	-	-	-
COL-2020-09066	6/3/2020	CR-19-12449-B	9/23/2019	ASSAULT CAUSES BODILY INJU	10/31/2019	20.00	-	-	-	-	1.38	0.22	-	0.03	0.30	-	-	-	0.83	-	-	-
COL-2020-09132	6/5/2020	CR-18-16372-B	10/14/2018	DRIVING WHILE INTOXICATED	10/10/2019	42.00	-	-	-	-	-	-	0.01	0.05	0.52	-	-	-	2.09	-	-	-
COL-2020-09178	6/5/2020	CR-19-05074-G	4/5/2019	POSS CS PG 3 < 28G	7/15/2019	25.00	-	-	6.70	-	-	-	-	-	-	-	-	-	1.68	-	-	-
COL-2020-09179	6/5/2020	CR-18-09830-A	5/15/2018	DRIVING WHILE INTOXICATED	7/10/2018	105.73	-	-	-	-	-	-	-	-	-	-	-	-	0.69	-	-	-
COL-2020-09386	6/10/2020	CR-19-12816-H	4/27/2019	POSS MARIU <20Z	11/15/2019	104.00	-	-	-	-	-	-	-	-	-	-	-	-	0.08	-	-	-
COL-2020-09429	6/11/2020	CR-19-13402-B	10/14/2019	DRIVING WHILE INTOXICATED	10/24/2019	117.00	-	-	-	-	-	-	-	-	-	-	-	-	15.00	-	-	-
COL-2020-10004	6/24/2020	CR-17-14397-A	8/29/2017	POSS MARIU <20Z	2/1/2018	100.00	-	-	-	-	-	-	-	-	-	-	-	-	7.94	-	-	-

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

September 14, 2020

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

Re: Hidalgo County Tax Collected Reports for June 2020 and July 2020

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 months of June 2020 and July 2020 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 the 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 for the months of June 2020 and July 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Hidalgo County Tax Collected Reports* and supporting documentation were submitted to the County Auditor's Office within fifteen or twenty-five days, as applicable, after the last day of the month pursuant to Tax Code §31.10(a).
- Verified that the *Hidalgo County Tax Collected Reports* were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Hidalgo County 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.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 87 th D.C.	FERNANDO MANGAS JUDGE, 89 th D.C.	J.R. "BOBBY" FLORES JUDGE, 138 th D.C.	ROSE GUERRA REYNA JUDGE, 204 th D.C.	MARLA CUELLAR JUDGE, 216 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 nd D.C.	NOE GONZALEZ JUDGE, 379 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 388 th D.C.	L. KENO VASQUEZ JUDGE, 388 th D.C.	ISRAEL RAMOS, JR. JUDGE, 407 th D.C.	RENEE R. BETANCOURT JUDGE, 449 th D.C.	YSMAEL D. FORSECA JUDGE, 449 th D.C.
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- Verified that modifications to the tax levy per the *Hidalgo County Tax Collected Reports* 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 determine if online credit card transactions were timely received.
- Compared the *Electronic Check BMI 147 Report* to the *Hidalgo County Deposit Status Report – All Locations* to determine if all online e-check transactions were timely received.
- Reviewed the *Hidalgo County Tax Collected Reports* and County Treasurer receipts for the months of June 2020 and July 2020 to determine if 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* 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*.

Conclusion:

Collections for the months of June 2020 and July 2020 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 were \$4,201,387.49 and \$9,009,154.48, respectively. Based on the review, we concluded that taxes, penalties, interest, and fees collected were not properly accounted and reported (see Observation No. 1). In addition, the system of internal controls for the accounting of collections requires improvement as noted in the observations below.

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 \$118.78.
 - Net shortages totaling \$10.95 for June 2020 and \$107.83 for July 2020 were replenished with funds in the Cashier Over/Short balance sheet account. Some of the significant shortages are as follows:
 - Cash shortage in the amount of \$63.63 on July 2, 2020 and \$20.00 on July 16, 2020 at the Mission Substation

According to staff, the \$63.63 was a cashier error. The tax payer for the suspected account has been contacted to verify the error, however; as of today, the shortage has not been resolved. Shortages are recorded on the Cashier Over/Short balance sheet account as a debit to the account.

- Deposits were over a total of \$76.17.
 - Net overages totaling \$50.38 for June 2020 and \$25.79 for July 2020 were deposited and recorded in the Cashier Over/Short balance sheet account. Some of the significant overages are as follows:
 - Cash overage in the amount of \$23.14 on June 23, 2020 at the Mission Substation

According to staff, the overage was due to a cashier failing to receipt the correct amount. A check was issued from the Cashier Over/Short balance sheet account and applied to the account. Overages are not remitted to the County Treasurer's Office. Instead, overages are recorded on the Cashier Over/Short balance sheet account. The funds are utilized to replenish collection shortages.

The County Auditor's Office requires that cash receipts be deposited intact daily. 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 should be made to Commissioners Court pursuant to Local Government Code §157.903. Local Government Code §157.903

HIDALGO COUNTY DISTRICT JUDGES

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.

Recommendation:

Management should retrain employees to ensure that cashiers verify that the receipt agrees to the amount collected, prior to issuing a receipt. In addition, 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:

- o Transfer overages to the County Treasurer's miscellaneous revenue;
- o Replenish shortages or request indemnification from Commissioners Court pursuant to Local Government Code §157.903;
- o 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
- o Immediately report shortages to the County Auditor's Office and the Sheriff's Office, regardless of the amount, if criminal conduct is suspected.

Observation No. 2:

We noted for 6 days in the months of June 2020 and July 2020 collections were transferred to the County Treasurer's Office 6 to 7 business days after the day the money was received.

Pursuant to Local Government Code §113.022, "A county officer or other person who receives money shall deposit the money with the county treasurer on or before the next regular business day after the date on which the money is received. If this deadline cannot be met, the officer or person must deposit the money, without exception, on or before the fifth business day after the day on which the money is received."

Failure to ensure collections are transferred and recorded in accordance with Local Government Code §113.022 will cause revenues to not be recognized in a timely manner and may affect revenue projections.

Recommendation:

Management should ensure collections are transferred and remitted to the Treasurer's Office in accordance with Local Government Code §113.022.

Please provide a written management response for the observations noted above by September 25, 2020.

If you have any questions or would like to schedule a meeting to discuss the above noted observation, please contact Abigail Espinoza, 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: Mr. Valde Guerra, County Executive Officer
Ms. Eva Mireles, Tax Office Chief of Operations
Mr. Julio Espinosa, Property Tax Manager
Ms. Crystal Puente, Chief Accountant

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

July 20, 2020

The Honorable Lita Leo
Hidalgo County Treasurer
2810 South Business Highway 281
Edinburg, Texas 78539-6243

Re: Jury Script Financial Statements for March 2020 through May 2020

Dear Ms. Leo:

We conducted a limited scope review of the Jury Script financial statements for the months ended March 31, 2020 through May 31, 2020 pursuant to Local Government Code §112.006 (b), §115.001, §115.002 (b) and §115.901. The objective of the review was to obtain limited assurance that the financial statements are free from material misstatements.

Management is responsible for the preparation of the financial statements including the design, implementation, and maintenance of internal controls relevant to the preparation of the financial statements. Our responsibility is to perform procedures to obtain limited assurance that the financial statements are free from material misstatements.

Based on the review, nothing came to our attention that caused us to believe that the financial statements contained any material misstatements.

If you have any questions, please 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,

A handwritten signature in cursive script that reads 'Maria A. Duran'.

Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: The Honorable Laura Hinojosa, Hidalgo County District Clerk

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGOLETERRY
JUDGE, 82ND D.C.

FERNANDO MANCIAS
JUDGE, 83RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 118TH D.C.

ROSE GUERRA REYNA
JUDGE, 206TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

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

ROE GONZALEZ
JUDGE, 316TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

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

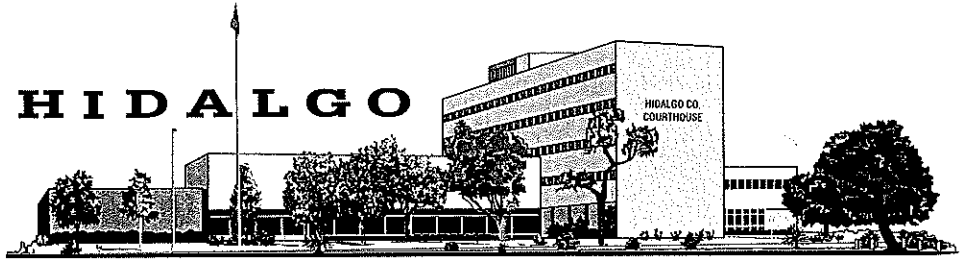
ISRAEL RANON, JR.
JUDGE, 430TH D.C.

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

YSHAEL D. FONSECA
JUDGE, 464TH 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 20, 2020

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

Re: Texas Parks and Wildlife Financial Statements for May 2020

Dear Mr. Guajardo:

We conducted a limited scope review of the Texas Parks and Wildlife financial statements for the month ended May 31, 2020 pursuant to Local Government Code §112.006 (b), §115.001, §115.002 (b) and §115.901. The objective of the review was to obtain limited assurance that the financial statements are free from material misstatements.

Based on the review, nothing came to our attention that caused us to believe that the financial statements contained any material misstatements.

Management is responsible for the preparation of the financial statements including the design, implementation, and maintenance of internal controls relevant to the preparation of the financial statements. Our responsibility is to perform procedures to obtain limited assurance that the financial statements are free from material misstatements.

If you have any questions, 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,

A handwritten signature in cursive script that reads 'Maria A. Duran' with a small flourish at the end.

Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SROLETERRY
JUDGE, 82ND D.C.

BERNARDO MANCIAS
JUDGE, 83RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 209TH D.C.

MARLA CUELLAR
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.

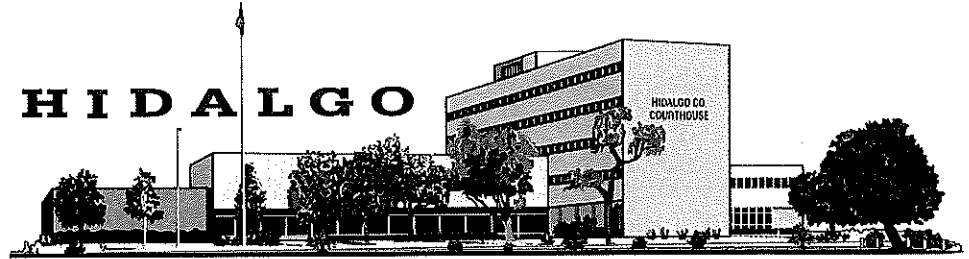
L. HENR VASQUEZ
JUDGE, 391TH D.C.

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

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

YSMAEL D. FORSECA
JUDGE, 447TH 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 21, 2020

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

Re: June 2020 Motor Vehicle Financial Statements

Dear Mr. Villarreal,

In order to ensure proper accounting of all FY2020 transactions, we are requesting your assistance in providing the County Auditor's Office with the June 2020 bank reconciliation, balance sheet, applicable supporting documentation, and the QuickBooks file for the Motor Vehicle Division no later than Wednesday, July 22, 2020. Also, please note that the July 2020 bank reconciliation, balance sheet, applicable supporting documentation, and the QuickBooks file for the Motor Vehicle Division are due by Friday, August 14, 2020.

Your prompt attention to this matter is greatly appreciated. If you have any questions, please contact Osvaldo Escamilla, Internal Auditor, at 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: Eva Mireles, Chief of Operations
Santos Castilleja, Motor Vehicle Division Manager
Gabriel Ochoa, Motor Vehicle Division Accountant

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

BERNARDO MANCIA
JUDGE, 43RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 191ST D.C.

ROSE GUERRA REYNA
JUDGE, 206TH D.C.

MARLA GUERRA
JUDGE, 215TH D.C.

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

NOE GONZALEZ
JUDGE, 310TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 315TH D.C.

L. KENO VASQUEZ
JUDGE, 311TH D.C.

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

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

YSMAEL D. FORSECA
JUDGE, 441TH D.C.

COUNTY of HIDALGO

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



August 11, 2020

The Honorable Ricardo Rodriguez, Jr., Criminal District Attorney
Hidalgo County Office of Criminal District Attorney
100 E. Cano, 2nd Floor
Edinburg, Texas 78539

Re: Hot Checks Financial Statements for February 2020 through June 2020

Dear Mr. Rodriguez:

We conducted a limited scope review of the Hot Checks financial statements for the months ended February 29, 2020 through June 30, 2020 pursuant to Local Government Code §112.006 (b), §115.001, §115.002 (b), and §115.901. The objective of the review was to obtain limited assurance that the financial statements are free from material misstatements.

Management is responsible for the preparation of the financial statements including the design, implementation, and maintenance of internal controls relevant to the preparation of the financial statements. Our responsibility is to perform procedures to obtain limited assurance that the financial statements are free from material misstatement.

Based on the review, nothing came to our attention that caused us to believe that the financial statements contained any material misstatements.

If you have any questions, please contact Aaron Robledo, Internal Auditor I, at 318-2511 ext. 4694, 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 4645.

Respectfully,

Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Ms. Rosalinda Cantu, Human Resources Coordinator, District Attorney's Office
Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 1st D.C.

FERNANDO MANCIAS
JUDGE, 1st D.C.

J. R. "BOBBY" FLORES
JUDGE, 1st D.C.

ROSE GUERRA REYNA
JUDGE, 2nd D.C.

MARLA CUELLAR
JUDGE, 2nd D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 3rd D.C.

JOE GONZALEZ
JUDGE, 3rd D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 3rd D.C.

L. KENO VASQUEZ
JUDGE, 3rd D.C.

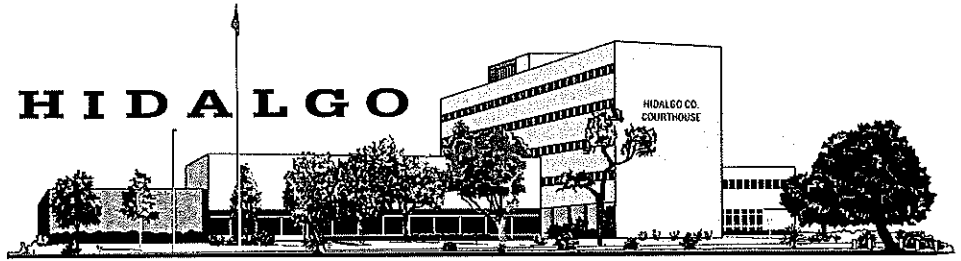
ISRAEL RAMON, JR.
JUDGE, 4th D.C.

RENEE R. BETANCOURT
JUDGE, 4th D.C.

YSHAEI D. FONSECA
JUDGE, 4th 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

August 11, 2020

The Honorable Ricardo Rodriguez, Jr., Criminal District Attorney
Hidalgo County Office of Criminal District Attorney
100 E. Cano, 2nd Floor
Edinburg, Texas 78539

Re: HIDTA Financial Statements for March 2020 through June 2020

Dear Mr. Rodriguez:

We conducted a limited scope review of the HIDTA financial statements for the months ended March 31, 2020 through June 30, 2020 pursuant to Local Government Code §112.006 (b), §115.001, §115.002 (b), and §115.901. The objective of the review was to obtain limited assurance that the financial statements are free from material misstatements.

Management is responsible for the preparation of the financial statements including the design, implementation, and maintenance of internal controls relevant to the preparation of the financial statements. Our responsibility is to perform procedures to obtain limited assurance that the financial statements are free from material misstatements.

Based on the review, nothing came to our attention that caused us to believe that the financial statements contained any material misstatement.

If you have any questions, please contact Aaron Robledo, Internal Auditor I, at (956) 318-2511, ext. 4694, 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: Ms. Rosalinda Cantu, Human Resources Coordinator, District Attorney's Office
Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SHIGLEYERRY
JUDGE, 82ND D.C.

FERNANDO MANCIAS
JUDGE, 83RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 164TH D.C.

MARLA CUELLAR
JUDGE, 276TH D.C.

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

NOE GONZALEZ
JUDGE, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 388TH D.C.

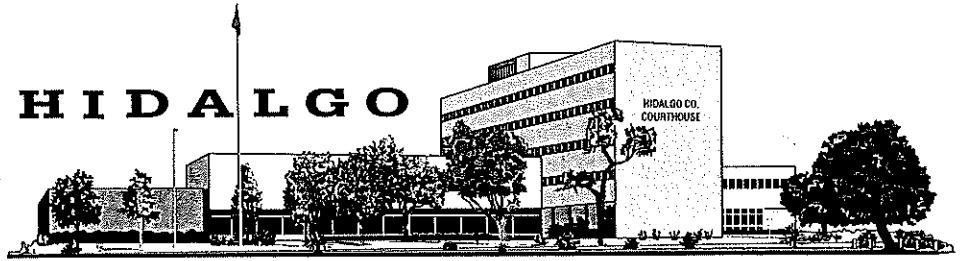
L. XENO VASQUEZ
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 410TH D.C.

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

YSMAEL D. FONSECA
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

September 1, 2020

The Honorable Ricardo Rodriguez, Jr., Criminal District Attorney
Hidalgo County Office of Criminal District Attorney
100 E. Cano, 2nd Floor
Edinburg, Texas 78539

Re: Hot Checks Processing Fees Report for May 2020 and June 2020

Dear Mr. Rodriguez:

We conducted a limited scope review of the Hot Checks Processing Fees Report (*Processing Fees Report*) and supporting documentation for the months of May 2020 and June 2020 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.

Based on the review, we concluded that collections were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Processing Fees Report* for the months of May 2020 and June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Processing Fees Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Processing Fees Report* was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Processing Fees Report* by footing and cross-footing the report.
- Verified that the sequence of receipts and checks issued per the *Processing Fees Report* agreed to *Odyssey's DA Receipt Journal Report* and *Check Transaction Register Report*. In addition, verified that receipts and checks were issued in sequential order.
- Verified collections and disbursements per the *Processing Fees Report* agreed to *Odyssey's Hot Checks Receipt Journal Report*.
- Verified that collections received from the Community Supervision and Corrections Department were receipted and included on the *Processing Fees Report*.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETERRY JUDGE, 12th D.C. FERNANDO MANCIAS JUDGE, 13th D.C. J. R. "BOBBY" FLORES JUDGE, 15th D.C. ROSE GUERRA REYNA JUDGE, 20th D.C. MARLA CUELLAR JUDGE, 21st D.C. MARIO E. RAMIREZ, JR. JUDGE, 32nd D.C. NOE GONZALEZ JUDGE, 33rd D.C. OVERSEER LETICIA LOPEZ JUDGE, 31st D.C. L. KENO VASQUEZ JUDGE, 31st D.C. ISRAEL RAMON, JR. JUDGE, 43rd D.C. RENEE R. BETANCOURT JUDGE, 44th D.C. YSMAEL D. FONSECA JUDGE, 44th D.C.

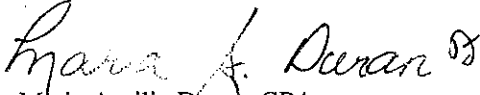
- Verified that the collections per the *Processing Fees Report* agreed to total receipts issued and the deposits made to the Hot Check bank account.
- Verified that the processing fees per the *Processing Fees Report* were remitted to the County Treasurer's Office in a timely manner.
- Verified that procedures for voiding receipts and checks were properly followed.
- Randomly selected receipts to determine if court costs were remitted to the applicable Justice of the Peace courts.
- Randomly selected receipts to determine if the restitution, processing fee, and merchant fee were properly collected and reported as required by Code of Criminal Procedures §102.007 and Business and Commerce Code §3.506 (b).

Conclusion:

Total collections for the months of May 2020 through July 2020 were \$43,567.37 and \$41,195.41, respectively. Based on the review, we concluded that collections were properly accounted and reported.

If you have any questions, please contact Aaron Robledo, Internal Auditor I, at (956) 318-2511, ext. 4694, 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: Mr. Valde Guerra, County Executive Office

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

FERNANDO MANCIAS
JUDGE, 83RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 206TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

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

NOE GONZALEZ
JUDGE, 370TH D.C.
DEVERSEER

LETICIA LOPEZ
JUDGE, 381ST D.C.

