

# GALVESTON COUNTY



## Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor  
Kristin Bulanek CIA, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

722 Moody Ave 4<sup>th</sup> Floor, Galveston, TX 77550

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November 19, 2018

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Court  
722 Moody Avenue  
Galveston, Texas 77550

Honorable Mark A. Henry and Members of the Court:

Attached for your acceptance for filing is the Quarterly Audit Report for the Court Administration Office. The audit covered the period from July 2018 through September 2018.

Sincerely,

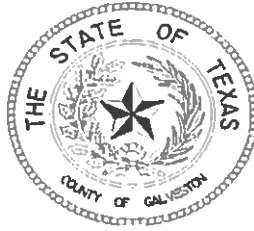
A handwritten signature in blue ink, appearing to read "Rice CPA".

Randall Rice CPA  
County Auditor

cc: Gregory Rikard

Attachment: Quarterly Audit Report, Court Administration Office

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October 22, 2018

Gregory Rikard  
Director of Personal Bond & Collections  
600 59th Street, Suite 1500  
Galveston, TX 77551

Mr. Rikard:

The Galveston County Auditor's Office has examined the Private Collection, Parks and Wildlife and OMNI purchase orders submitted by the Court Administration Office for the months of July 2018 through September 2018.

### **Private Collection Fees**

The collection contract between Galveston County and Perdue, Brandon, Field, Collins & Mott states the county shall pay the firm by the 20<sup>th</sup> day of each month all compensation earned by the firm for the previous month. County policy requires the office to submit a purchase request by the 5<sup>th</sup> day of the following month. Once a PO is issued, adequate forms and support documentation shall be submitted to Accounts Payable. It is the responsibility of the office to monitor the status of the purchase orders to verify payment is made. The office is in compliance with the collection contract and county policy.

### **Parks and Wildlife Fees**

Parks and Wildlife Code (PAW) §31.128 Disposition of Fines states a clerk of any court receiving any fine imposed by a court for a violation of this chapter as a result from an arrest by a game warden shall remit 80% of the fine, for county court cases, to the Texas Parks and Wildlife Department. In court cases filed as the result of an arrest other than a game warden, the amount remitted shall be 60% of the fine. County policy requires the office to submit a purchase request by the 5<sup>th</sup> day of the following month. Once a PO is issued, adequate forms and support documentation shall be submitted to Accounts Payable. It is the responsibility of the office to monitor the status of the purchase orders to verify payment is made. The office is in compliance with PAW §31.128 and county policy.

### **OMNI Fees**

Transportation Code §706.006 Payment of Administration Fee states a person who fails to appear for a complaint or citation for an offense described in this chapter shall be required to pay an administrative fee of \$30 for each complaint or citation reported to the Department of Public Safety. For each fee collected under Section 706.006, the county shall send \$6 to the vendor, OmniBase Services of Texas, no later than the last day of the month following the close of the calendar quarter. County policy requires the office to submit a purchase request by the 5<sup>th</sup> day of the following month. Once a PO is issued, adequate forms and support documentation shall be submitted to Accounts Payable. It is the responsibility of the office to monitor the status of the purchase orders to verify

October 22, 2018

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payment is made. The office is in compliance with Transportation Code §706 and county policy.

This report will be submitted to Commissioners Court on November 19, 2018. Please contact Lori McWhirter, Internal Audit Manager, at (409) 770-5356 if you have any questions or comments regarding this report.

Sincerely,

A handwritten signature in blue ink that reads "R. Rice CPA". The signature is stylized with a large, looped initial "R" and a cursive "Rice" followed by "CPA" in a more formal, blocky script.

Randall Rice CPA  
County Auditor