L. KENO VASQUEZ
JUDGE, 388TH D.C.

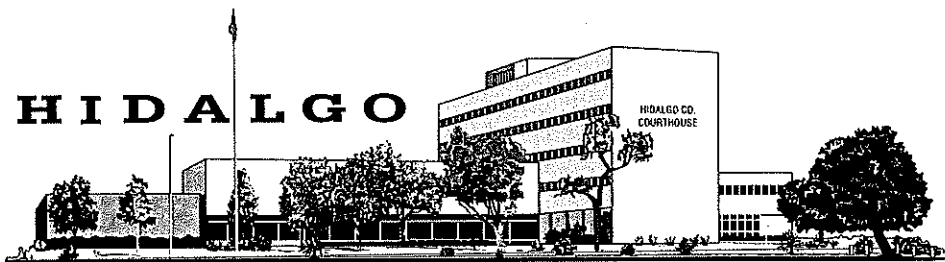
ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

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

YSMAEL D. FONSECA
JUDGE, 464TH 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

August 11, 2020

The Honorable Bobby Contreras
Hidalgo County Justice of the Peace Pct. 2, Pl. 1
300 W. Hall Acres, Ste F
Pharr, Texas 78577

Re: *Monthly Fines and Fees Reports* for April 2020 through June 2020

Dear Judge Contreras:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Verified that procedures for voiding 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.
- Reviewed 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. SPINGLETTY
JUDGE, 82ND D.C.

FERNANDO MANCIAS
JUDGE, 83RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 134TH D.C.

ROSE GUERRA REYNA
JUDGE, 104TH D.C.

MARLA CUELLAR
JUDGE, 274TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 352ND D.C.

HOE GONZALEZ
JUDGE, 373RD D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 318TH D.C.

L. KENO VASQUEZ
JUDGE, 311TH D.C.

ISRAEL RAMON, JR.
JUDGE, 409TH D.C.

RENEE R. BETANCOURT
JUDGE, 441TH D.C.

YSMAEL D. FONSECA
JUDGE, 444TH D.C.

- Verified the sequence of receipts per the *Monthly Report* agreed to *Odyssey's* Receipt Journal Report. In addition, verified that receipts were issued in 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 determine if 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.
- Verified that receipts, 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, were properly completed.
- Verified that cash bonds posted by 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$30,523.72, \$82,997.06 and \$63,578.83 respectively. Based on the 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 observations below.

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 of 1,198 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments; however, the adjustments have not been completed. In addition, we noted that adjustments for prior months have not been completed. The lists of adjustments for prior months were previously provided. According to staff, attempts to check the fines, fees, and court costs prior to receipting are made. In addition, due to a heavy workload and limited staff, the prior adjustments could not be completed.

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 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 disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 2:

We noted that a mail log was not utilized during the months of April 2020 through June 2020 to record payments received through the mail. According to the Court Coordinator, 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.

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:

We noted that 4 of 103 online credit card transactions for April 2020, 4 of 82 online credit card transactions for May 2020, and 4 of 106 online credit card transactions for June 2020 were receipted 2 to 14 days after the transaction date. Consequently, the applicable case dispositions were not recorded in *Odyssey* in a timely manner. According to the Court Coordinator, the transactions were not receipted timely due to staff rotation and an oversight.

The County Auditor's Office requires that all collections (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 verify that all credit card transactions are promptly receipted and case dispositions are entered in a timely manner.

Observation No. 4:

We noted that the May 2020 and June 2020 *Monthly Reports* were submitted to the County Auditor's Office 2 and 7 days after the fifth day following the end of the month. According to the Court Coordinator, the *Monthly Reports* were submitted late due to staff rotation.

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

Observation No. 5:

Copies of the June 2014 through August 2014 and April 2015 through June 2020 Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) have not been submitted to the Office of Court Administration (OCA). According to Justice of the Peace staff, copies of the OCA Reports have not been submitted

HIDALGO COUNTY DISTRICT JUDGES

since the amounts identified on the reports are not correct. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Texas Administrative Code 171.2 requires justices of the peace to submit a summary-level court activity report and other required reports each month to the OCA. All reports are due no later than 20 days following the end of the month reported. The monthly report is designed to provide the information required by law or needed by the legislative, executive, and judicial branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

Failure to ensure that the monthly court activity report is submitted to the OCA may result in the inability of the legislative, executive, and judicial branches of government to make informed decisions regarding the needs of the Hidalgo County court system.

Recommendation:

The continued assistance of the Information Technology Department should be requested until the problem has been resolved. Management should ensure that a properly completed court activity report is submitted to the OCA and the County Auditor's Office within 20 days after the last day of each month.

Observation No. 6:

We noted that two cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and serving time at the Hidalgo County jail in the month of April 2020 did not have the cash payments and jail time credit applied to the case, the case statuses were not closed, and the Sheriff's "Discharge" receipt numbers were not referenced on the cases. According to staff, this was the result of an oversight.

The County Auditor's Office requires that case dispositions be promptly recorded in *Odyssey*. In addition, pursuant to Code of Criminal Procedure Article 45.048, "a defendant placed in jail on account of failure to pay the fine and costs shall be discharged on habeas corpus by showing that the defendant:(1) is too poor to pay the fine and costs; or (2) has remained in jail a sufficient length of time to satisfy the fine and costs..." The docket should reflect the jail time credit applied to the case.

Failure to timely enter proper case dispositions may result in the arrest of the defendant, in error.

Recommendation:

Management should ensure that proper case dispositions are entered in a timely manner (i.e., warrants are recalled; cash payments and/or jail time credits are timely applied; cases are timely closed; and Sheriff's "Discharge" receipt numbers are referenced) on cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and/or serving time in the Hidalgo County jail.

Please provide written management responses to the observations noted above by August 21, 2020.

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

cc: Mr. Valde Guerra, County Executive Officer

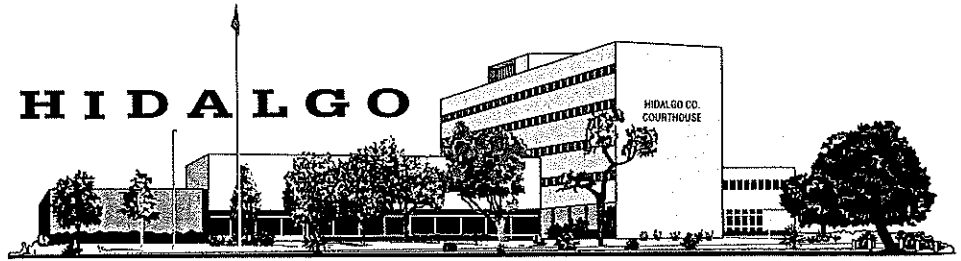
HIDALGO COUNTY DISTRICT JUDGES

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

August 11, 2020

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 Reports* for April 2020 through June 2020

Dear Judge Muñoz:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Verified that procedures for voiding 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.
- Reviewed 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 were issued in sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SNOLETERRY
JUDGE, 81ST D.C.

FERNANDO MANCIAS
JUDGE, 93RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 201ST D.C.

MARLA CUELLAR
JUDGE, 215TH D.C.

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

HOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 318TH D.C.

L. KENO VASQUEZ
JUDGE, 319TH D.C.

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

RENEE R. BETANCOURT
JUDGE, 411TH D.C.

YSMAEL D. FONSECA
JUDGE, 441TH 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 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.
- Verified that receipts, 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, were properly completed.
- Verified that cash bonds posted by 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$38,594.04, \$90,900.60, and \$102,301.10, respectively. Based on the 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 observations below.

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 16 of 1,193 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments; however, the adjustments have not been completed. In addition, we noted that adjustments for prior months have not been completed. The lists of adjustments for prior months were previously provided. 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 all 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 disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 2:

We noted that 1 cash bond posted on October 4, 2016 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. According to the Court Coordinator, the bond has not been forfeited due to programming errors in *Odyssey*. Assistance from 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:

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. 3:

Copies of the January 2015 through June 2020 Office of Court Administration’s “Official Justice of the Peace Monthly Reports” (OCA Reports) have not been submitted to the Office of Court Administration (OCA). 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.

Texas Administrative Code 171.2 requires justices of the peace to submit a summary-level court activity report and other required reports each month to the OCA. All reports are due no later than 20 days following the end of the month reported. The monthly report is designed to provide the information required by law or needed by the legislative, executive, and judicial branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

Failure to ensure that the monthly court activity report is submitted to the Office of Court Administration may result in the inability of the legislative, executive, and judicial branches of government to make informed decisions regarding the needs of the Hidalgo County court system.

Recommendation:

The continued assistance of the Information Technology Department should be requested until the problem has been resolved. Management should ensure that properly completed court activity report is submitted to the OCA and the County Auditor’s Office within 20 days after the last day of each month.

Observation No. 4:

We noted that collections for 49 of 52 days for April 2020 through June 2020 were deposited at the bank 2 to 6 days after collections were receipted. According to the Court Coordinator, collections were not deposited timely due to having 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. A person should be designated to take the deposit to the bank regardless of the workload.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 5:

We randomly selected 8 of 17 *Scofflaw Release Forms* for the month of June 2020. We noted that for 2 of 17 cases, the *Scofflaw Release Forms* were not scanned and entered in *Odyssey*.

According to the Court Coordinator, the procedures were not properly completed due to an oversight.

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*. The procedures require that the approved *Scofflaw Release Form* be scanned and attached to *Odyssey*.

Failure to ensure that the *Scofflaw Release Form* is scanned and attached to *Odyssey* will result in an incomplete docket for the case.

Recommendation:

Management should ensure that the *Scofflaw Release Form* is properly completed and that the procedures for the *Scofflaw* program are properly followed.

Observation No. 6:

We noted that two cases in which defendants satisfied outstanding fines, fees, and court costs by making a cash payments and serving time at the Hidalgo County jail in the month of July 2015 did not have the cash payment and jail time credit applied to the cases, the case statuses were not closed, and the Sheriff's "Discharge" receipt numbers were not referenced on the case.

According to the Court Coordinator, the cases were not closed due to an oversight.

The County Auditor's Office requires that case dispositions be promptly recorded in *Odyssey*. In addition, pursuant to Code of Criminal Procedure Article 45.048, "a defendant placed in jail on account of failure to pay the fine and costs shall be discharged on habeas corpus by showing that the defendant:(1) is too poor to pay the fine and costs; or (2) has remained in jail a sufficient length of time to satisfy the fine and costs..." The docket should reflect the jail time credit applied to the case.

Failure to timely enter proper case dispositions may result in the arrest of the defendant, in error.

Recommendation:

Management should ensure that proper case dispositions are entered in a timely manner (i.e., warrants are recalled; cash payments and/or jail time credits are timely applied; cases are timely closed; and Sheriff's "Discharge" receipt numbers are referenced) on cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and/or serving time in the Hidalgo County jail.

Please provide written management responses for the observations noted above by August 21, 2020.

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,



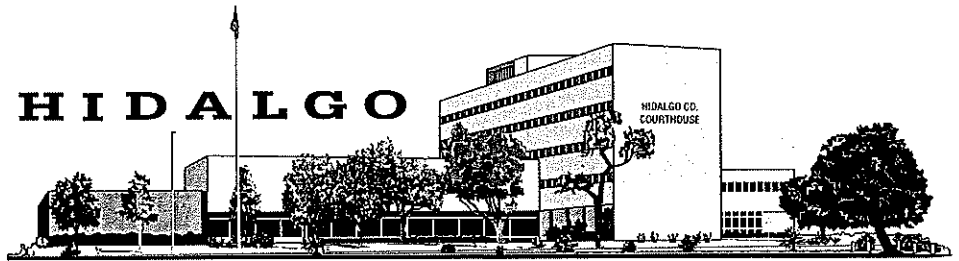
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. 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

August 11, 2020

The Honorable Luis Garza
Hidalgo County Justice of the Peace Pct. 3, Pl. 1
730 N. Breyfogle, Suite C
Mission, Texas 78572

Re: *Monthly Fines and Fees Reports* for April 2020 through June 2020

Dear Judge Garza:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Verified that procedures for voiding 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.
- Reviewed 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 were issued sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SNOLETERRY
JUDGE, 12th D.C.

FERNANDO MANCIAS
JUDGE, 13th D.C.

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

ROSE GUERRA REYNA
JUDGE, 26th D.C.

MARLA CUELLAR
JUDGE, 27th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 33rd D.C.

NOE GONZALEZ
JUDGE, 37th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 38th D.C.

L. KENO VASQUEZ
JUDGE, 38th D.C.

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

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

YSMAEL D. FONSECA
JUDGE, 44th 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 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.
- Verified that receipts, 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, were properly completed.
- Verified that cash bonds posted by 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$49,111.14, \$72,268.49, and \$82,852.10, respectively. Based on the 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 observations below.

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 of 1,427 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments; however, the adjustments have not been 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.

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 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 disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

Observation No. 2:

Copies of the January 2015 through June 2020 Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) have not been submitted to the Office of Court Administration (OCA). According to Justice of the Peace staff, properly completed OCA Reports cannot be generated from *Odyssey* due to data entry errors.

HIDALGO COUNTY DISTRICT JUDGES

Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Texas Administrative Code 171.2 requires justices of the peace to submit a summary-level court activity report and other required reports each month to the OCA. All reports are due no later than 20 days following the end of the month reported. The monthly report is designed to provide the information required by law or needed by the legislative, executive, and judicial branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

Failure to ensure that the monthly court activity report is submitted to the Office of Court Administration may result in the inability of the legislative, executive, and judicial branches of government to make informed decisions regarding the needs of the Hidalgo County court system.

Recommendation:

The continued assistance of the Information Technology Department should be requested until the problem has been resolved. Management should ensure that a properly completed court activity report is submitted to the OCA and the County Auditor's Office within 20 days after the last day of each month.

Observation No. 3:

We noted that collections for 11 of 22 days in June 2020 were deposited at the bank 2 to 4 days after collections were received. According to the Court Coordinator, collections were not deposited timely due to having 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. A person should be designated to take the deposit to the bank regardless of the workload.

Observation No. 4:

We noted that the June 2020 *Monthly Report* was submitted to the County Auditor's Office 15 days after the fifth day following the end of the month. According to the Court Coordinator, the *Monthly Reports* were submitted late due to being short-handed and 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.

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 6 of 12 *Scofflaw Release Forms* for the month of June 2020. We noted that procedures for the Scofflaw Program have not been properly implemented as follows:

1. For 1 of 6 cases, the Case Disposition/Status box was not filled out.
2. For 3 of 6 cases, the *Scofflaw Release Forms* were signed and sealed before the "Motion/Order to Dismiss" forms were signed.

According to the Court Coordinator, the procedure was not properly completed due to an oversight. In addition, the "Motion/Order to Dismiss" forms were not signed since the Assistant District Attorney had not returned the forms.

HIDALGO COUNTY DISTRICT JUDGES

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 following procedures should be implemented:

- 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 into *Odyssey* prior to approving 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*.
- f. The approved *Scofflaw Release Form* must be scanned and attached to *Odyssey*.
- g. 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*.

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

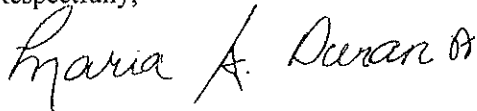
Recommendation:

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 above should be implemented.

Please provide written management responses for the observations noted above by August 21, 2020.

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

cc: Mr. Valde Guerra, County Executive Officer

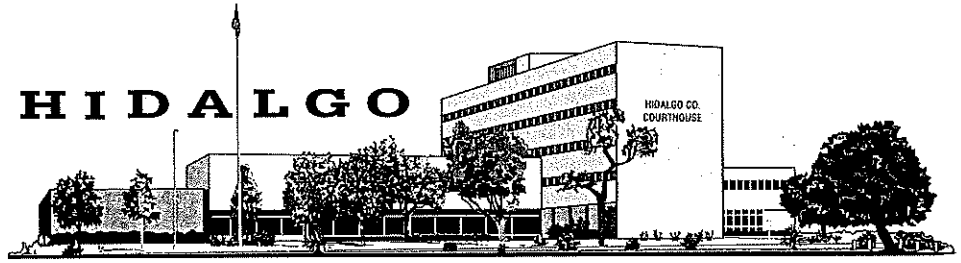
HIDALGO COUNTY DISTRICT JUDGES

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

August 11, 2020

The Honorable Juan "J.J." Peña
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 2020 through June 2020

Dear Judge Peña:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 reports.
- Reviewed 100% of receipts to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Verified that procedures for voiding receipts were properly followed.
- Verified that collections per the *Monthly Reports* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Reports, 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.
- Reviewed 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 Reports* agreed to *Odyssey's* Receipt Journal Reports. In addition, verified that receipts were issued in sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 42 ND D.C.	FERNANDO MANCIAS JUDGE, 43 RD D.C.	J.R. "BOBBY" FLORES JUDGE, 131 ST D.C.	ROSE GUERRA REYNA JUDGE, 204 TH D.C.	MARLA CUELLAR JUDGE, 215 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 322 ND D.C.	NOE DONIZALEZ JUDGE, 376 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 311 TH D.C.	L. KENO VASQUEZ JUDGE, 311 TH D.C.	ISRAEL RAMON, JR. JUDGE, 439 TH D.C.	RENEE R. BETANCOURT JUDGE, 441 ST D.C.	YSMAEL D. FONSECA JUDGE, 444 TH D.C.
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- 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 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.
- Verified that receipts, Close-out Reports, *Schedule of Receipts and Deposits* forms, mail logs, Office of Court Administration's "*Official Justice of the Peace Monthly Report*" (OCA Report), and the *Monthly Report*, among other reports, were properly completed.
- Verified that cash bonds posted by 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$54,261.22, \$64,253.55, and \$77,364.48, respectively. Based on the 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 observations below.

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 107 of 972 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. Some of the errors resulted from the disposition date (judgment date) not being entered in *Odyssey*. The Justice of the Peace staff was notified of the required adjustments; however, the adjustments have not been completed. In addition, we noted that adjustments for prior months have not been completed. The list of adjustments for prior months were previously provided. According to the Court Coordinator, she will be working adjustments monthly.

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. The Justice of the Peace is required to enter the disposition date (judgment date) in *Odyssey* to facilitate the collection of statutory fees and denial of registration by the Tax Assessor-Collector. 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 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 disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

BERNANDO MANCIAS
JUDGE, 83RD D.C.

J.R. "BOBBY" FLORES
JUDGE, 151ST D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 217TH D.C.

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

NOE GOIZALEZ
JUDGE, 379TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 311TH D.C.

L. KENO VASQUEZ
JUDGE, 311TH D.C.

ISRAEL RAMON, JR.
JUDGE, 431ST D.C.

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

YSMAEL D. FONSECA
JUDGE, 464TH D.C.

Observation No. 2:

Copies of the January 2014 through June 2014 and September 2014 through June 2020 Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) have not been submitted to the Office of Court Administration (OCA). 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.

Texas Administrative Code 171.2 requires justices of the peace to submit a summary-level court activity report and other required reports each month to the OCA. All reports are due no later than 20 days following the end of the month reported. The monthly report is designed to provide the information required by law or needed by the legislative, executive, and judicial branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

Failure to ensure that the monthly court activity report is submitted to the Office of Court Administration may result in the inability of the legislative, executive, and judicial branches of government to make informed decisions regarding the needs of the Hidalgo County court system.

Recommendation:

The continued assistance of the Information Technology Department should be requested until the problem has been resolved. Management should ensure that a properly completed court activity report is submitted to the OCA and the County Auditor's Office within 20 days after the last day of each month.

Observation No. 3:

We noted that 7 cash bonds posted in September 2015 and October 2016 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. According to the Court Coordinator, the bonds have not been forfeited due to issues with *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Pursuant to Code of Criminal Procedure Article 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 costs and fees, in error.

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 7 of 44 Close-out Reports prepared during the months of April 2020 through June 2020 were submitted to the County Treasurer's Office 2 to 5 days after the bank deposits were made. According to the Court Coordinator, the Close-Out Reports were not submitted timely since the office was on staff rotation and were short staffed.

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. On a daily basis, after 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. 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.

HIDALGO COUNTY DISTRICT JUDGES

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.

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.

Observation No. 5:

We noted that 4 of 175 online credit card transactions for June 2020 were receipted 7 days after the date of transaction. Consequently, the applicable case disposition was not recorded in *Odyssey* in a timely manner. According to the Court Coordinator, the credit card transactions were receipted late due to being short staffed.

The County Auditor's Office requires that all collections (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 the Court Coordinator verifies that all credit card transactions are promptly receipted and case dispositions are entered in a timely manner. The Hamer Enterprises' Payment Report should be utilized to reconcile credit card payments receipted in *Odyssey* at the end of each day.

Observation No. 6:

We noted that 7 of 21 deposits for April 2020, 1 of 15 deposits for May 2020, and 1 of 21 deposits for June 2020 were deposited at the bank 2 to 7 days after collections were receipted. According to the Court Coordinator, the funds were deposited late since the office was on staff rotation.

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

Failure to deposit collections daily 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 daily.

Observation No. 7:

We noted that the April 2020 and June 2020 *Monthly Report* was submitted to the County Auditor's Office 9 days and 4 days, respectively, after the fifth day following the end of the month. According to the Court Coordinator, information required to finalize the *Monthly Report* was not received from the County Treasurer's Office until May 12, 2020 preventing the timely submittal of the April 2020 *Monthly Report*. The June 2020 *Monthly Report* was not submitted timely since the Justice of the Peace was out of the office and unable to sign the *Monthly Report*.

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 the County revenues.

Recommendation:

Management should ensure that the *Monthly Report* is submitted to the County Auditor's Office within five days after the last day of each month. In addition, management should contact the County Treasurer's Office to ensure that funds are receipted timely.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 8:

We noted several cases in which the defendants satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail did not have the cash payment and/or jail time credit applied to the cases, the case statuses were not closed, and the Sheriff's "Discharge" receipt numbers were not referenced on the cases.

According to the Court Coordinator, she has not received a Jail "D" Report from Sheriff's Department and was not trained on how to receipt them in *Odyssey*.

The County Auditor's Office requires that case dispositions be promptly recorded in *Odyssey*. In addition, pursuant to Code of Criminal Procedure Article 45.048, "a defendant placed in jail on account of failure to pay the fine and costs shall be discharged on habeas corpus by showing that the defendant:(1) is too poor to pay the fine and costs; or (2) has remained in jail a sufficient length of time to satisfy the fine and costs..." The docket should reflect the jail time credit applied to the case.

Failure to timely enter proper case dispositions may result in the arrest of the defendant, in error.

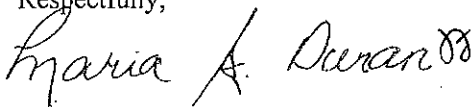
Recommendation:

Management should contact the Information Technology Department and request training on how to properly record jail time credit in *Odyssey*. In addition, Management should ensure that proper case dispositions are entered in a timely manner (i.e., warrants are recalled; cash payments and/or jail time credits are timely applied; cases are timely closed; and Sheriff's "Discharge" receipt numbers are referenced) on cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and/or serving time in the Hidalgo County jail.

Please provide written management responses for the observations noted above by August 21, 2020.

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,



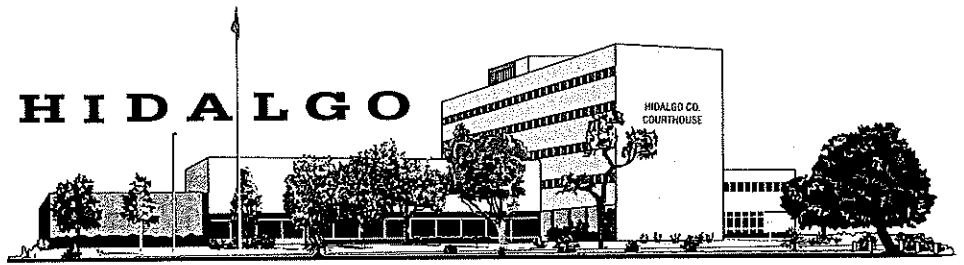
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. 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

August 11, 2020

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

Re: *Monthly Fines and Fees Reports* for April 2020 through June 2020

Dear Judge Espinoza:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Verified that procedures for voiding 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.
- Reviewed 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 were issued in sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 12TH D.C.

FERNANDO MANCIAS
JUDGE, 13TH D.C.

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

ROSE GUERRA REYNA
JUDGE, 28TH D.C.

MARLA CUELLAR
JUDGE, 27TH D.C.

MARIO E. RAMIREZ, JR.
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JUDGE, 31ST D.C.

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JUDGE, 31ST D.C.

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

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

YSMAEL D. FONSECA
JUDGE, 44TH 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 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.
- Verified that receipts, 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, were properly completed.
- Verified that cash bonds posted by 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$42,479.93, \$93,163.03, and \$129,193.49, respectively. Based on the 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 observations below.

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 115 of 2,480 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments; however, the adjustments have not been completed. In addition, we noted that adjustments for prior months have not been completed. The lists of adjustments for prior months were previously provided. According to staff, they will attempt to check the fines, fees, and court costs prior to issuing receipts.

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 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 disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

Observation No. 2:

Copies of the February 2013, September 2013, May 2014, and September 2014 through June 2020 Office of Court Administration's "Official Justice of the Peace Monthly Reports" (OCA Reports) have not been submitted

HIDALGO COUNTY DISTRICT JUDGES

to the Office of Court Administration (OCA). According to Justice of the Peace staff, copies of the OCA Reports have not been submitted to the OCA since the amounts identified on the reports are not correct. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Texas Administrative Code 171.2 requires justices of the peace to submit a summary-level court activity report and other required reports each month to the Office of Court Administration (OCA). All reports are due no later than 20 days following the end of the month reported. The monthly report is designed to provide the information required by law or needed by the legislative, executive, and judicial branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

Failure to ensure that the monthly court activity report is submitted to the Office of Court Administration may result in the inability of the legislative, executive, and judicial branches of government to make informed decisions regarding the needs of the Hidalgo County court system.

Recommendation:

The continued assistance of the Information Technology Department should be requested until the problem has been resolved. Management should ensure that a properly completed court activity report is submitted to the OCA and the County Auditor's Office within 20 days after the last day of each month.

Observation No. 3:

We noted that a \$400.00 appeal bond received on May 3, 2013 for docket number E12-09-880 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. According to staff, they will contact the County Clerk's Office to resolve the issue.

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. Pursuant to Code of Criminal Procedure §44.16, 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 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. 4:

We noted that 5 cash bonds posted September 2015 through March 2016 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. According to the Justice of the Peace staff, the bonds have not been forfeited due to complications encountered with *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Pursuant to Code of Criminal Procedure Article 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 costs and fees, in error.

HIDALGO 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. 5:

We noted that a mail log was not utilized during the months of April 2020 through June 2020 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 distributes payments received through the mail to staff to receipt.

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.

Recommendation:

Management should ensure that a daily mail log is maintained to record payments received through the mail regardless if the mail is opened by the Justice of the Peace. 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. 6:

We randomly selected 6 of 15 *Scofflaw Release Forms* for the month of June 2020. We noted that procedures for the Scofflaw Program have not been properly implemented as follows:

1. For 4 of 15 cases, the *Scofflaw Release Forms* were not scanned and entered in Odyssey.
2. For 3 of 15 cases, the outstanding balance was changed but the new balance was not handwritten by the Justice of the Peace and his signature was not provided as approval of the change.

According to the Court Coordinator, the procedures were not properly completed due to an oversight.

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 following procedures should be implemented:

- 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 into *Odyssey* prior to approving 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*.
- f. The approved *Scofflaw Release Form* must be scanned and attached to *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 above should be implemented.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 7:

We noted that one case in which a defendant satisfied outstanding fines, fees, and court costs by making a cash payment and serving time at the Hidalgo County jail in the month of October 2019 did not have the cash payment and jail time credit applied to the case, the case status was not closed, and the Sheriff's "Discharge" receipt number was not referenced on the case. The Justice Of the Peace staff did not provide a reason.

The County Auditor's Office requires that case dispositions be promptly recorded in *Odyssey*. In addition, pursuant to Code of Criminal Procedure Article 45.048, "a defendant placed in jail on account of failure to pay the fine and costs shall be discharged on habeas corpus by showing that the defendant:(1) is too poor to pay the fine and costs; or (2) has remained in jail a sufficient length of time to satisfy the fine and costs..." The docket should reflect the jail time credit applied to the case.

Failure to timely enter proper case dispositions may result in the arrest of the defendant, in error.

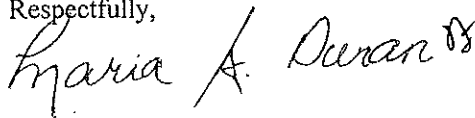
Recommendation:

Management should ensure that proper case dispositions are entered in a timely manner (i.e., warrants are recalled; cash payments and/or jail time credits are timely applied; cases are timely closed; and Sheriff's "Discharge" receipt numbers are referenced) on cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and/or serving time in the Hidalgo County jail.

Please provide written management responses to the observations noted above by August 21, 2020.

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

cc: Mr. 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
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EDINBURG, TEXAS 78539

August 11, 2020

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 Reports* for April 2020 through June 2020

Dear Judge Jasso:

We conducted a limited scope review of the *Monthly Fines and Fees Reports (Monthly Reports)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections reported by your office on the *Monthly Report* for the months of April 2020 through June 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Report* and supporting documentation were submitted to the County Auditor's Office within 5 days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly 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 reports.
- Reviewed 100% of receipts to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Verified that procedures for voiding receipts were properly followed.
- Verified that collections per the *Monthly Report* agreed to: 1.) total receipts issued per *Odyssey's* Receipt Journal Reports, 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.
- Reviewed 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:

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SMOLETERNY
JUDGE, 82ND D.C.

FERNANDO MARCIAS
JUDGE, 83RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

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

HOE GONZALEZ
JUDGE, 319TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 381ST D.C.

L. KENO VASQUEZ
JUDGE, 381ST D.C.

ISRAEL RAMON, JR.
JUDGE, 459TH D.C.

RENEE R. BETANCOURT
JUDGE, 481ST D.C.

YSMAEL D. FONSECA
JUDGE, 487TH D.C.

- 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 Reports. In addition, verified that receipts were issued in sequential order.
 - Compared the Hamer Enterprises Credit Card Payment Reports to *Odyssey's* Daily Balance Reports and *Alio's* Undistributed Receipts general ledger account to determine if 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.
 - Verified that receipts, Close-out Reports, *Schedule of Receipts and Deposits* forms, mail logs, Office of Court Administration's "Official Justice of the Peace Monthly Report" (OCA Report), and the *Monthly Reports*, among other reports, were properly completed.
 - Verified that 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

Conclusion:

Collections for the months of April 2020 through June 2020 totaled \$10,184.47, \$26,433.90, and \$39,704.99, respectively. Based on the 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 observations below.

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 58 of 669 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. Some of the errors resulted from the disposition date not being entered in *Odyssey*. The Justice of the Peace staff was notified of the required adjustments; however, the adjustments have not been completed. In addition, we noted that adjustments for prior months have not been completed. The lists of adjustments for prior months were previously provided. According to the Court Coordinator, he will try to work on 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 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.

HIDALGO COUNTY DISTRICT JUDGES

- Staff should ensure that the proper fines, fees, and court costs allocation, offense date, and disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

Observation No. 2:

We noted that 23 cash bonds posted December 2013 through October 2016 by defendants who failed to appear before the Justice of the Peace were not forfeited (liquidated) by the 10th working day following the date of their release from jail. The bonds do not contain an event entered in *Odyssey* regarding the reason the bonds were not liquidated. According to the Justice of the Peace staff, the bonds were not forfeited due to technical issues with *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Pursuant to Code of Criminal Procedure Article 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 costs and fees, in error.

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. 3:

Copies of the November 2013 through February 2014, June 2014 through July 2015, and September 2015 through June 2020 Office of Court Administration’s “Official Justice of the Peace Monthly Reports” (OCA Reports) have not been submitted to the Office of Court Administration (OCA). According to the Justice of the Peace staff, properly completed OCA Reports cannot be generated from *Odyssey* due to data entry errors. In addition, the County Auditor’s Office determined that the OCA Reports are incorrect since the jail time activity and pending adjustments were not entered in *Odyssey*. Assistance from the Information Technology Department has been requested; however, the problem has not been resolved.

Texas Administrative Code 171.2 requires justices of the peace to submit a summary-level court activity report and other required reports each month to the OCA. All reports are due no later than 20 days following the end of the month reported. The monthly report is designed to provide the information required by law or needed by the legislative, executive, and judicial branches of government to make decisions regarding the jurisdiction, structure, and needs of the court system.

Failure to ensure that the monthly court activity report is submitted to the Office of Court Administration may result in the inability of the legislative, executive, and judicial branches of government to make informed decisions regarding the needs of the Hidalgo County court system.

Recommendation:

The continued assistance of the Information Technology Department should be requested until the problem has been resolved. Management should ensure that a properly completed court activity report is submitted to the OCA and the County Auditor’s Office within 20 days after the last day of each month.

Observation No. 4:

The April 2020, May 2020, and June 2020 *Monthly Reports* were submitted to the County Auditor’s Office 6 days, 5 days, and 4 days, respectively, after the fifth day following the end of the month. According to the Court Coordinator, the *Monthly Report* was submitted late in April 2020 due to staff rotation. The May 2020 and June

HIDALGO COUNTY DISTRICT JUDGES

2020 *Monthly Reports* were submitted late since the Justice of the Peace was out of the office and unable to sign the *Monthly Reports*.

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 the 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 selected 4 of 4 *Scofflaw Release Forms* for the month of June 2020. We noted that for 4 of 4 cases, the *Scofflaw* was signed and sealed (approved) by the authorized representative of the court prior to the "motion/order to dismiss" form being received and a copy of the signed "Motion/Order to Dismiss" form was not attached to the *Scofflaw Release Form*.

According to the Court Coordinator, the Justice of the Peace dismissed the cases after signing the *Scofflaw Release Forms* due to Covid-19.

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 *Scofflaw Release Form* must be completely filled. The following procedures should be implemented:

- 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*.

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 procedures are properly followed. At a minimum, the procedures noted above should be implemented.

Observation No. 6:

We noted that 4 of 42 online credit card transactions for the month of April 2020, 7 of 42 online credit card transactions for the month of May 2020, 1 of 55 online and 1 of 45 in-house credit card transactions for the month of June 2020 were receipted 2 to 31 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 staff rotation. In addition, the in-house credit card transaction in June 2020 occurred due to the payor requesting that both case amounts be charged in one transaction; however, the Clerk had already charged one of the cases. Hamer Enterprises' was contacted about the error and was supposed to reverse the transaction but failed to do so. In addition, we noted that the Hamer Enterprises' Payment Report was not utilized to reconcile credit card payments receipted in *Odyssey* at the end of the day. Therefore, the oversight was not identified at the time that reconciliation of the day's collection was performed.

HIDALGO COUNTY DISTRICT JUDGES

The County Auditor's Office requires that all collections (i.e., cash, checks, credit card payments, etc.) received be promptly recorded with the correct payment method 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 and correctly receipted and Hamer Enterprises' Payment Report are utilized to reconcile credit card payments to *Odyssey* collection reports 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 the Court Coordinator verifies that all credit card transactions are promptly and correctly receipted and case dispositions are entered in a timely manner. The Hamer Enterprises' Payment Report should be utilized to reconcile credit card payments receipted in *Odyssey* at the end of the day

Observation No. 7:

We noted that 44 of 53 Close-out Reports prepared during the months of April 2020 through June 2020 were submitted to the County Treasurer's Office 2 to 25 days after the bank deposits were made. According to the Court Coordinator, the April 2020 and May 2020 the Close-Out Reports were not submitted timely due to staff rotation. The June 2020 Close-Out Reports were not submitted timely since the Justice of the Peace was out of the office and unable to sign the Close-out Reports.

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. On a daily basis, after 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. 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.

Observation No. 8:

We noted one case in which the defendant satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail did not have the jail time credit applied to the case, the case status was not closed, and the Sheriff's "Discharge" receipt number was not referenced on the case.

According to the Court Coordinator, he has not received a Jail "D" Report from the Sheriff's Department in a long time. In addition, he mentioned he may need training on receipting jail time credits in *Odyssey*.

The County Auditor's Office requires that case dispositions be promptly recorded in *Odyssey*. In addition, pursuant to Code of Criminal Procedure Article 45.048, "a defendant placed in jail on account of failure to pay the fine and costs shall be discharged on habeas corpus by showing that the defendant:(1) is too poor to pay the fine and costs; or (2) has remained in jail a sufficient length of time to satisfy the fine and costs..." The docket should reflect the jail time credit applied to the case.

Failure to timely enter proper case dispositions may result in the arrest of the defendant, in error.

Recommendation:


Management should contact the Information Technology Department and request training on how to properly record jail time credit in *Odyssey*. In addition, management should ensure that proper case dispositions are entered in a timely manner (i.e., warrants are recalled; jail time credits are timely applied; cases are timely closed; and Sheriff's

“Discharge” receipt numbers are referenced) on cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and/or serving time in the Hidalgo County jail.

Please provide written management responses for the observations noted above by August 21, 2020.

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

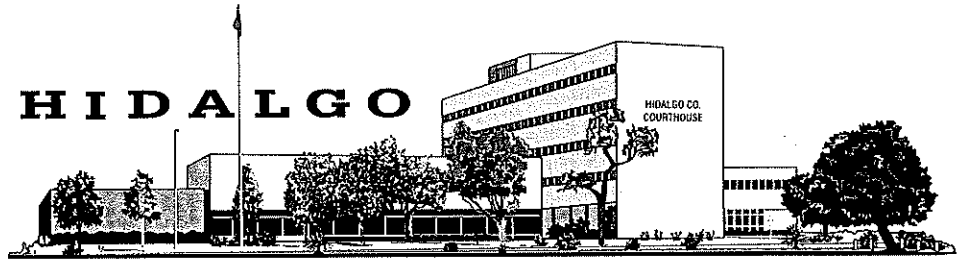
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS H. SINGLETERRY JUDGE, 1 ST D.C.	FERNANDO MANCIAS JUDGE, 12 TH D.C.	J. R. "BOBBY" FLORES JUDGE, 13 TH D.C.	ROSE GUERRA REYNA JUDGE, 20 TH D.C.	MARLA CUELLAR JUDGE, 21 ST D.C.	MARIO E. RAMIREZ, JR. JUDGE, 31 ST D.C.	HOE GONZALEZ JUDGE, 31 ST D.C. OVERSEER	LETICIA LOPEZ JUDGE, 31 ST D.C.	L. KENO VASQUEZ JUDGE, 31 ST D.C.	ISRAEL RAMON, JR. JUDGE, 43 RD D.C.	RENEE R. BETANCOURT JUDGE, 44 TH D.C.	YSMAEL D. FONSECA JUDGE, 45 TH D.C.
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COUNTY HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
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EDINBURG, TEXAS 78539

August 11, 2020

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

Re: *Monthly Fines and Fees Reports* for April 2020 through June 2020

Dear Judge Peña:

We conducted a limited scope review of the *Monthly Fines and Fees Report (Monthly Report)* and supporting documentation for the months of April 2020 through June 2020 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 the review was limited to collections generated from *Odyssey* for the months of April 2020 through June 2020. The collections report have not been submitted to the County Auditor's Office. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Reviewed 100% of receipts to determine if fines, fees, and court costs collected were properly allocated and reported and verified whether any adjustments were made.
- Reviewed 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.
- 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.
- Verified that cash bonds posted by 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* submitted by defendants to the Motor Vehicle Department to determine if procedures for the Scofflaw Program were properly implemented.

HIDALGO COUNTY DISTRICT JUDGES

LUIS K. SINGLETERRY JUDGE, 82ND D.C. FERNANDO MANOAS JUDGE, 83RD D.C. J. R. "BOBBY" FLORES JUDGE, 119TH D.C. ROSE OUERRA REYNA JUDGE, 204TH D.C. MARLA CUELLAR JUDGE, 275TH D.C. MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 379TH D.C. OVERSEER LETICIA LOPEZ JUDGE, 311TH D.C. L. KENO VASQUEZ JUDGE, 364TH D.C. ISRAEL RAMON, JR. JUDGE, 439TH D.C. RENEER. BETANCOURT JUDGE, 448TH D.C. YSMAEL D. FONSECA JUDGE, 464TH D.C.

Conclusion:

There were no collections for the month of April 2020. Collections for the months of May 2020 and June 2020 totaled \$13,093.95 and \$13,977.50, respectively. Based on the 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 observations below.

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:

The May 2020 and June 2020 *Monthly Reports* have not been submitted to the County Auditor's Office. In addition, the March 2020 *Monthly Report* has not been submitted to the County Auditor's Office. Staff was not available to provide an estimated time in which the *Monthly Reports* would be submitted.

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. In addition, the monthly reports are needed to ensure that collections are properly reported to the State of Texas.

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 Reports* are submitted to the County Auditor's Office within five days after the last day of each month. An employee should be made responsible for preparing the *Monthly Report* and ensuring that the report is submitted to the County Auditor's Office timely. All pending *Monthly Reports* should be submitted to the County Auditor's office as soon as possible.

Observation No. 2:

We noted that 7 of 154 transactions during the months of April 2020 through June 2020 contained errors in the allocation of fines, fees, and court costs. The Justice of the Peace staff was notified of the required adjustments and the adjustments were completed.

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 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 disposition date (judgment date) are entered in *Odyssey*.
- Staff should ensure that adjustments are entered in *Odyssey* within three days of notification.

HIDALGO COUNTY DISTRICT JUDGES

Observation No. 3:

We noted that \$4,776.70 for the month of May 2020 and \$5,952.76 for the month of June 2020 have not been deposited. In addition, \$3,568.26 for the month of March 2020 remain to be deposited. Multiple requests have been made to the Court Coordinator by the County Auditor's Office and the County Treasurer's Office to deposit the collections to no avail.

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. In addition, Local Government Code §113.022 (b) states, "a county officer or other person who receives money shall deposit the money with the county treasurer on or before the next regular business day after the date on which the money is received."

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

Recommendation:

The outstanding deposits should be made immediately. In addition, management should ensure that collections are deposited at the bank on a daily basis. Management should coordinate with the Constable Precinct 5 Office to request their assistance in depositing collections on a daily basis.

Observation No. 4:

We noted that 2 of 22 online credit card transactions for May 2020 and 3 of 30 online credit card transactions for June 2020 were receipted 4 to 12 days after the transaction date. Consequently, the applicable case dispositions were not recorded in *Odysey* in a timely manner.

The County Auditor's Office requires that all collections (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 *Odysey* 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 verify that all credit card transactions are promptly receipted and case dispositions are entered in a timely manner.

Observation No. 5:

We noted that two cases (March 2020-1), (June 2020-1) in which a defendant satisfied outstanding fines, fees, and court costs by serving time in the Hidalgo County jail did not have the jail time credit applied to the cases, the case statuses were not closed, and the Sheriff's "Discharge" receipt numbers were not referenced on the cases.

We were not able to contact court staff to get an explanation.

The County Auditor's Office requires that case dispositions be promptly recorded in *Odysey*. In addition, pursuant to Code of Criminal Procedure Article 45.048, "a defendant placed in jail on account of failure to pay the fine and costs shall be discharged on habeas corpus by showing that the defendant:(1) is too poor to pay the fine and costs; or (2) has remained in jail a sufficient length of time to satisfy the fine and costs..." The docket should reflect the jail time credit applied to the case.

Failure to timely enter proper case dispositions may result in the arrest of the defendant, in error.

Recommendation:

Management should ensure that proper case dispositions are entered in a timely manner (i.e., warrants are recalled; cash payments and/or jail time credits are timely applied; cases are timely closed; and Sheriff's "Discharge" receipt numbers are referenced) on cases in which defendants satisfied outstanding fines, fees, and court costs by making cash payments and/or serving time in the Hidalgo County jail.

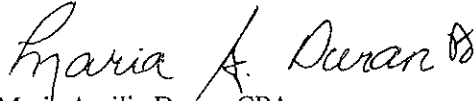
HIDALGO COUNTY DISTRICT JUDGES

The Honorable Jason Peña
August 11, 2020
Page 4 of 4

Please provide written management responses for the observations noted above by August 21, 2020.

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

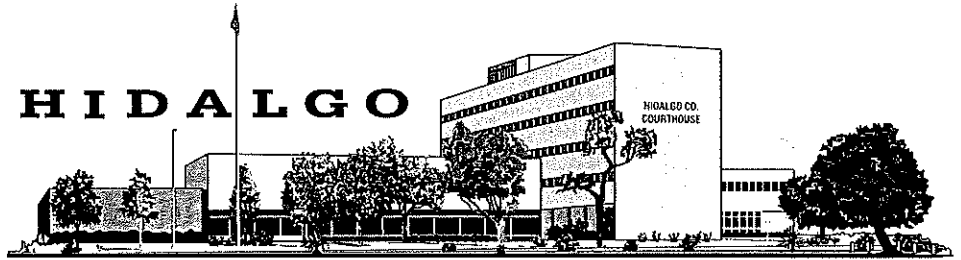
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92 ND D.C.	FERNANDO MANÇAS JUDGE, 93 RD D.C.	J.R. "BOBBY" FLORES JUDGE, 119 TH D.C.	ROSE GUERRA REYNA JUDGE, 200 TH D.C.	MARLA CUELLAR JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	ROE O'DONALD JUDGE, 376 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 379 TH D.C.	L. XENO VASQUEZ JUDGE, 381 ST D.C.	ISRAEL RAMON, JR. JUDGE, 439 TH D.C.	RENEE R. BETANCOURT JUDGE, 448 TH D.C.	YSMAEL O. FONSECA JUDGE, 449 TH D.C.
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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

August 14, 2020

Omar Romero, City Manager
City of Peñitas
P.O. Box 204
Peñitas, Texas 78576

Re: City of Peñitas TIRZ No. 1 Report No. 2019-26

Dear Mr. Romero:

We conducted a limited scope review of the interlocal agreement between the City of Peñitas, Hidalgo County, and City of Peñitas Tax Increment Reinvestment Zone No. 1 (Peñitas TIRZ). The objectives of the review were to determine the accuracy of the Peñitas TIRZ 2018-2019 (collections for February 1, 2018 through January 31, 2019) payment amount and compliance with Tax Code §311.016 and Section IV (C)(i) regarding completion of the annual report and annual audit report by the Peñitas TIRZ.

The scope of the review was limited to the Peñitas TIRZ property accounts as of January 31, 2019. 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 improvement could be made.

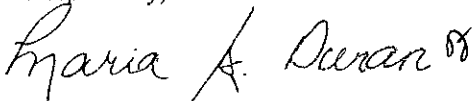
The results of the review revealed the following:

1. A payment request in the amount of \$127,647.94 was received from the City of Peñitas on behalf of the Peñitas TIRZ; however, it was determined that the amount due to the Peñitas TIRZ for 2018-2019 is \$113,150.27 (see Exhibit A).
2. The annual report and annual audit report were submitted in compliance with Tax Code §311.016 and Section IV (C)(i) of the interlocal agreement.

A payment was issued to the City of Penitas TIRZ in the amount if \$113,150.27 on June 9, 2020.

If you have any questions, please call Michael Ramos, Internal Auditor I, at 318-2511 ext. 4644, 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

Enclosure: Exhibit A

cc: The Honorable Richard Cortez, Hidalgo County Judge
The Honorable Pablo Villarreal, Jr., Hidalgo County Tax Assessor-Collector
Mr. Valde Guerra, County Executive Office

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 87 th D.C.	FERNANDO MANCIAS JUDGE, 93 rd D.C.	J. R. "BOBBY" FLORES JUDGE, 101 st D.C.	ROSE GUERRA REYNA JUDGE, 204 th D.C.	MARLA CUELLAR JUDGE, 215 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 322 nd D.C.	NOE GONZALEZ JUDGE, 370 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 383 rd D.C.	L. KENO VASQUEZ JUDGE, 384 th D.C.	ISRAEL RAMON, JR. JUDGE, 410 th D.C.	RENEE R. BETANCOURT JUDGE, 441 st D.C.	YSMAEL D. FONSECA JUDGE, 441 st D.C.
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EXHIBIT A

2018-2019 Penitas TIRZ Payment

Tax Increment Reinvestment Zone (TIRZ) Payment Calculation	Penitas TIRZ Calculation for Tax Year 2018	Penitas TIRZ Calculation for Tax Year 2017	Total
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD)) (Multiplied by) Hidalgo County Current (GHD) Tax Rate (.58/100)	\$ 24,898,463.00 0.0058	\$ 20,529,638.00 0.0058	
GHD Actual Tax Levy for all real property tax accounts located within the TIRZ	\$ 144,411.09	\$ 119,071.90	
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD))	\$ 24,898,463.00	\$ 20,529,638.00	
(Less) Base Year Real Property Certified Appraised Value for Tax Accounts located within the TIRZ (Provided by HCAD)	\$ 3,610,638.00	\$ 3,610,638.00	
Captured Appraised Value	\$ 21,287,825.00	\$ 16,919,000.00	
Captured Appraised Value (multiplied by) Contribution Rate (Per agreement s/b the lesser of 95% of .5095 or 95% of current M&O)	\$ 21,287,825.00 0.004800	\$ 16,919,000.00 0.005090	
Tax Levy Due to TIRZ	\$ 102,182	\$ 86,118	
TIRZ Collections (for February 1 through January 31) as per Collections Reports provided by Hidalgo County Tax Office	\$ 144,385.25	\$ 781.26	
(divided) GHD Actual Tax Levy for all Real Property tax accounts located within the TIRZ	\$ 144,411.09	\$ 119,071.90	
Percent Collected of Actual Levy	99.9821%	0.6561%	
Tax Levy Due to TIRZ (Multiplied by) Percent Collected of Actual Levy	\$ 102,182 99.9821%	\$ 86,118 0.6561%	
(Less) Administrative Cost	\$ 126,959.35	\$ 688.59	\$ 127,647.94
(Less) Adjustments **			
2018-2019 TIRZ PAYMENT AMOUNT			\$ 127,647.94

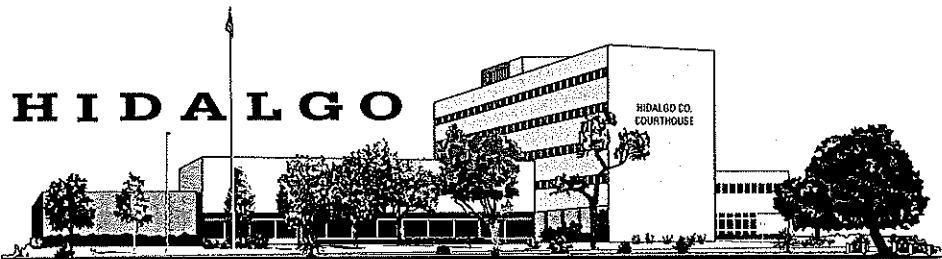
** Adjustments are made in order to prevent an overpayment; the adjustment limits payments to 100% allowable TIRZ levy

Tax Increment Reinvestment Zone (TIRZ) Payment Calculation	County Auditor's Calculation for Tax Year 2018	County Auditor's Calculation for Tax Year 2017	Total
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD)) (Multiplied by) Hidalgo County Current (GHD) Tax Rate (.58/100)	\$ 24,898,463.00 0.0058	\$ 20,188,921.00 0.0058	
GHD Actual Tax Levy for all real property tax accounts located within the TIRZ	\$ 144,411.09	\$ 117,095.74	
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD))	\$ 24,898,463.00	\$ 20,188,921.00	
(Less) Base Year Real Property Certified Appraised Value for Tax Accounts located within the TIRZ (Provided by HCAD)	\$ 1,356,701.00	\$ 1,356,701.00	
Captured Appraised Value	\$ 23,541,762.00	\$ 18,832,220.00	
Captured Appraised Value (multiplied by) Contribution Rate (Per agreement s/b the lesser of 95% of .5095 or 95% of current M&O)	\$ 23,541,762.00 0.004840	\$ 18,832,220.00 0.004840	
Tax Levy Due to TIRZ	\$ 113,942.13	\$ 91,147.94	
TIRZ Collections (for February 1 through January 31) as per Collections Reports provided by Hidalgo County Tax Office	\$ 144,411.19	\$ 781.26	
(divided) GHD Actual Tax Levy for all Real Property tax accounts located within the TIRZ	\$ 144,411.09	\$ 117,095.74	
Percent Collected of Actual Levy	100.0001%	0.6672%	
Tax Levy Due to TIRZ (Multiplied by) Percent Collected of Actual Levy	\$ 113,942.13 100.0001%	\$ 91,147.94 0.6672%	
(Less) Administrative Cost	\$ 113,942.24	\$ 608.14	\$ 114,550.38
(Less) Adjustments **			\$ (1,400.00)
2018-2019 TIRZ PAYMENT AMOUNT			\$ 113,150.27

** Adjustments are made in order to prevent an overpayment; the adjustment limits payments to 100% allowable TIRZ levy

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

August 28, 2020

The Honorable Pablo "Paul" Villarreal, Jr., RTA
Hidalgo County Tax Assessor-Collector
2804 S. Business Hwy 281
Edinburg, Texas 78539

Re: City of Mission TIRZ No. 1 (THMS1 and THMS2) Report No. 2020-26

Dear Mr. Villarreal:

We conducted a limited scope review of collections for the City of Mission Tax Increment Reinvestment Zone No. 1 (TIRZ). The objective of the review was to determine if 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 2019. 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 the review, we reviewed TIRZ collection reports and City of Mission TIRZ No. 1 list of accounts provided by the Tax Office and a list of tax accounts coded THMS1 and THMS2 and TIRZ map provided by the HCAD.

The results of the review revealed that 1 tax account 604797 coded THMS1 by the HCAD was not included in the TIRZ list of accounts provided by the Tax Office.

Please correct the TIRZ list of accounts to include tax account 604797 and submit a copy of the revised listing to the County Auditor's Office by September 11, 2020.

If you have any questions, please contact Michael Ramos, Internal Auditor I, at 318-2511, ext. 4644, 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

Enclosure

cc: The Honorable Richard F. Cortez, Hidalgo County Judge
Randy Perez, City Manager, City of Mission

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERARY
JUDGE, 82ND D.C.

FERNANDO MACHIAS
JUDGE, 83RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 124TH D.C.

MARLA CUELLAR
JUDGE, 376TH D.C.

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

NOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 381TH D.C.

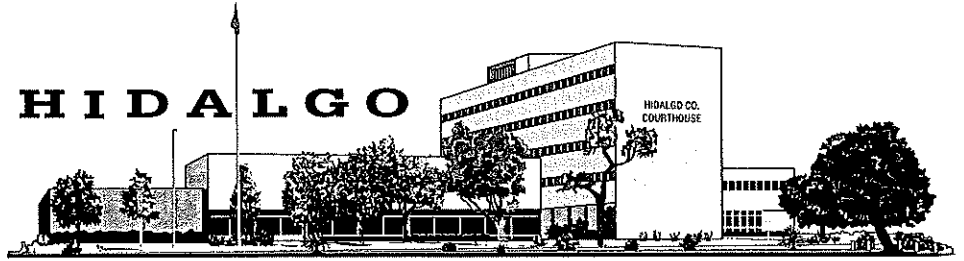
L. XENO VASQUEZ
JUDGE, 311TH D.C.

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

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

YSMAEL D. FONSECA
JUDGE, 484TH D.C.

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
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Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

August 28, 2020

Randy Perez, City Manager
City of Mission
1201 E. 8th Street
Mission, Texas 78572

Re: City of Mission TIRZ No. 1 (THMS1 and THMS2) Report No. 2020-26

Dear Mr. Perez:

We conducted a limited scope review of the interlocal agreement between the City of Mission, Hidalgo County, and City of Mission TIRZ No. 1. The objectives of the review were to determine the accuracy of the City of Mission TIRZ 2019-2020 payment request and compliance with Tax Code §311.016 regarding the completion of the annual audit report.

The scope of the review was limited to the Mission TIRZ property accounts as of January 31, 2020. The review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction.

The results of the review revealed the following:

1. A payment request in the amount of \$2,785,845.81 was received from the City of Mission on behalf of the Mission TIRZ; however, it was determined that the payment amount should be \$2,780,680.49 (see Exhibit A).
2. The Mission TIRZ annual audit report included the required information pursuant to Tax Code §311.016.

We will proceed to process the 2019 Mission TIRZ payment in the amount of \$2,780,680.49.

If you have any questions, please contact Michael Ramos, Internal Auditor I, at 318-2511, ext. 4644, 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

Enclosure: Exhibit A

cc: The Honorable Richard F. Cortez, Hidalgo County Judge
Ms. Angie Vela, Finance Director, City of Mission

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETARY
JUDGE, 47th D.C.

FERNANDO MANCIAS
JUDGE, 53rd D.C.

J. R. "BOBBY" FLORES
JUDGE, 59th D.C.

ROSE GUERRA REYNA
JUDGE, 204th D.C.

MARLA CUELLAR
JUDGE, 278th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 327th D.C.

HOE GONZALEZ
JUDGE, 370th D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 318th D.C.

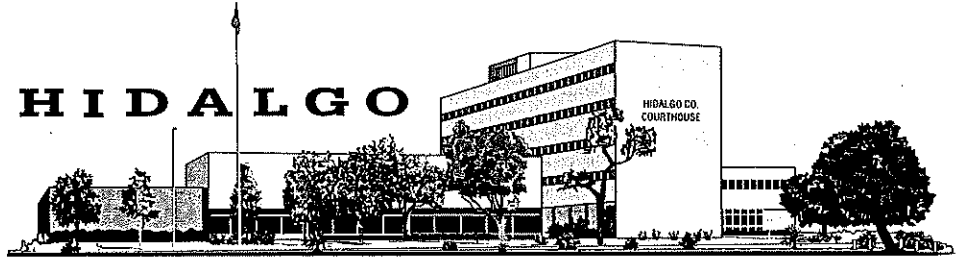
L. KENO VASQUEZ
JUDGE, 311th D.C.

ISRAEL RAMON, JR.
JUDGE, 436th D.C.

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

YSMAEL D. FONSECA
JUDGE, 446th 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
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WEBSITE: www.co.hidalgo.tx.us/auditor

August 28, 2020

The Honorable Pablo "Paul" Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
2804 S. Business Hwy 281
Edinburg, Texas 78539

Re: City of Pharr TIRZ No. 1 Report No. 2020-37

Dear Mr. Villarreal:

We conducted a limited scope review of collections for the City of Pharr Tax Increment Reinvestment Zone No. 1 (TIRZ). The objective of the review was to determine if 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 2019. 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 improvement could be made. The responsibility for sound internal controls rests with management.

In conducting the review, we reviewed TIRZ collection reports and City of Pharr TIRZ No. 1 list of tax accounts by the Tax Office and a list of tax accounts coded THPR1 and the TIRZ map provided by the HCAD.

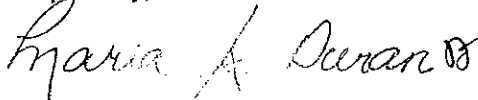
The results of the review revealed that tax account numbers 1235461 and 200448, located within the TIRZ boundaries, were not included in the TIRZ collection reports and list of accounts provided by the Tax Office. Both tax accounts were not coded THPR1 by the HCAD; however, the coding for the tax accounts was recently corrected by the HCAD.

The collection reports were manually adjusted to reflect the proper collections.

Please make the necessary corrections and submit a copy of the revised TIRZ collection report to the County Auditor's Office by September 11, 2020.

If you have any questions, feel free to call 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

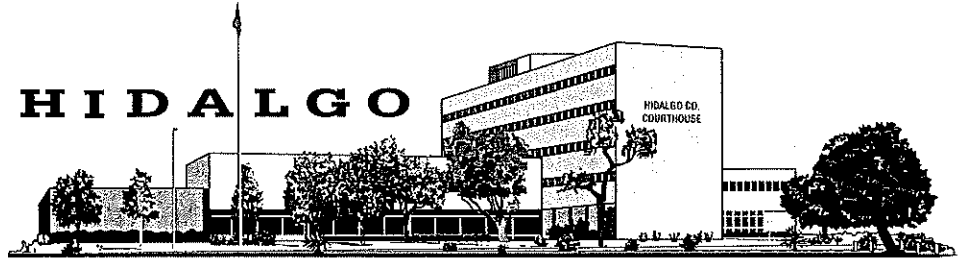
cc: The Honorable Richard Cortez, Hidalgo County Judge

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 91 st D.C.	FERNANDO MANCIAS JUDGE, 93 rd D.C.	J. R. "BOBBY" FLORES JUDGE, 113 th D.C.	ROSE GUERRA REYNA JUDGE, 204 th D.C.	MARLA CUELLAR JUDGE, 216 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 333 rd D.C.	HOE GONZALEZ JUDGE, 310 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 311 th D.C.	L. KENO VASQUEZ JUDGE, 381 st D.C.	ISRAEL RAMON, JR. JUDGE, 430 th D.C.	RENEE R. BETANCOURT JUDGE, 441 st D.C.	YSMAEL D. FONSECA JUDGE, 444 th D.C.
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COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

August 28, 2020

Edward Wylie, Interim City Manager
City of Pharr
118 S. Cage Blvd.
Pharr, Texas 78577

Re: City of Pharr TIRZ No. 1 Report No. 2020-37

Dear Mr. Wylie:

We conducted a limited scope review of the interlocal agreement between the City of Pharr, Hidalgo County, and City of Pharr TIRZ No. 1. The objectives of the review were to determine the accuracy of the City of Pharr TIRZ No. 1 2019-2020 payment request and compliance with Section IV (B)(2) of the interlocal agreement and Tax Code § 311.016.

The scope of the review was limited to the property accounts within Pharr TIRZ No. 1 as of January 31, 2020. 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 improvement could be made.

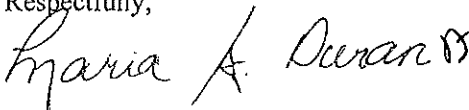
The results of the review revealed the following:

1. A payment request was submitted in the amount of \$175,712.09; however, we determined that the payment amount should be \$175,371.70 (see Exhibit A); and
2. The annual report was submitted in compliance with Section IV (B)(2) of the interlocal agreement and Tax Code §311.016.

We will proceed to process the 2019 Pharr TIRZ No. 1 payment in the amount of \$175,371.70.

If you have any questions, please contact Rocio Quiroga, Internal Auditor I, at 318-2511 ext. 4604, 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 ext. 4645.

Respectfully,



Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosure: Exhibit A

Cc: The Honorable Richard Cortez, Hidalgo County Judge

HIDALGO COUNTY DISTRICT JUDGES

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

BERNANDO MANCIAS
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 119TH D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 215TH D.C.

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

HOE GONZALEZ
JUDGE, 316TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 318TH D.C.

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JUDGE, 319TH D.C.

ISRAEL RAMON, JR.
JUDGE, 459TH D.C.

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

YSMAEL D. FONSECA
JUDGE, 464TH D.C.

EXHIBIT A

2019-2020 Pharr TIRZ Payment

Tax Increment Reinvestment Zone (TIRZ) Payment Calculation	Pharr TIRZ Calculation for Tax Year 2019	Pharr TIRZ Calculation for Tax Year 2018	Pharr TIRZ Calculation for Tax Year 2017	Pharr TIRZ Calculation for Tax Year 2016	Total
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD)) (Multiplied by) Hidalgo County Current (GHD) Tax Rate (.575/100)	\$ 121,668,656 0.0058	\$ 100,880,515 0.0058	\$ 81,930,513 0.0058	\$ 76,363,672 0.0059	
GHD Actual Tax Levy for all real property tax accounts located within the TIRZ	\$ 705,678.20	\$ 585,106.99	\$ 475,196.98	\$ 450,545.66	
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD)) (Less) Base Year Real Property Certified Appraised Value for Tax Accounts located within the TIRZ (Provided by HCAD) Captured Appraised Value	\$ 121,668,656 \$ 41,424,630 \$ 80,244,026	\$ 100,880,515 \$ 41,424,630 \$ 59,455,885	\$ 81,930,513 \$ 41,424,630 \$ 40,505,883	\$ 76,363,672 \$ 41,424,630 \$ 34,939,042	
Captured Appraised Value (multiplied by) Contribution Rate (Per agreement s/b the lesser of 50% of .5225 or actual M&O) (.5225/100) Tax Levy Due to TIRZ	\$ 80,224,026 0.0025500 \$ 204,622.27	\$ 59,455,885 0.0025500 \$ 151,612.51	\$ 40,505,885 0.0025560 \$ 103,533.04	\$ 34,939,042 0.0025930 \$ 90,596.94	
TIRZ Collections (for February 1 through January 31) as per Collections Reports provided by Hidalgo County Tax Office (divided) GHD Actual Tax Levy for all Real Property tax accounts located within the TIRZ Percent Collected of Actual Levy	\$ 558,435.90 \$ 705,678.20 79.13%	\$ 54,893.57 \$ 585,106.99 9.3818%	\$ 12.33 \$ 475,196.98 0.0026%	\$ 2,776.59 \$ 450,545.66 0.6163%	
Tax Levy Due to TIRZ (Multiplied by) Percent Collected of Actual Levy	\$ 204,622.27 79.13% \$ 161,927.09	\$ 151,612.51 9.3800% \$ 14,223.98	\$ 103,553.04 0.00% \$ 2.69	\$ 90,596.94 0.6200% \$ 558.32	
(Less) Administrative Cost (Less) Adjustments ** 2019-2020 TIRZ PAYMENT AMOUNT	\$ - \$ - \$ 160,927.09	\$ - \$ - \$ 14,223.98	\$ - \$ - \$ 2.69	\$ - \$ - \$ 558.32	\$ 175,712.09

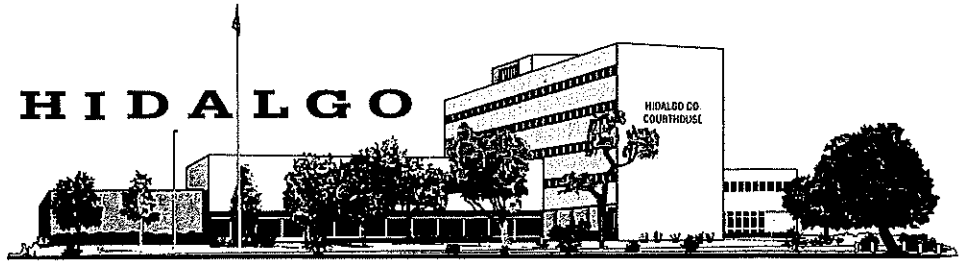
** Adjustments are made in order to prevent an overpayment; the adjustment limits payments to 100% allowable TIRZ levy

Tax Increment Reinvestment Zone (TIRZ) Payment Calculation	County Auditor's Calculation for Tax Year 2019	County Auditor's Calculation for Tax Year 2018	County Auditor's Calculation for Tax Year 2017	County Auditor's Calculation for Tax Year 2016	Total
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD)) (Multiplied by) Hidalgo County Current (GHD) Tax Rate (.575/100)	\$ 122,564,974.00 0.00575	\$ 100,880,515.00 0.0058	\$ 81,930,513.00 0.0058	\$ 76,363,672.00 0.0059	
GHD Actual Tax Levy for all real property tax accounts located within the TIRZ	\$ 704,748.60	\$ 585,106.99	\$ 475,196.98	\$ 450,545.66	
TIRZ Real Property Certified Taxable Value as of January 31 (Provided by Hidalgo County Appraisal District (HCAD)) (Less) Base Year Real Property Certified Appraised Value for Tax Accounts located within the TIRZ (Provided by HCAD) Captured Appraised Value	\$ 122,564,974.00 \$ 41,424,630.00 \$ 81,140,344.00	\$ 100,880,515.00 \$ 41,424,630.00 \$ 59,455,885.00	\$ 81,930,513.00 \$ 41,424,630.00 \$ 40,505,883.00	\$ 76,363,672.00 \$ 41,424,630.00 \$ 34,939,042.00	
Captured Appraised Value (multiplied by) Contribution Rate (Per agreement s/b the lesser of 50% of .5225 or actual M&O) (.5225/100) Tax Levy Due to TIRZ	\$ 81,140,344.00 0.0025180 \$ 204,311.39	\$ 59,455,885.00 0.0025500 \$ 151,612.51	\$ 40,505,883.00 0.0025560 \$ 103,533.04	\$ 34,939,042.00 0.0025930 \$ 90,596.94	
TIRZ Collections (for February 1 through January 31) as per Collections Reports provided by Hidalgo County Tax Office (divided) GHD Actual Tax Levy for all Real Property tax accounts located within the TIRZ Percent Collected of Actual Levy	\$ 558,435.90 \$ 704,748.60 79.2390%	\$ 54,914.15 \$ 585,106.99 9.3853%	\$ 12.33 \$ 475,196.98 0.0026%	\$ 2,776.59 \$ 450,545.66 0.6163%	
Tax Levy Due to TIRZ (Multiplied by) Percent Collected of Actual Levy	\$ 204,311.39 79.2390% \$ 161,894.30	\$ 151,612.51 9.3853% \$ 14,229.29	\$ 103,533.04 0.0026% \$ 2.69	\$ 90,596.94 0.6163% \$ 558.35	
(Less) Administrative Cost (Less) Adjustments ** 2019-2020 TIRZ PAYMENT AMOUNT	\$ - \$ - \$ 160,894.30	\$ - \$ - \$ 14,229.29	\$ - \$ - \$ 2.69	\$ - \$ - \$ 245.42	\$ 175,371.70

** Adjustments are made in order to prevent an overpayment; the adjustment limits payments to 100% allowable TIRZ levy

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 24, 2020

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

Re: June 2020 DTA Payment Request Report No. 2020-54

Dear Mr. Villarreal:

We completed a limited scope review of the June 2020 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 results of the review revealed that the payment request was generally accurate and properly authorized. We will proceed to process the June 2020 DTA payment request in the amount of \$118,185.69 to LGBS.

The scope of the 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 June 30, 2020. The 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 the 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 June 2020."
- Reviewed the "Hidalgo County Tax Office Collection Reports" to determine if the DTA fees were collected at the 15% rate specified in the contract.
- Reviewed the "Hidalgo County Tax Office Collection Reports" to determine if the total amount of DTA fees collected agreed to the amount transferred to the Hidalgo County Treasurer's Office.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SWIGLETERRY JUDGE, 12 th D.C.	FERNANDO MANCIAS JUDGE, 17 th D.C.	J. R. "BOBBY" FLORES JUDGE, 121 st D.C.	ROSE GUERRA REYNA JUDGE, 204 th D.C.	MARLA CUELLAR JUDGE, 275 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 317 th D.C.	HOE GONZALEZ JUDGE, 370 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 383 rd D.C.	L. KEND VASQUEZ JUDGE, 311 th D.C.	ISRAEL RAMON, JR. JUDGE, 430 th D.C.	RENEE R. BETANCOURT JUDGE, 418 th D.C.	YSMAEL D. FONSECA JUDGE, 410 th D.C.
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Based on the review, 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 June 2020."
- Although DTA fees for 237 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 (463 tax accounts)(see Exhibit A).
- The "Hidalgo County Tax Office Collection Reports" total amount of DTA fees collected agreed to the amount transferred to the Hidalgo County Treasurer's Office.

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

Enclosure: Exhibit A

cc: Ms. Lucy Canales, Linebarger Goggan Blair & Sampson, LLP

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

BERNARDO MANCIAS
JUDGE, 83RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 133RD D.C.

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

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

NDE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 388TH D.C.

L. KENO VASQUEZ
JUDGE, 393RD D.C.

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

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

YSHAEEL D. FONSECA
JUDGE, 464TH D.C.

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
1	1	2018	P433002000003200	88.73	19.67	108.4	15.7
2	1	2018	P433002000003200	88.47	19.97	108.44	15.66
3	1	2018	G695502000007600	59.51	13.44	72.95	10.53
4	1	2018	L450004000011900	31.21	7.24	38.45	5.57
5	1	2018	N770000011001500	0.6	0.17	0.77	0.11
6	1	2017	W380000724000016	948.35	289.25	1,237.60	174.97
7	1	2017	B190041000001200	317.69	102.46	420.15	60.04
8	1	2017	U300002000002600	170.37	47.98	218.35	30.41
9	1	2017	U300002000002600	170.36	47.99	218.35	30.41
10	1	2017	L527000000001600	82.47	25.64	108.11	15.34
11	1	2017	T527002000003600	68.03	20.75	88.78	12.55
12	1	2017	L136500000004300	51.37	14.46	65.83	9.17
13	1	2017	L319500000011800	37.9	11.34	49.24	6.93
14	1	2017	V344002000001200	29.8	10.14	39.94	5.77
15	1	2017	V054001000018600	30.53	8.95	39.48	5.54
16	1	2017	L319500000011800	21.78	6.42	28.2	3.99
17	1	2017	P840000000017210	18.55	6.19	24.74	3.56
18	1	2016	B190041000001200	190.16	84.15	274.31	39.36
19	1	2016	S244000000002300	197.71	72.5	270.21	37.07
20	1	2016	B030000027001700	108.47	39.76	148.23	20.34
21	1	2016	V344002000001200	89.22	41.04	130.26	18.87
22	1	2016	L212101000001300	87.56	37.22	124.78	17.73
23	1	2016	L040000013000000	89.69	34.98	124.67	17.36
24	1	2016	C955000002003400	84.47	29.99	114.46	15.59
25	1	2016	B190041000002300	75.41	31.17	106.58	15.05
26	1	2016	L205000018000900	69.42	23.95	93.37	12.5
27	1	2016	N050000000002900	67.53	23.97	91.5	12.46
28	1	2016	L136500000015400	47.22	20.08	67.3	9.57
29	1	2016	C955000002003400	40.9	14.52	55.42	7.55
30	1	2016	E650000006001000	26.77	9.23	36	4.82
31	1	2016	D780000005000800	22.95	8.95	31.9	4.44
32	1	2016	V056500000003500	21.46	8.38	29.84	4.16
33	1	2016	T745197000003100	22.94	7.82	30.76	4.13
34	1	2016	A210000070000600	11.88	4.83	16.71	2.35
35	1	2016	C005000000002302	12.06	4.28	16.34	2.22
36	1	2016	V380002010001000	9.19	4.06	13.25	1.9
37	1	2015	H521002000000300	488.2	209.12	697.32	88.61
38	1	2015	R055002000000900	155.63	89.37	245	35.48
39	1	2015	S244000000002300	139.7	67.99	207.69	28.71
40	1	2015	E486000000002200	117.04	67.2	184.24	26.69
41	1	2015	E645000000006100	136.51	61.67	198.18	26.21
42	1	2015	C955000002003400	125.37	59.55	184.92	25.39
43	1	2015	B395002000001800	124.1	56.05	180.15	23.83
44	1	2015	L106906000003800	88.23	42.43	130.66	18
45	1	2015	P200000012001401	98.83	42.32	141.15	17.94
46	1	2015	S298300000000600	84.23	40.49	124.72	17.18
47	1	2015	B395002000001800	79.88	36.09	115.97	15.34
48	1	2015	A210000070000600	40.44	21.33	61.77	8.73
49	1	2015	E170003000003600	42.62	20.49	63.11	8.69

50	1	2015	E497000000002100	32.75	14.58	47.33	6.19
51	1	2015	C005000000002302	30.17	14.33	44.5	6.11
52	1	2015	E540000048002500	25.4	11.14	36.54	4.73
53	1	2015	M355000168001700	17.52	7.31	24.83	3.13
54	1	2015	B255000000016100	8.61	3.91	12.52	1.66
55	1	2015	C030000196002300	2.66	1.19	3.85	0.51
56	1	2015	R410000004002500	0.44	0.2	0.64	0.08
57	1	2014	D380002000003200	340.96	185.83	526.79	67.51
58	1	2014	H521002000000300	319.9	175.42	495.32	63.82
59	1	2014	C955000002003400	130.51	77.65	208.16	28.78
60	1	2014	B190031000003400	34.69	19.83	54.52	7.28
61	1	2014	C005000000002302	30.17	17.95	48.12	6.65
62	1	2014	T527000000003500	30.87	16.93	47.8	6.16
63	1	2014	S683000000013800	26.96	14.05	41.01	5.05
64	1	2014	S683000000013800	26.96	14.05	41.01	5.05
65	1	2014	R410000001001400	26.92	14.04	40.96	5.04
66	1	2014	E645000000006100	21.57	12.34	33.91	4.53
67	1	2014	A200000000003400	20.28	11.44	31.72	4.23
68	1	2014	A200000000003400	20.26	11.52	31.78	4.23
69	1	2014	C161802000001500	16.27	9.87	26.14	3.64
70	1	2014	C030000196002300	14.25	8.1	22.35	2.97
71	1	2014	R410000001001400	13.46	7.02	20.48	2.52
72	1	2014	W230000058000700	7.21	4.05	11.26	1.5
73	1	2013	B190031000003400	185.34	128.2	313.54	42.26
74	1	2013	G120001000002600	157.47	98.93	256.4	31.41
75	1	2013	R142003000002200	65.79	40.24	106.03	12.63
76	1	2013	W010000031000514	44.58	35.52	80.1	11.57
77	1	2013	G120001000002600	47.24	29.68	76.92	9.42
78	1	2013	O66000000000200	42.83	27.49	70.32	8.8
79	1	2013	P811300000001600	18.18	10.99	29.17	3.44
80	1	2013	H284000000016500	7.91	4.87	12.78	1.53
81	1	2013	P320002006001200	3.36	1.98	5.34	0.61
82	1	2012	P704002000000800	556.04	375.33	931.37	102.59
83	1	2012	E583002000000100	124.26	89.25	213.51	25.35
84	1	2012	A210000081000300	142.85	94.04	236.89	25.28
85	1	2012	A210000081000300	121.33	79.87	201.2	21.48
86	1	2012	T210000268001203	72.16	49.44	121.6	13.64
87	1	2012	K280000000019400	43.71	33.6	77.31	9.9
88	1	2012	W010000037000218	44.82	29.8	74.62	8.07
89	1	2012	C005000000002302	30.17	25.19	55.36	7.74
90	1	2012	G410000006002600	15.77	10.63	26.4	2.93

91	1	2012	N665000002000500	9.79	6.51	16.3	1.76
92	1	2012	C030000189001000	7.23	5.19	12.42	1.47
93	1	2012	C535300000002600	3.82	2.66	6.48	0.74
94	1	2011	Y050000002001000	257.84	190.37	448.21	45.64
95	1	2011	N855800000001100	201.64	155.6	357.24	38.72
96	1	2011	C535300000002600	142.91	116.46	259.37	30.23
97	1	2011	E583002000000100	90.76	76.09	166.85	20.15
98	1	2011	C005000000002302	27.34	26.11	53.45	7.51
99	1	2011	N480000004000203	27.18	22.98	50.16	6.12
100	1	2011	N840000004002000	28.39	20.97	49.36	5.02
101	1	2011	C505000000009715	15.51	12.01	27.52	3.03
102	1	2011	C505000000009715	15.48	12.05	27.53	3.02
103	1	2011	S053000000000700	16.23	12.26	28.49	2.99
104	1	2011	N760000004001200	12.72	10.17	22.89	2.6
105	1	2011	G590098004000101	12.43	9.83	22.26	2.5
106	1	2011	I223000001054300	7.11	6.45	13.56	1.8
107	1	2011	S325500000003200	5.01	4.7	9.71	1.34
108	1	2010	H345000000006700	247.28	256.75	504.03	68.25
109	1	2010	M466100000002800	204.27	179.42	383.69	41.67
110	1	2010	C535300000002600	126.22	118.02	244.24	28.97
111	1	2010	J183901000001700	77.54	71.22	148.76	17.22
112	1	2010	L335500000000500	43.06	41.7	84.76	10.53
113	1	2010	H345000000006700	37.14	38.56	75.7	10.25
114	1	2010	N760000004001200	19.42	17.83	37.25	4.31
115	1	2010	T475002000001700	16.99	16.33	33.32	4.1
116	1	2010	S053000000000700	17.42	15.25	32.67	3.53
117	1	2010	S690000004000200	14.86	12.26	27.12	2.67
118	1	2010	Y050000002001000	12.76	10.96	23.72	2.49
119	1	2010	H520003000004800	5.45	4.5	9.95	0.98
120	1	2010	N855800000001100	3.3	2.94	6.24	0.69
121	1	2010	B190025000001100	1.46	1.21	2.67	0.27
122	1	2009	H345000000006700	269.54	312.22	581.76	79.25
123	1	2009	T220000023000103	115.91	108.37	224.28	22.43
124	1	2009	L245000000004100	57.65	62.16	119.81	14.87
125	1	2009	C733000002002700	64	61.34	125.34	13.06
126	1	2009	L335200000000100	45.41	49.12	94.53	11.79
127	1	2009	B190025000001100	48.65	46.62	95.27	9.92
128	1	2009	B157006000000500	49.63	46.71	96.34	9.75
129	1	2009	N325000000004400	36.25	38.12	74.37	8.92
130	1	2009	C211000000005100	28.01	26.29	54.3	5.46
131	1	2009	M059002000001100	14.06	14.09	28.15	3.14
132	1	2009	S690000004000200	13.44	12.7	26.14	2.66
133	1	2009	R284600000004900	13.61	12.63	26.24	2.59
134	1	2009	L335500000000500	6.68	7.28	13.96	1.75
135	1	2009	N580000004001500	6.3	6.05	12.35	1.29
136	1	2008	M005000000002600	241.75	240.52	482.27	44.6
137	1	2008	H305000000000100	111.44	115.33	226.77	22.56
138	1	2008	H080000222000030	73.51	87.61	161.12	20.07
139	1	2008	L313002000011900	33.13	35.84	68.97	7.41
140	1	2008	E330000124000300	11.62	15.97	27.59	3.99
141	1	2008	A555000000000300	11.71	13.15	24.86	2.84
142	1	2008	L672500000014000	6.9	8.09	14.99	1.82
143	1	2008	G840000000000100	5.32	6.26	11.58	1.41

144	1	2008	B505000015001100	6.9	7.06	13.96	1.36
145	1	2007	M515000000004700	42.58	47.48	90.06	8.62
146	1	2007	B240001000001200	34.99	37.62	72.61	6.46
147	1	2007	G212000000000700	29.04	31.13	60.17	5.32
148	1	2007	O85000000D000300	19.42	22.18	41.6	4.17
149	1	2007	L3195000000003900	22.16	23.83	45.99	4.09
150	1	2007	S100000004001802	7.62	10.52	18.14	2.46
151	1	2007	B156007000004400	10.04	11.17	21.21	2.02
152	1	2007	L672500000014000	6.94	8.97	15.91	1.96
153	1	2007	P927901000007000	6.74	8.8	15.54	1.94
154	1	2007	M520000121000910	7.66	8.81	16.47	1.67
155	1	2007	O310009000001300	4.55	5.69	10.24	1.2
156	1	2007	W230000013000600	3.56	4.74	8.3	1.07
157	1	2007	M475000002001600	3.8	4.35	8.15	0.82
158	1	2006	O85000000D000300	283.16	357.26	640.42	65.84
159	1	2006	M520000121000910	187.23	237.47	424.7	44.09
160	1	2006	M215000005000200	112.72	130.2	242.92	20.8
161	1	2006	I604802000004200	55.6	64.22	119.82	10.26
162	1	2006	R026300000001100	26.9	36.01	62.91	7.18
163	1	2006	M015000062000401	15.29	22.27	37.56	4.89
164	1	2006	E850002008000600	17.58	20.3	37.88	3.24
165	1	2006	A040000000001800	15.74	18.18	33.92	2.9
166	1	2006	G212000000000700	12.1	14.41	26.51	2.43
167	1	2006	S245000000001200	7.88	10.39	18.27	2.03
168	1	2006	T460002000002600	5.17	6.53	11.7	1.21
169	1	2006	A045500000002000	5.19	6.2	11.39	1.05
170	1	2005	W230000013000600	89.32	140.39	229.71	30.01
171	1	2005	M374902000012700	46.93	72.97	119.9	15.41
172	1	2005	H365003000001100	38.04	52.42	90.46	9.47
173	1	2005	S325500000003200	23.81	39.49	63.3	8.93
174	1	2005	W380000238000005	24.91	35.74	60.65	6.84
175	1	2005	L108502000002700	19.31	27.39	46.7	5.15
176	1	2005	T210000250001521	12.22	15.09	27.31	2.25
177	1	2005	R225001003001900	2.42	3.94	6.36	0.87
178	1	2004	W380000650000005	106.38	139.44	245.82	19.63
179	1	2004	D175000000001000	31.92	56.76	88.68	12.54
180	1	2004	M374902000012700	9.54	15.98	25.52	3.31
181	1	2004	R420000007000500	8.4	14.34	22.74	3.03
182	1	2004	W230000052000300	8.14	13.4	21.54	2.71
183	1	2004	C750006000012100	14.65	19.07	33.72	2.61
184	1	2004	S725002008000200	5.49	8.45	13.94	1.56
185	1	2003	S510000001000400	40.73	58.45	99.18	8.25
186	1	2003	M190001000003200	25.89	38.1	63.99	5.71
187	1	2003	W010000044001052	7.07	10.16	17.23	1.43
188	1	2002	V358000000000700	55.88	108.5	164.38	22.04
189	1	2002	B158003004001400	27.86	50.68	78.54	9.45
190	1	2002	G040000006000100	9.24	17.34	26.58	3.37
191	1	2002	W010000023000416	8.44	16.34	24.78	3.31
192	1	2002	L313503000002500	3.38	6.51	9.89	1.31
193	1	2002	T706000000000200	6.19	9.27	15.46	1.21
194	1	2002	H120000068001000	3.54	6.12	9.66	1.05
195	1	2002	M355000056000400	0.7	1.26	1.96	0.23
196	1	2001	V358000000000700	143.81	296.49	440.3	59.32

197	1	2001	H120000068001000	5.65	10.41	16.06	1.77
198	1	2001	W010000023000416	2.4	4.94	7.34	0.99
199	1	2001	M355000056000400	1.58	3.02	4.6	0.54
200	1	2000	R055003000002000	14.9	27.92	42.82	4.35
201	1	2000	H120000068001000	9.31	18.26	27.57	3.09
202	1	2000	M355000056000400	7.09	14.41	21.5	2.57
203	1	2000	T543501000001300	3.8	7.55	11.35	1.3
204	1	2000	M687000000002600	2.29	4.21	6.5	0.63
205	1	1999	C030000189001300	37.79	70.85	108.64	9.69
206	1	1999	T543501000001300	21.96	46.3	68.26	7.94
207	1	1999	B010000003000300	15.62	31.25	46.87	4.9
208	1	1999	D290000000001300	15.58	27.97	43.55	3.44
209	1	1999	O330000024001500	7.35	15.25	22.6	2.55
210	1	1999	A036004000007900	6.95	13.02	19.97	1.78
211	1	1998	S165000000001600	14.41	28.03	42.44	3.63
212	1	1998	L335500000000900	7.99	15.75	23.74	2.12
213	1	1997	E400000002000900	89.85	228.64	318.49	43.66
214	1	1997	M490000000009302	27.78	65.79	93.57	11.29
215	1	1997	M550000097001421	5.36	13.44	18.8	2.52
216	1	1997	C295005000000600	7.05	14.14	21.19	1.71
217	1	1994	C655000003002100	39.15	98.46	137.61	14.27
218	1	1993	C655000003002100	8.27	21.79	30.06	3.16
219	1	1992	P910000009000700	16.83	45.69	62.52	6.44
220	1	1990	M550000097001303	184.7	585.83	770.53	95.31
221	1	1990	N340000000207700	2.72	8.11	10.83	1.18
222	1	1989	M550000097001303	232.65	765.8	998.45	124.23
223	1	1988	M550000097001303	3.67	12.53	16.2	2.03
224	12	1999	D290000000001300	0.39	0.69	1.08	0.08
225	12	1999	A036004000007900	0.17	0.32	0.49	0.04
226	12	1997	M490000000009302	1.33	3.15	4.48	0.54
227	1	2017	P520000006000200	61.25	14.09	75.34	10.84
228	1	2017	P520000006000200	34.9	9.63	44.53	6.18
229	1	2017	P520000006000200	18.51	5.03	23.54	3.28
230	1	2017	P520000006000200	-49.97	-11.5	-61.47	-8.85
231	1	2013	C960001001001000	220.65	129.82	350.47	40.05
232	1	2012	C960001001001000	158.52	112.29	270.81	31.62
233	1	2010	B010000013001500	27.43	24.54	51.97	5.8
234	1	2010	B010000013001500	27.43	24.54	51.97	5.8
235	1	2005	E540000045000300	3.72	5.86	9.58	1.26
236	1	2001	E330000357001100	2.83	5.19	8.02	0.87
237	1	2000	E330000357001100	19.35	37.76	57.11	6.33

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

August 28, 2020

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

Re: July 2020 DTA Payment Request Report No. 2020-56

Dear Mr. Villarreal:

We completed a limited scope review of the July 2020 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 results of the review revealed that the payment request was generally accurate and properly authorized. We will proceed to process the July 2020 DTA payment request in the amount of \$251,000.73 to LGBS.

The scope of the 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 July 31, 2020. The 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 the 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 July 2020."
- Reviewed the "Hidalgo County Tax Office Collection Reports" to determine if the DTA fees were collected at the 15% rate specified in the contract.
- Reviewed the "Hidalgo County Tax Office Collection Reports" to determine if the total amount of DTA fees collected agreed to the amount transferred to the Hidalgo County Treasurer's Office.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 11TH D.C.

FERJANDO MANCIAS
JUDGE, 12TH D.C.

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

ROSE GUERRA REYNA
JUDGE, 24TH D.C.

MARLA CUELLAR
JUDGE, 27TH D.C.

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

JOE GONZALEZ
JUDGE, 37TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 38TH D.C.

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

ISRAEL RAMON, JR.
JUDGE, 40TH D.C.

REHEE R. BETANCOURT
JUDGE, 41TH D.C.


YSMAEL D. FONSECA
JUDGE, 44TH D.C.

Based on the review, 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 July 2020."
- Although DTA fees for 194 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 (188 tax accounts), and small amounts collected (6 tax accounts) (see Exhibit A). The small amounts collected on the tax accounts resulted in a net overage of \$0.04.
- The "Hidalgo County Tax Office Collection Reports" total amount of DTA fees collected agreed to the amount transferred to the Hidalgo County Treasurer's Office.

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

Enclosure: Exhibit A

cc: Ms. Lucy Canales, Linebarger Goggan Blair & Sampson, LLP

HIDALGO COUNTY DISTRICT JUDGES

LUS M. SINGLETERRY
JUDGE, 87th D.C.

FERNANDO MANCIAS
JUDGE, 81st D.C.

J. R. "BOBBY" FLORES
JUDGE, 131st D.C.

ROSE GUERRA REYNA
JUDGE, 204th D.C.

MARLA CUELLAR
JUDGE, 275th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 322nd D.C.

NOE GONZALEZ
JUDGE, 372nd D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 328th D.C.

L. XENO VASQUEZ
JUDGE, 311th D.C.

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

RENEE R. BETANCOURT
JUDGE, 441st D.C.

YSMAEL D. FOISECA
JUDGE, 444th D.C.

Exhibit A

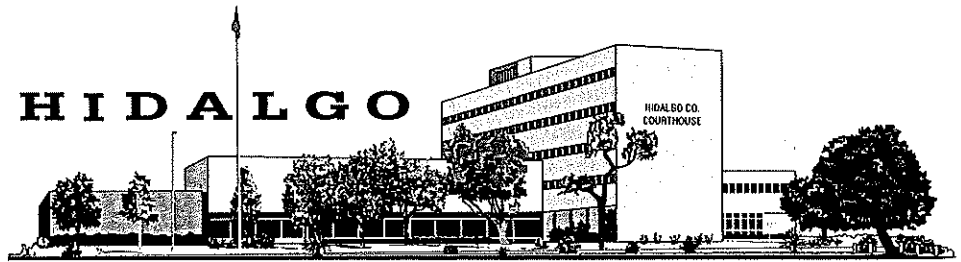
	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
1	1	2019	P640000017001000	0.03	0	0.03	0.01
2	1	2019	P640000053000600	0.03	0	0.03	0.01
3	1	2019	L580501000006100	0.09	0.01	0.1	0.01
4	1	2019	D294901000005300	0.03	0	0.03	0.01
5	1	2019	H395000001000601	0.03	0	0.03	0.01
6	1	2018	L450004000011900	82.72	19.51	102.23	14.77
7	1	2018	T601002000017600	59.61	14.4	74.01	10.73
8	1	2018	G695502000007600	59.33	13.65	72.98	10.5
9	1	2018	B190038000003400	43.28	10.2	53.48	7.72
10	1	2018	A370000028001700	0.45	0.13	0.58	0.09
11	1	2017	C583000000000700	209.37	68.4	277.77	39.57
12	1	2017	U300002000002600	56.52	16.16	72.68	10.09
13	1	2017	V056800000010600	48.49	14.99	63.48	8.95
14	1	2017	E850000000001400	17.18	5.21	22.39	3.14
15	1	2017	W689601000003000	12.27	3.86	16.13	2.28
16	1	2016	C180000013001200	150.14	57.43	207.57	28.6
17	1	2016	B030000027001700	121.54	45.08	166.62	22.79
18	1	2016	L040000013000000	97.24	38.33	135.57	18.81
19	1	2016	I200002000001400	60.53	23.86	84.39	11.71
20	1	2016	I200002000001400	57.95	22.85	80.8	11.21
21	1	2016	L136500000015400	47.12	20.22	67.34	9.54
22	1	2016	S728002000001800	33.74	11.56	45.3	5.97
23	1	2016	V056800000010600	25.88	11.1	36.98	5.24
24	1	2016	P840000000017210	16.95	7.76	24.71	3.56
25	1	2016	A210000070000600	11.23	4.63	15.86	2.22
26	1	2016	L205000018000900	10.24	3.57	13.81	1.84
27	1	2016	V380002010001000	7.86	3.5	11.36	1.62
28	1	2016	I200002000001400	0.38	0.16	0.54	0.07
29	1	2016	B368200000004500	0.1	0.06	0.16	0.03
30	1	2015	V393500000001600	545.15	246.68	791.83	103.85
31	1	2015	C180000013001200	222.43	111.77	334.2	46.38
32	1	2015	E750000000001500	211.97	95.91	307.88	40.38
33	1	2015	A180000051001405	220.29	95.28	315.57	39.98
34	1	2015	G880000010000100	114.16	52.04	166.2	21.92
35	1	2015	L106906000003800	88.03	42.69	130.72	17.95
36	1	2015	E497000000002100	32.67	14.68	47.35	6.18
37	1	2015	E170003000003600	28.34	13.74	42.08	5.78
38	1	2015	E645000000006100	23.69	10.8	34.49	4.55
39	1	2015	M355000168001700	15.56	6.61	22.17	2.77
40	1	2015	H120000008000003	8.98	4.41	13.39	1.85
41	1	2015	T610000001000200	5.45	2.64	8.09	1.11
42	1	2015	B2550000000016100	-8.61	-3.91	-12.52	-1.66
43	1	2014	C180000013001200	222.43	138.46	360.89	50.38
44	1	2014	E750000000001500	181.38	103.84	285.22	37.82
45	1	2014	V393500000001600	158.23	90.59	248.82	32.99
46	1	2014	V393500000001600	94.27	53.96	148.23	19.65
47	1	2014	V393500000001600	94.26	53.96	148.22	19.65
48	1	2014	V393500000001600	94.26	53.96	148.22	19.65
49	1	2014	V393500000001600	94.26	53.96	148.22	19.65

50	1	2014	M645000011000800	106.54	48.2	154.74	17.74
51	1	2014	M645000011000800	77.03	34.85	111.88	12.82
52	1	2014	H185000175001200	43.02	23.92	66.94	8.65
53	1	2014	M645000011000800	9.07	4.1	13.17	1.51
54	1	2013	T730000000002900	76.28	54.6	130.88	18.08
55	1	2013	G120001000002600	34.39	21.75	56.14	6.86
56	1	2013	G120001000002600	31.49	19.79	51.28	6.28
57	1	2013	W340000000000800	16.34	10.6	26.94	3.38
58	1	2013	E540000020002800	17.54	10.21	27.75	3.11
59	1	2013	M645000011000800	15.4	9.43	24.83	2.93
60	1	2013	H284000000016500	7.89	4.89	12.78	1.53
61	1	2013	P320002006001200	3.35	1.99	5.34	0.61
62	1	2012	P696000000000400	131.94	119.96	251.9	36.22
63	1	2012	R095000000001600	65.77	57.87	123.64	17.56
64	1	2012	G120001000002600	70.97	53.41	124.38	15.44
65	1	2012	G410000006002600	19.55	13.26	32.81	3.63
66	1	2011	A170003000023900	295.83	264.02	559.85	72.33
67	1	2011	C180000013001200	222.43	218.53	440.96	62.39
68	1	2011	E750000000001500	227.61	212.25	439.86	59.75
69	1	2011	M355000153000100	178.6	135.59	314.19	32.95
70	1	2011	P935000000014600	107.75	100.11	207.86	28.12
71	1	2011	R095000000001600	63.44	63.44	126.88	18.08
72	1	2011	E650000006001300	56.61	47.7	104.31	12.57
73	1	2011	L670000003000400	35.92	37.39	73.31	10.62
74	1	2011	S325500000003200	30.87	29.11	59.98	8.24
75	1	2011	N760000004001200	33.02	26.51	59.53	6.74
76	1	2011	H185000180001000	22.6	19.5	42.1	5.22
77	1	2011	N840000004002000	25.51	18.94	44.45	4.51
78	1	2011	C505000000009715	15.45	12.09	27.54	3.01
79	1	2011	G590098004000101	12.39	9.87	22.26	2.49
80	1	2011	T580000000002903	10.7	8.38	19.08	2.09
81	1	2010	A170003000023900	300.15	303.9	604.05	78.79
82	1	2010	E750000000001500	252.38	265.63	518.01	70.79
83	1	2010	C733000003000900	203.92	195.59	399.51	48.63
84	1	2010	V250000003000400	148.71	125.29	274	27.66
85	1	2010	H090000010001100	142.18	121.68	263.86	27.3
86	1	2010	M355000153000100	118.29	104	222.29	23.95
87	1	2010	C180000013001200	77.73	85.69	163.42	23.2
88	1	2010	W230000013000600	88.34	86.18	174.52	21.73
89	1	2010	S436003000002700	37.94	39.54	77.48	10.47
90	1	2010	B030000010000700	22.77	20.63	43.4	4.89

91	1	2010	N861301000009900	17.04	16.22	33.26	4.01
92	1	2010	B190025000001100	14.92	12.57	27.49	2.78
93	1	2010	T580000000002903	10.38	9.37	19.75	2.21
94	1	2010	H520003000004800	4.53	3.76	8.29	0.82
95	1	2009	A170003000023900	295.78	334.98	630.76	82.97
96	1	2009	E750000000001500	252.38	295.92	548.3	75.34
97	1	2009	C733000003000900	203.92	220.06	423.98	52.31
98	1	2009	M655000001001000	157.23	145.05	302.28	29.25
99	1	2009	L245000000004100	47.96	51.9	99.86	12.37
100	1	2009	B157006000000500	35.03	33.13	68.16	6.88
101	1	2009	M059002000001100	14.04	14.11	28.15	3.14
102	1	2009	C211000000005100	15.33	14.45	29.78	2.99
103	1	2009	L335500000002000	7.01	8.03	15.04	2.01
104	1	2009	W310000001001200	8.6	7.85	16.45	1.56
105	1	2009	D435000000000501	1.83	1.7	3.53	0.35
106	1	2008	M594701000002100	483.73	486.55	970.28	90.7
107	1	2008	S545102000005500	283.82	284.53	568.35	52.79
108	1	2008	D435000000000501	170.55	178.94	349.49	35.3
109	1	2008	M655000001001000	155.59	162.2	317.79	31.74
110	1	2008	B157006000000500	142.8	152.22	295.02	30.63
111	1	2008	G840000000000100	25.74	30.36	56.1	6.84
112	1	2008	S740000000000100	23.88	27.42	51.3	6.01
113	1	2008	A555000000000300	11.67	13.18	24.85	2.84
114	1	2008	B505000015001100	6.9	7.07	13.97	1.35
115	1	2008	V250000003000400	3.27	3.54	6.81	0.73
116	1	2007	E750000000001500	252.38	356.49	608.87	84.42
117	1	2007	A170003000023900	264.96	363.66	628.62	83.86
118	1	2007	C733000003000900	203.92	269	472.92	59.65
119	1	2007	M594701000002100	284.11	319.86	603.97	58.38
120	1	2007	W230000013000600	94.65	126.44	221.09	28.4
121	1	2007	G212000000000700	101.7	109.39	211.09	18.61
122	1	2007	R168000000002900	58.83	63.51	122.34	10.86
123	1	2007	I405000001000800	14.35	19.17	33.52	4.31
124	1	2007	M515000000004700	21.26	23.78	45.04	4.3
125	1	2007	P640000005001500	12.4	13.84	26.24	2.49
126	1	2007	M655000001001000	9.63	11.19	20.82	2.14
127	1	2007	P927901000007000	6.73	8.81	15.54	1.94
128	1	2007	D435000000000501	7.31	8.55	15.86	1.65
129	1	2007	M475000002001600	3.8	4.36	8.16	0.81
130	1	2007	R015000000009700	0.06	0.1	0.16	0.02
131	1	2007	B240001000001200	-34.99	-37.62	-72.61	-6.46
132	1	2006	M015000067001405	257	297.91	554.91	47.42
133	1	2006	E030000005000100	148.11	172.67	320.78	27.77
134	1	2006	R168000000002900	136.94	164.22	301.16	27.73
135	1	2006	R026300000001100	26.86	36.06	62.92	7.17
136	1	2006	M015000062000401	12.21	17.84	30.05	3.91
137	1	2006	S245000000001200	7.88	10.41	18.29	2.02
138	1	2006	T460002000002600	5.16	6.54	11.7	1.21
139	1	2006	G910000004001000	3.01	4.43	7.44	0.98
140	1	2006	C100000004000900	0.39	0.57	0.96	0.12
141	1	2005	E030000005000100	146.36	188.19	334.55	30.08
142	1	2005	P200000011000400	73.55	102.67	176.22	18.76
143	1	2005	H365003000001100	37.97	52.5	90.47	9.45

144	1	2005	M62500000K000700	18.74	30.72	49.46	6.83
145	1	2005	S575001002000600	30.17	38.59	68.76	6.11
146	1	2005	E310000036001600	19.65	25.86	45.51	4.3
147	1	2005	R225001003001900	2.43	3.94	6.37	0.87
148	1	2004	E030000005000100	143.34	201.51	344.85	32.04
149	1	2004	L106904000000700	19.21	26.89	46.1	4.24
150	1	2004	W230000052000300	8.12	13.42	21.54	2.71
151	1	2004	M520000049001100	3.62	5.99	9.61	1.22
152	1	2004	S100000002003000	2.36	3.87	6.23	0.78
153	1	2003	L106904000000700	138.86	210.96	349.82	33.12
154	1	2003	E030000005000100	130.31	198.83	329.14	31.47
155	1	2003	S510000001000400	57.32	82.49	139.81	11.61
156	1	2003	S477000000040600	21.08	36.94	58.02	7.24
157	1	2003	B496504000032900	6.79	12.31	19.1	2.52
158	1	2003	B496504000032900	5.09	9.23	14.32	1.89
159	1	2003	W010000044001052	7.06	10.17	17.23	1.43
160	1	2002	E030000005000100	30.86	50.8	81.66	8.01
161	1	2002	W010000023000416	11.71	22.74	34.45	4.6
162	1	2002	G040000006000100	9.23	17.36	26.59	3.37
163	1	2002	T706000000000200	7.71	11.61	19.32	1.51
164	1	2002	L313503000002500	-3.38	-6.51	-9.89	-1.31
165	1	2001	C630000019000500	115.44	202.6	318.04	31.69
166	1	2001	C980000002000330	13.53	29.35	42.88	6.19
167	1	2001	G570000001002800	12.8	26.34	39.14	5.24
168	1	2001	R055003000002000	8.78	15.43	24.21	2.41
169	1	2000	C630000019000500	128.38	240.71	369.09	37.55
170	1	2000	S295000000052510	10.98	21.9	32.88	3.78
171	1	2000	M687000000002600	2.75	5.05	7.8	0.75
172	1	2000	R055003000002000	1.72	3.23	4.95	0.5
173	1	1999	O330000024001500	14.66	30.52	45.18	5.1
174	1	1999	B010000003000300	15.59	31.28	46.87	4.89
175	1	1999	G150000000000100	8.94	20.2	29.14	3.82
176	1	1998	M490000000009302	11.5	25.88	37.38	4.46
177	1	1998	G150000000000100	4.95	11.78	16.73	2.21
178	1	1998	S165000000001600	7.2	14.02	21.22	1.81
179	1	1998	W380000413000006	0.59	1.17	1.76	0.16
180	1	1998	G150000000000100	0.05	0.14	0.19	0.02
181	1	1997	S300000000002850	57.97	151.87	209.84	30.01
182	1	1997	W380000413000006	32.17	68.18	100.35	9.41
183	1	1996	E810000007000800	6.54	15.45	21.99	2.39
184	1	1995	W010000030000728	9.58	26.22	35.8	4.77
185	1	1991	A08000000114909	8.88	28.08	36.96	4.86
186	1	1990	N340000000207700	5.42	16.23	21.65	2.36
187	12	1998	D60000100000506	0.43	1.11	1.54	0.22
188	12	1998	M490000000009302	0.51	1.13	1.64	0.19
189	12	1997	S300000000002850	4.57	11.95	16.52	2.36
190	12	1995	W010000030000728	0.55	1.47	2.02	0.27
191	1	2012	D520003003000300	329.84	264.7	594.54	79.17
192	1	2012	T210000249001116	37.61	34.63	72.24	10.44
193	1	2010	B010000013001500	27.43	24.54	51.97	5.8
194	1	2005	E540000045000300	3.72	5.87	9.59	1.25

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

August 24, 2020

The Honorable Lita Leo
Hidalgo County Treasurer
2810 South Business Highway 281
Edinburg, TX 78539-6243

Raul Silguero Jr., Director
Department of Human Resources
2818 South Business Highway 281
Edinburg, Texas 78539

Re: Employee Direct Deposit Accounts - Audit No. 2019-49

Dear Honorable Lita Leo and Mr. Raul Silguero:

We completed an audit of Hidalgo County employee direct deposit accounts in the *Alio* Human Resource System (HRS) pursuant to Local Government Code §115.001 and our annual audit plan. The objectives of the audit were to determine if 1.) employees with shared bank accounts were compensated through an authorized bank account; and 2.) a relationship exists between the employees with shared bank accounts. In addition, we evaluated the procedures in place related to the payroll process.

Based on the review, we concluded that direct deposits were properly authorized for employees with shared bank accounts and that a relationship exists between the employees with shared bank accounts. In addition, improvements could be made to the procedures in place to ensure that properly completed I-9 forms are maintained and duties related to the payroll process are properly segregated.

BACKGROUND:

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

The County Treasurer's Office Payroll Division is responsible for properly compensating County employees and Elected Officials. The County Treasurer's Office utilizes *Alio* HRS to process payroll. The Hidalgo County Treasurer's Office implemented a policies and procedures manual. According to the manual, employees are assigned access to *Alio* HRS payroll system upon employment. Removal of access rights are upon termination, or change in responsibilities of an employee. All changes to the *Alio* HRS payroll system should only be performed with County of Hidalgo authorized documents.

Before a new or rehired employee is entered in *Alio* HRS, they must complete a pre-enrollment and enrollment process. The Human Resources Department, Treasurer's Office and Employee Benefits Division meet with new or rehired employees to go over the payroll process and documentation requirements. Employees are required to complete the following forms:

HIDALGO COUNTY DISTRICT JUDGES

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

FERNANDO MANOIAS
JUDGE, 93RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 275TH D.C.

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

NOE GONZALEZ
JUDGE, 379TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 318TH D.C.

L. KEHO VASQUEZ
JUDGE, 311TH D.C.

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

RENEE R. BETANCOURT
JUDGE, 441TH D.C.

YSMAEL D. FONSECA
JUDGE, 444TH D.C.

- Employee Information (New Hire)
- IRS Form W-4
- Record Access Option Form
- Authorization for Direct Payroll Deposit
- Acknowledgement of the Wage Overpayment/Underpayment Policy
- Equal Employment Opportunity Form
- TCDRS Beneficiary Designation
- "Employment Eligibility Verification Form" (Form I-9)

Employees are also required to present their social security card and a driver's license or ID card issued by a federal or state agency to verify identity. Copies of these documents are maintained on file by the Human Resources Department and County Treasurer's Office.

Once all the forms are gathered by the County Treasurer's Office, the Payroll Clerk enters the employee's last name, first name, middle initial, gender, social security number, date of birth, and mailing address in *Alio* HRS to generate a new employee number or reactivate a rehired employee number. This is initially done to provide an employee number to the Human Resources Department to create a county issued identification card. Once the employee's Change of Status Form is received by the County Treasurer's Office, the Payroll Clerk enters the employee's hire date, department location, contract salary amount, and bank account information in *Alio* HRS.

The forms are provided to the Payroll Supervisor who verifies that the information on the forms agree to the information entered in *Alio* HRS. Errors are corrected by the Payroll Supervisor. The forms are then provided to the Payroll Specialist for a second verification and to synchronize *Alio* HRS to TAAP (the County's time and attendance application). All the forms are initialed by the Payroll Clerk, Payroll Supervisor, and the Payroll Specialists to document their review.

Bank information is also verified by the Payroll Specialist and Payroll Supervisor using a report generated from *Alio* HRS. The report lists the person's name, routing number, account number, and percentage of deposit allotted to each account.

Changes to payroll information from one pay period to the next appear on a "Long Register Report" generated from *Alio* HRS. The "Long Register Report" is used by the Payroll Supervisor and Payroll Specialist every pay period to verify that valid documentation (i.e., new employee forms and/or approved Change of Status) were received for each change and the information on the forms agree to the "Long Register Report" and "Earnings Register Report." The "Earning Register Report" documents adjustments made to an employee's pay (i.e., leave without pay and annual leave pay, etc.)

In addition, the employee count for each department is verified against a "Short Check Register" to ensure that the number of employees getting paid agree to the number of active employees for each department. The active employee count is obtained from TAAP and is generated every pay period. These procedures enable Payroll Division to flag any unauthorized or questionable changes in payroll from one pay period to the next.

***Alio* Human Resource System (HRS)**

HRS is designed to simplify the process of maintaining all personnel and payroll information. A single source for this data is provided, eliminating redundant input and allowing the user to maintain, process, and report all related information in a timely, effective manner.

The County Treasurer's Office utilizes HRS to maintain employee payroll records and process payroll. Generally, changes to employee records are required to be submitted through a properly authorized Change of Status form. The Change of Status form requires the signature of the preparer, the Official or Department Head, the Human Resources Director, the Budget Office, and the County Treasurer.

The *Alio* HRS "Employee Master" module is used to record employee data. The module can be used to add a record for an employee and modify the employee's details as necessary. The employee's record in the "Employee Master" module includes some of the following information:

HIDALGO COUNTY DISTRICT JUDGES

- Employee's name, social security number, and employment status;
- Required and voluntary deductions and benefits, including federal and state tax deductions;
- Important dates, including the employee's hire, birth date, and termination date;
- Distribution general ledger accounts;
- Pay details, including the employee's salary, working days/hours, pay class, pay cycle, tax factor, work location, earning code, and distribution group; and
- Direct Deposit details.

Access controls provide management with reasonable assurance that data files and application programs are protected against unauthorized modification, disclosure, loss, or impairment. Access controls require users to authenticate themselves (through the use of unique user IDs and passwords) and limit the files and other resources that they can access and the actions that they can execute.

For access controls to be effective, management must analyze the responsibilities of individual users and determine the type of access needed for the users to effectively fulfill their responsibilities. Access granted must be restricted to those authorized functions alone. In general, users may be assigned one or more of the following types of access:

- Find access, which is the ability to perform find functions associated with the program.
- Update (write) access, which is the ability to change data associated with the program.
- Delete access, which is the ability to erase or remove data associated with the program.
- Add (write) access, which is the ability to add data associated with the program.

Biometric Time and Attendance Application (TAAP)

Hidalgo County has implemented the use of TAAP to collect employee daily records of time worked plus any eligible hours of paid leave and/or unpaid leave. TAAP also verifies the employee's identity based on a county issued identification card and the employee's fingerprint. TAAP generates timesheets and punch logs. The punch logs document the times the employee clocks in and out. All employees are required to utilize TAAP.

Direct Deposit Policy

On June 15, 2009, Commissioner Court approved the Direct Deposit Policy (Policy). The Policy states that all Hidalgo County employees and officials (full-time, part-time, temporary, etc.) are required to participate in payroll direct deposit. The Policy requires that employees complete a "Direct Deposit Form" at the time of hire. The employee must submit one of the following for direct deposit authorization: 1.) Pre-encoded voided bank check listing the bank routing number and account number; 2.) Hidalgo County Financial Institution Verification Form; or 3.) Direct Deposit sign-up form from a financial institution.

In addition, the name of the employee must be on the account that the direct deposit funds are to be deposited into. Temporary checks, deposit slips, and bank identification cards are not accepted as a form to authorize direct deposits to the employee's bank account.

Employment Eligibility Verification

The Immigration Reform and Control Act of 1986, requires all employers to verify the identity and the eligibility to work in the United States of all employees hired after November 6, 1986, using the Immigration and Naturalization Service Form I-9, "Employment Eligibility Verification Form". All U.S. employers must ensure proper completion of Form I-9 for each individual, including both citizens and noncitizens, hired in the United States within 3 business days of the employee's first day of employment. Both employees and employers must complete the form, and employees must attest to their employment authorization. Employees must also present their employer with acceptable documents evidencing identity and employment authorization. The Hidalgo County Human Resources Department is responsible for verifying an individual's identity and employment eligibility.

SCOPE AND METHODOLOGY:

The scope of the audit was limited to the payroll distributions for pay periods 9 through 12 (April 26, 2019 through June 28, 2019). The audit did not include the Adult Probation Department. In addition, the audit was not

HIDALGO COUNTY DISTRICT JUDGES

designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

In planning and performing the review, the following procedures were performed:

1. Reviewed bank accounts and routing numbers listed on an *Alio* generated report of all employees who were paid by direct deposit for pay periods 9 through 12 (April 26, 2019 through June 28, 2019) to determine if more than one employee was using the same bank account and routing number.
2. Compared the employee name, bank account, and routing number on the *Alio* generated report to the "Authorization for Direct Payroll Deposit" form and the required supporting documentation on file for the employees that shared a bank account to determine if the direct deposit was properly authorized.
3. Reviewed employee files held by the Human Resources Department for employees that shared the same bank account number to determine if identity had been established (Form I-9) and if relationship could be confirmed by matching addresses on government issued identifications.
4. Verified that each employee that shared bank accounts had an account on TAAP.
5. Reviewed access controls for the use of *Alio* HRS to ensure that duties were properly segregated.

CONCLUSION:

Based on the review, we concluded that direct deposits were properly authorized for employees with shared bank accounts and that a relationship exists between the employees with shared bank accounts. In addition, improvements could be made to the procedures in place to ensure that properly completed I-9 forms are maintained and duties related to the payroll process are properly segregated.

1. Of 3,409 bank account numbers, 44 bank account numbers were utilized by more than one employee (88 employees).
2. For 87 of 88 employees that shared bank accounts, the direct deposit was properly authorized.

For 1 employee, the employee name on the "Authorization for Direct Payroll Deposit" Form was not on the pre-encoded deposit slip. According to the Treasurer's Office staff, the Treasurer's Office staff will make exemptions to the policy if the payroll division verifies with the bank that the employee is listed on the bank account. The Treasurer's Office requires staff to document the verification; however, the verification was not documented.

3. 86 of 88 employee files contained a completed Form I-9 and supporting documentation. We were able to confirm that a relationship existed between the employees that shared bank accounts.

1 of 88 employee files contained an incomplete Form I-9. The form did not contain the employee's signature; however, we were able to confirm that a relationship existed between the employees that shared bank accounts. According to the Human Resources Department, an incomplete form I-9 was on file since the employee was hired in 1985 before an I-9 form was required.

1 of 88 employee files did not contain a Form I-9; however, we were able to confirm that a relationship existed between the employees that shared bank accounts. According to the Human Resources Department, they will contact the employee to complete the Form I-9.

4. All 88 employees with shared bank accounts had an account established in TAAP.
5. We noted that the Chief Deputy, Payroll Supervisor, Payroll Specialist, Financial Analyst, Payroll Clerks, Cashier, and Executive Assistant have "write" access to the Employee Master module in *Alio* HRS. According to the Treasurer's Office staff, only the Payroll Clerks create/enter employee information in the Employee Master module in *Alio* HRS. The Payroll Supervisor and Payroll Specialist review the information entered by the Payroll Clerks.

Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents an individual from performing a transaction from beginning to end. Allowing users who have access to create, update employee and salary information in *Alio* HRS and process payroll increases the risk of unauthorized changes without detection.

HIDALGO COUNTY DISTRICT JUDGES

RECOMMENDATION:


In our opinion, the issues noted on finding 2, 3, and 5 could be addressed by developing and implementing formal policies and procedures to ensure that properly completed I-9 forms along with supporting documentation are maintained and duties related to the payroll process are properly segregated. At a minimum, the following procedures should be implemented:

1. The Treasurer's Office should ensure that employees are compensated through an authorized bank account. Exceptions should not be made to the Direct Deposit Policy approved by Commissioners Court.
2. Human Resources Department should ensure that a Form I-9 is on file for all County employees hired after November 6, 1986. In addition, the Form I-9 should be obtained from the employee who did not have one on file.
3. Access to create employees and enter the contracted salary in *Alio* HRS should be the responsibility of the Human Resource Department. This access should be transferred and limited to the Human Resources Department to ensure that duties are properly segregated. The Treasurer's Office should only be responsible for processing payroll. At a minimum, the Treasurer's Office should revise their formal policies and procedures to grant "find", "update/add (write)" access to *Alio* HRS based on the user's job responsibilities.

Please provide a management response and action plan using the attached forms for observation number 5 by September 11, 2020.

We would like to express our appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the audit. If you have any questions, please contact, Reynaldo Cantu III, Compliance Audit Supervisor, at 318-2511 ext. 4654, Letty Chavez, Director of Audit Division, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668 or me at ext. 4645.

Respectfully,


Maria Arcilia Duran, CPA
Hidalgo County Auditor

Enclosure: Management Response Form and Action Plan Form

cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
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EDINBURG, TEXAS 78539

August 11, 2020

The Honorable J.E. "Eddie" Guerra, Sheriff
Hidalgo County Sheriff's Office
711 El Cibolo Rd.
Edinburg, Texas 78541

Re: Jail Commissary Audit No. 2020-01

Dear Sheriff Guerra:

We completed an audit of the Jail Commissary account for the year ended December 31, 2019 in accordance with Local Government Code §351.0415 and our annual audit plan. The objectives of the audit were to determine whether:

1. Purchases were in compliance with Local Government Code §351.0415 (c) and vendor contracts;
2. Collections were properly accounted and safeguarded; and
3. Assets (capital/controlled assets and merchandise inventory) were properly accounted and safeguarded.

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.

Based on the results of the audit, we concluded that purchases were in compliance with Local Government Code §351.0415 (c) and vendor contracts; collections were properly accounted and safeguarded, and voided inventory items are properly voided and added to the inventory system. However, improvements could be made to the procedures in place for ensuring that: assets are properly accounted and safeguarded; and the amounts on the "Commissary Sales" and "Inmate Account Journal" reports agree.

Background

Local Government Code §351.0415 authorizes the Sheriff to operate a jail commissary for the use of the inmates committed to the County jail. The jail commissary must be operated in accordance with rules adopted by the Commission on Jail Standards. Pursuant to Local Government Code §351.0415 (c), the Sheriff has exclusive control of the jail commissary funds and must use commissary proceeds only to:

1. Fund, staff, and equip a program addressing the social needs of the inmates, including an educational or recreational program and religious or rehabilitative counseling;
2. Supply inmates with clothing, writing materials, and hygiene supplies;
3. Establish, staff, and equip the commissary operation and fund the salaries of staff responsible for managing the inmates' commissary accounts;
4. Fund, staff, and equip both an educational and a law library for the educational use of inmates; or
5. Fund physical plant improvements, technology, equipment, programs, services, and activities that provide for the well-being, health, safety, and security of the inmates and the facility.

Local Government Code §351.0415 (g) further states commissary proceeds may only be used for the purposes described in Subsection (c).

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SHIGLETTY
JUDGE, 81ST D.C.

FERNANDO MARCIAS
JUDGE, 83RD D.C.

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

ROSE OVERRERA REYNA
JUDGE, 204TH D.C.

MARLA CUELLAR
JUDGE, 218TH D.C.

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

ROE GONZALEZ
JUDGE, 376TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 381ST D.C.

L. KENO VASQUEZ
JUDGE, 381ST D.C.

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

RENEE R. BETANCOURT
JUDGE, 441ST D.C.

YSMAEL D. FONSECA
JUDGE, 441ST D.C.

Jail Commissary Bank Account

Pursuant to Local Government Code §351.0415 (b)(2), the Sheriff must maintain commissary accounts showing the amount of proceeds from the commissary operation and the amount and purpose of disbursements made from the proceeds. The Sheriff accomplishes this responsibility by maintaining the Jail Commissary bank account and preparing financial statements. The Sheriff is required to submit these financial statements to the County Auditor's Office on a monthly basis, along with subsidiary ledgers and other supporting documentation. As of December 31, 2019, the Jail Commissary bank account cash balance totaled \$3,164,359.67. The Jail Commissary generated revenues totaling \$1,800,765.42 and incurred expenses totaling \$1,566,766.40, resulting in net income of \$233,999.02 for the year ended December 31, 2019.

Operating Procedures

The Jail Commissary offers 161 merchandise items for sale to the inmates. Merchandise items fall under the following categories: personal care (hygiene for hands and body), hair care, snacks, beverages, candy, food items, stationery supplies, greeting cards, phone cards, underclothes, and medication. Inmates may purchase items from the Jail Commissary by completing a pre-printed order form. The Jail Commissary staff reviews each request against the dietary restriction and no-privilege list and the inmate's account balance in *Odyssey*, the Jail Commissary inventory system, to determine if sufficient funds are available to fulfill the inmate's order request. If the inmate does not have sufficient funds, the inmate's order is fulfilled up to their available balance and the inmate is notified that their entire order was not fulfilled.

At the beginning of each workday, the Jail Commissary Supervisor submits the daily "Commissary Sales" and "Inmate Account Journal" reports that list the commissary deductions per inmate to a Jail Administrative Assistant I, for the prior day's activity. The Administrative Assistant I issues a check from the Inmate Trust Fund (in *Odyssey*'s Financial Manager) bank account to the Jail Commissary bank account for the total daily sales on the "Inmate Account Journal" report. The other Jail Administrative Assistant I prepares the deposit and sends a Detention Officer to the bank to make the deposit. When the Detention Officer comes back with the validated deposit slip, a copy of it, along with a copy of the check, and both the daily "Commissary Sales" and "Inmate Account Journal" reports are forwarded to the Jail Commissary Accountant.

The Jail Commissary Supervisor checks the *Odyssey* inventory system every two weeks and orders merchandise as needed. Before placing an order, the Jail Commissary Supervisor prepares a requisition in Microsoft Excel and submits the requisition to either one of the two Jail Captains (Administrative or Operations) for approval. When merchandise is received, the Jail Commissary Clerks compare the items received to the packing slip. If any discrepancies are found, the discrepancies are noted on the packing slip and the Jail Commissary Clerks notify the Jail Commissary Supervisor. The Jail Commissary Supervisor verifies that the discrepancies exist and notifies the vendor. The vendor may either send the missing merchandise or issue a credit memo. The Jail Commissary Accountant will only pay for the number of items actually received. Once all the merchandise is verified, the Jail Commissary Supervisor updates the inventory in *Odyssey* to reflect the new inventory count and approves the invoice for payment. Invoices are entered into *QuickBooks* by the Jail Commissary Supervisor. The original invoice is provided to the Jail Commissary Accountant. The Jail Commissary Accountant prints the check from *QuickBooks* and obtains the Sheriff's, Chief Deputy, or Division Chief's signature of approval. Once the check has been approved by the Sheriff, Chief Deputy, or Division Chief, the check is forwarded to the vendor by the Jail Commissary Accountant.

A physical inventory count of merchandise items is conducted on a monthly basis. The Jail Commissary Supervisor prepares a "Hidalgo County Sheriff's Jail Commissary Inventory Adjustments Control Form Damage/Losses" for damaged items (e.g., open or stale dated packages) and a "Hidalgo County Sheriff's Jail Commissary Inventory Adjustments Control Form Over/Short" for any variances found between the physical inventory count and *Odyssey*. Inventory adjustments are made in *Odyssey* by the Jail Commissary Supervisor and subsequently approved by the Division Chief. The inventory items reported as damaged/lost are verified by the Jail Commissary Accountant.

Sales transactions are voided when an inmate is released prior to receiving the commissary items ordered or when an inmate is issued the incorrect commissary item. The Jail Commissary Supervisor signs and dates the voided receipt. The voided receipt is marked "VOID" and the reason for the void is written on the receipt. After the voided receipt is approved by the Jail Commissary Supervisor, the Supervisor enters the void and the

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JUDGE, 450TH D.C.

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

YSMAEL D. FONSECA
JUDGE, 484TH D.C.

items are automatically added into the *Odyssey* inventory system. A copy of the voided receipt is attached to the daily "Commissary Sales Report." If the inmate was released prior to receiving the commissary order, the Administrative Sergeant is notified. The Administrative Sergeant ensures that a check for the balance due is either picked up or mailed to the inmate.

Contracted Vendors

On June 18, 2019, Commissioners Court approved the second of two one-year extension of the contracts with Bob Barker Company, ICS Jail Supplies, Inc., Keefe Supply Company, and R&R Distributing for the purchase of commissary supplies.

Pursuant to the contracts with Bob Barker Company, ICS Jail Supplies, Inc., Keefe Supply Company, and R&R Distributing, the vendors may submit a written request for price increases to the County Purchasing Agent. Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter, unless a vendor notifies the County in writing within 10 days of expiration of the quarter in which the price increase is in effect. The total increase in contract price shall not exceed 25% of the original contract price during the contract term.

On January 9, 2019, the Purchasing Department approved Keefe Supply Company's request to continue the previous price increases on 25 merchandise items effective during the first quarter of 2019 being January 1, 2019 through March 31, 2019. On March 6, 2019, June 6, 2019, and October 4, 2019 the Purchasing Department approved Keefe Supply Company's request to further increase the prices of 21 merchandise items which were effective April 1, 2019 through December 31, 2019.

Inventory Accounting Procedures

Proper accounting procedures require that the value and count of inventory items on hand agree to the value and count of inventory items per accounting records. In addition, purchases and returns of merchandise inventory items should be added to inventory while sales and damaged merchandise inventory items should be reduced from inventory.

Cash Handling Guidelines

The "Hidalgo County Cash Handling Guidelines and Procedures" are the minimum requirements necessary for ensuring adequate internal controls and the safeguarding of public funds. The guidelines and procedures require that cash receipts be deposited intact on a daily basis, unless the amount collected is less than \$100.00.

Pursuant to "Hidalgo County Cash Handling Guidelines and Procedures," approval to void a sales transaction must be obtained from the Supervisor. The Supervisor must approve each voided sales transaction by signing and dating the voided receipt to document the responsibility for verifying that the receipt is marked "VOID" on the face of the receipt, contains an explanation for the void, and contains the date the receipt was voided. If a new receipt is issued, the voided receipt number and the new receipt number should be cross-referenced. In addition, computer access controls to void receipts should be limited to supervisors.

Merchandise inventory items on voided transactions should be added to the inventory system on the same day that the transaction was voided.

Capital Asset Guide

Effective January 1, 2018, assets (i.e., vehicles, land, buildings, machinery, equipment, computer systems) with an acquisition cost of \$5,000 or more are capitalized and subject to inventory control. Assets with an inventory cost of at least \$1,000.00 are also subject to inventory control.

As of December 31, 2019, the Jail Commissary capital/controlled asset inventory listing consisted of 715 assets with a total acquisition cost of \$963,127.79.

Scope and Methodology:

The scope of the audit was limited to randomly selected transactions; Jail Commissary merchandise and asset inventory listings as of December 27, 2019; and randomly selected invoices for the period of January 1, 2019 through December 31, 2019. Our audit was not designed nor intended to be a detailed study of every relevant internal 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.

HIDALGO COUNTY DISTRICT JUDGES

In planning and performing the audit, the following procedures were performed:

1. Reviewed 21 judgmentally selected invoices to determine if purchases were made in compliance with Local Government Code §351.0415 (c).
2. Reviewed the "Jail Commissary Inventory Adjustments Control Form Damage/Losses"; the "Jail Commissary Inventory Adjustments Control Form Over/Short"; and the before and after jail commissary inventory reports for the year ended December 31, 2019 to determine if the inventory adjustments were made in the inventory accounting system (*Odyssey*) and if the adjustments were approved by a supervisor.
3. Reviewed 21 randomly selected invoices that included 288 merchandise inventory items to determine if the prices paid for the items were equal to or lower than the specified contract price.
4. Reviewed 288 randomly selected merchandise inventory items purchased to determine if the items were added to the inventory accounting system.
5. Conducted a physical count of 81 randomly selected Jail Commissary merchandise inventory items to determine if the inventory quantities per the inventory accounting system agreed to the quantities on hand.
6. Randomly selected 72 voided transactions from 36 daily "Commissary Sales" reports to determine if procedures for voiding transactions were properly followed and if the merchandise inventory items were added to the inventory system on the same day the transaction was voided.
7. Reviewed the *Alio* Jail Commissary asset listing and judgmentally selected 117 assets for physical identification in order to verify the existence of the assets and to determine whether the assets were properly tagged.
8. Reviewed 36 randomly selected daily "Commissary Sales" reports, "Inmate Account Journals" and validated deposit slips to determine if the sales amounts on the "Commissary Sales" report and "Inmate Account Journal" agreed to the amounts deposited and if deposits were made in a timely manner to the Jail Commissary bank account.

Conclusion:

Based on the results of the audit, we concluded that purchases were in compliance with Local Government Code §351.0415 (c) and vendor contracts; collections were properly accounted and safeguarded, and voided inventory items are properly voided and added to the inventory system. However, improvements could be made to the procedures in place for ensuring that: assets are properly accounted and safeguarded; and the amounts on the "Commissary Sales" and "Inmate Account Journal" reports agree. More specifically, the following was noted:

1. All invoices reviewed were in compliance with Local Government Code §351.0415 (c).
2. All inventory adjustments were made in the inventory accounting system and approved by a supervisor.
3. All 288 merchandise inventory items on the 21 randomly selected invoices were purchased for a price equal to or lower than the specified contract price.
4. All 288 merchandise inventory items purchased were added to the inventory accounting system.
5. All 81 categories of merchandise inventory items counted agreed with the inventory accounting system as of December 30, 2019.
6. All 72 voided transactions were properly voided and the merchandise inventory items were added to the inventory system on the same day the transaction was voided.
7. Of the 117 Jail Commissary assets judgmentally selected for physical identification:
 - 115 assets were physically located. Of the 115 assets:
 - 114 contained an asset tag.
 - 1 assets (Vulcan oven) did not contain an asset tag. The asset was identified by the serial number. The asset tag was maintained on file.
 - 2 assets were not physically located.
 - 2 assets (1- American Dynamics 16 CH Rack and 1- American Dynamic 16 CH Desktop DVR) remain unlocated. Sheriff's Office staff are actively searching for the assets.

HIDALGO COUNTY DISTRICT JUDGES

8. Of the 36 randomly selected daily "Commissary Sales" reports, "Inmate Account Journals" and validated deposit slips:
- In 23 instances, the sales amounts listed on the "Commissary Sales" reports agreed to the amounts deposited and deposits were made in a timely manner; and
 - In 13 instances, the deposits were made in a timely manner; however, the sales amounts listed on the "Commissary Sales" reports did not agree to the amounts deposited to the Jail Commissary bank account resulting in a net variance of \$84.15

According to the Sheriff's Office staff, the variances were attributed to reporting issues with *Odyssey*. The amounts on the "Commissary Sales" and "Inmate Account Journal" reports did not agree. The issue was reported to the Information Technology Department and Tyler Technologies; however, the issue has not been resolved. The amount listed on the "Inmate Account Journal" was used to transfer funds from the inmate bank account to the Commissary bank account. The amounts listed on the "Inmate Account Journals" agreed to the amounts deposited to the Jail Commissary bank account.

Recommendations:

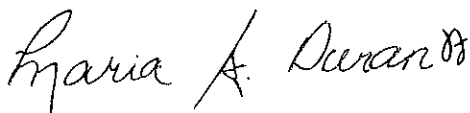
In our opinion, the issues identified during our review could be addressed by developing and implementing formal policies and procedures to ensure that assets are properly accounted and safeguarded; and the "Inmate Account Journal" and the "Commissary Sales" reports agree. At a minimum, procedures implemented should require that:

1. Management coordinate with the Purchasing Department to locate the 2 missing assets identified in the audit. If asset tag numbers 64746 and 66060 cannot be located, an incident report should be obtained and presented to Commissioners Court for approval to remove the assets from the asset inventory listing.
2. Management coordinate with the Information Technology Department and Tyler Technologies to ensure that "Inmate Account Journal" and the "Commissary Sales" reports agree.

Please provide a management response to findings 7 and 8 noted in the conclusion section and the recommendations noted above by August 28, 2020. Your prompt response will be greatly appreciated.

If you have any questions regarding the requested information, please contact Michael Ramos, Internal Auditor I, at 318-2511 at ext.4644, 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,



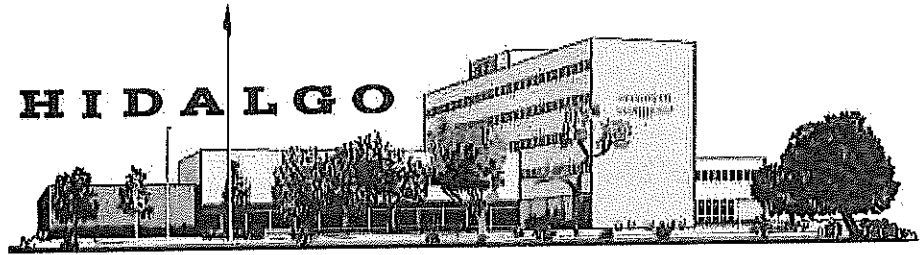
Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Mr. Valde Guerra, Commissioners Court Executive Officer
Mr. Brandon Wood, Executive Director, Texas Commission on Jail Standards

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

August 5, 2020

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

Re: Fee Account *Monthly Fees Report* for April 2020 and May 2020

Dear Sheriff Guerra:

We conducted a limited scope review of the *Fee Account Monthly Fees Report* for the months of April 2020 and May 2020 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.

Conclusion:

Collections for the months of April 2020 and May 2020 totaled \$21,208.96 and \$21,125.10, respectively. Based on the review, we concluded that fees were generally properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the months of April 2020 and May 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001(b).
- Verified that the *Monthly Fees 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 to determine if proper fee amounts were collected and reported.
- Verified that procedures for voiding receipts were properly followed.
- Verified that the collections per the *Monthly Fees Report* agreed to: 1.) total receipts issued per the Receipt Journal Report generated from *Odyssey*; 2.) total deposits made with the financial institution; and 3.) total receipts issued by the County Treasurer.
- Verified that receipts were issued in sequential order.
- Verified that receipts and the *Monthly Fees Report* were properly completed.

HIDALGO COUNTY DISTRICT JUDGES

LUI R. SINGLETARY
JUDGE, 4TH D.C.

FERNANDO VARELA
JUDGE, 5TH D.C.

J.R. GARDY FLORES
JUDGE, 13TH D.C.

ROSE GUERRA REYNA
JUDGE, 24TH D.C.

MARLA CUELLAR
JUDGE, 31ST D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 37TH D.C.

NOE GONZALEZ
JUDGE, 42ND D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 51ST D.C.

L. KEAD VASQUEZ
JUDGE, 18TH D.C.

ISRAEL RAMON, JR.
JUDGE, 19TH D.C.

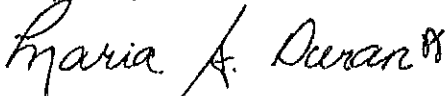
RENEE R. WETMOURT
JUDGE, 46TH D.C.

YSHAI D. PONCECA
JUDGE, 47TH D.C.

The Honorable J.E "Eddie" Guerra
August 5, 2020
Page 2 of 2

If you have any questions, please contact Rocio Quiroga, Internal Auditor I, at 318-2511 ext. 4604, 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

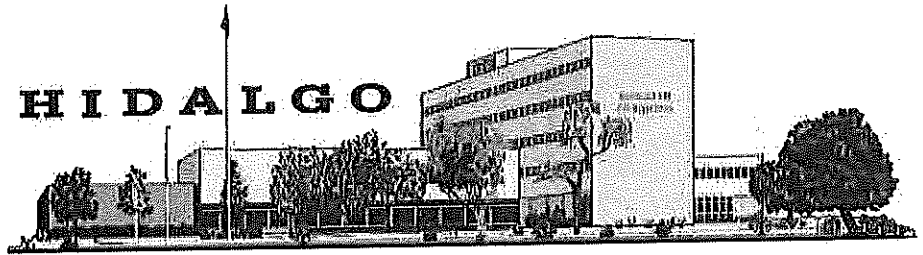
cc: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. DISOLETTERI JUDGE, 1st D.C.	TERESA ANGELES JUDGE, 2nd D.C.	J.R. "BOBBY" FLORES JUDGE, 3rd D.C.	ROSIE GUERRA REYNA JUDGE, 4th D.C.	MARLA CUELLAR JUDGE, 5th D.C.	MARCO E. RAMIREZ, JR. JUDGE, 6th D.C.	NOE DOMINGUEZ JUDGE, 7th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 8th D.C.	L. XENOVIA GONZALEZ JUDGE, 9th D.C.	ISRAEL RAMON, JR. JUDGE, 10th D.C.	RENEE B. BEDANSOULET JUDGE, 11th D.C.	ISMARIS G. FONSECA JUDGE, 12th D.C.
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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

August 5, 2020

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

Re: *Monthly Fees Report* for May 2020

Dear Mr. Arredondo:

We conducted a limited scope review of the *Monthly Fees Report* and supporting documentation for the month of May 2020 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.

Conclusion:

Collections for the month of May 2020 were \$33,751.00. Based on the review, we concluded that fees collected were properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fees Report* for the month of May 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fees Report* and supporting documentation was submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fees 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 voiding receipts were properly followed.
- Reviewed the *Revenue Detail Report by Account* generated from *Alto* 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

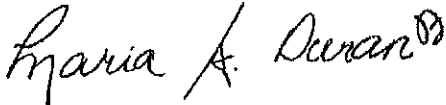
LINDA M. BRULLEY JUDGE, 1 st D.C.	FERRIS J. HANUS JUDGE, 1 st D.C.	J.B. "BOBBY" FLORES JUDGE, 1 st D.C.	ROSE GUERRA REYNA JUDGE, 1 st D.C.	MARLA CUELLAR JUDGE, 2 nd D.C.	MARCO RAMIREZ, JR. JUDGE, 3 rd D.C.	HOE GONZALEZ JUDGE, 3 rd D.C. OVERSEER	LETICIA LOPEZ JUDGE, 3 rd D.C.	L. KENO VASQUEZ JUDGE, 3 rd D.C.	ISRAEL RAMON, JR. JUDGE, 4 th D.C.	ADRIAN R. BETAN COURT JUDGE, 4 th D.C.	YHAEL D. FONSECA JUDGE, 4 th D.C.
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Mr. T.J. Arredondo
August 5, 2020
Page 2 of 2

- Verified that the collections per the *Monthly Fees Report* 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 receipts and the *Monthly Fees Report* were properly completed.

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: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS N. SIKOLETNY
JUDGE, 1st D.C.

FELIX JOSE MARTINEZ
JUDGE, 2nd D.C.

J. R. TORRES FLORES
JUDGE, 3rd D.C.

ROSE QUEYRA REINA
JUDGE, 4th D.C.

MARLA CUELLAR
JUDGE, 5th D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 6th D.C.

JOE GONZALEZ
JUDGE, 7th D.C.
OVERTÉER

LETICIA LOPEZ
JUDGE, 8th D.C.

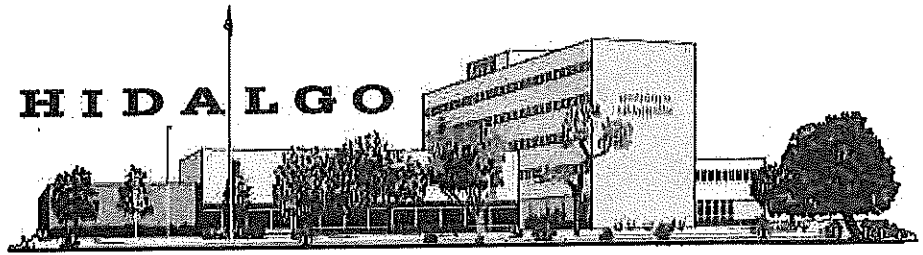
L. KEND VASQUEZ
JUDGE, 9th D.C.

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

REXEE R. BETANDOURT
JUDGE, 44th D.C.

YEMMEL D. FORZUCA
JUDGE, 45th D.C.

COUNTY of HIDALGO



HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
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WEBSITE: www.co.hidalgo.tx.us/auditor

EDINBURG, TEXAS 78539

August 5, 2020

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

Re: Sanitation Program *Monthly Fee Report* for March 2020 through May 2020

Dear Commissioner Fuentes:

We conducted a limited scope review of the Sanitation Program *Monthly Fee Report* and supporting documentation for the months of March 2020 through May 2020 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.

Conclusion:

Collections for the months of March 2020, April 2020, and May 2020 totaled \$32,600.00, \$11,675.00, and \$50,200.00, respectively. Based on the review, we concluded that fees collected were generally properly accounted and reported.

Scope:

The scope of the review was limited to collections reported by your office on the *Monthly Fee Report* for the months of March 2020 through May 2020. 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 improvement could be made.

Methodology:

In conducting the review, the following procedures were performed:

- Verified that the *Monthly Fee Report* and supporting documentation were submitted to the County Auditor's Office within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified that the *Monthly Fee 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 were issued in sequential order.
- Verified that procedures for voiding receipts and 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.
- Verified that receipts, Close-out Reports, and the *Monthly Fee Report* were properly completed.

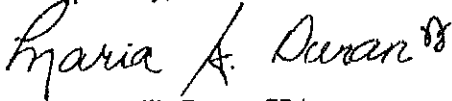
HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SIVILETERY JUDGE, 13 th D.C.	YERANZO ALLEN JUDGE, 13 th D.C.	J. R. "BOBBY" FLORES JUDGE, 13 th D.C.	ROSE GUERRA REINA JUDGE, 20 th D.C.	MARIA COLLAR JUDGE, 21 st D.C.	SHARI E. KAHNREZ, JR. JUDGE, 22 nd D.C.	ROSE GONZALEZ JUDGE, 23 rd D.C. OVERSEER	LETICIA LOPEZ JUDGE, 24 th D.C.	L. ALEJO VAZQUEZ JUDGE, 19 th D.C.	ISRAEL RAMON, JR. JUDGE, 20 th D.C.	RENEE R. BETANCOURT JUDGE, 19 th D.C.	YARABEL D. FORSECA JUDGE, 21 st D.C.
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Honorable David L. Fuentes
August 5, 2020
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: Mr. Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS H. SMOLETER
JUDGE, 1ST D.C.

FERNANDO MANGU
JUDGE, 2ND D.C.

J.R. "BOBBY" FLORES
JUDGE, 3RD D.C.

ROSE OVEIRA REYNA
JUDGE, 3RD D.C.

MARLA CUELLAR
JUDGE, 3RD D.C.

MARCO E. RAMIREZ, JR.
JUDGE, 3RD D.C.

NOE GONZALEZ
JUDGE, 3RD D.C.
OVERBEER

LETICIA LOPEZ
JUDGE, 1ST D.C.

L. RIND YARQUE
JUDGE, 3RD D.C.

ISRAEL RAMON, JR.
JUDGE, 4TH D.C.

RHEER R. BETANCOURT
JUDGE, 4TH D.C.

YMAEL O. FONSECA
JUDGE, 4TH D.C.