



**THE COUNTY OF GALVESTON**  
COUNTY AUDITOR'S OFFICE  
P.O. Box 1418  
GALVESTON, TEXAS 77553

**County Auditor**  
**Randall Rice CPA**  
CITP CISA CIO CBM DABFA CGMA

**Ron Chapa CPA**  
First Assistant, Director of Auditing

**Jeff Modzelewski CPA**  
First Assistant, Director of Accounting

August 5, 2014

Honorable Judge Mark A. Henry and  
Members of the Commissioners' Court

Honorable Judge and Members of the Court:

Attached for your consideration is the internal audit report of Justice Administration Pre-Trial Release. The audit covered the period October 1, 2013 through May 31, 2014. Also attached is the response letter from Mark Henry, dated July 29, 2014.

Sincerely,

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

Randall Rice CPA  
County Auditor

Attachment: Justice Administration Pre-Trial Release Audit Report  
Response Letter, Mark Henry



# Department of Justice Administration Pre-Trial Release

**June 30, 2014**

Galveston County  
Internal Audit  
Division

Randall Rice CPA  
CITP CISA CIO CBM DABFA CGMA  
County Auditor

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# Executive Summary

## Reliability and Integrity of Information (page 3)

- Proper separation of duties exists for voided receipt transactions. Voids are performed timely by management personnel.

## Safeguarding of Assets (page 4)

- Physical security over assets (collections) is adequate.
- Physical security of manual receipts is adequate.

## Compliance with Statutes, Policies, and Procedures (page 5)

- Statutory bond fees are in compliance with CCP §17.42.
- Defendants released on Pre-Trial Release bonds are properly authorized and in compliance with the Pre-Trial Release guidelines.
- The office is in compliance with their policy regarding Senate Bill 7 releases.

# Introduction

The Internal Audit Division conducted an internal audit of the Department of Justice Administration, Pre-Trial Release, as required by Local Government Code §115.0035. The internal audit covered the period October 1, 2013 through May 31, 2014. The audit was performed from June 3, 2014 through June 30, 2014.

The primary objectives of the internal audit are to provide reasonable assurance concerning:

- Reliability and integrity of the information.
- Safeguarding of assets.
- Compliance with laws, regulations, contracts, policies, plans, and procedures.

The scope of the internal audit encompassed the financial records and administrative procedures related to the Department of Justice Administration, Pre-Trial Release. The internal audit included, but was not limited to the books, accounts, reports, dockets, and records of the Department of Justice Administration, Pre-Trial Release.

The internal audit included examining transactions on a test basis, and required exercising judgment in the selection of such tests. As the internal audit was not a detailed examination of all transactions, there is a risk that errors or fraud were not detected during the internal audit. The official therefore retains the responsibility for the accuracy and completeness of the financial information.

Because of certain statutory duties required of the County Auditor, we are not independent with regard to the Galveston County Department of Justice Administration as defined by the AICPA professional standards. However, our internal audit was performed with objectivity and due professional care.

Jordan Guss, Internal Auditor II, performed the audit.

## **Reliability and Integrity of Information**

Reliable information is accurate, timely, complete, and useful. In order to achieve this, controls over record keeping and reporting must be adequate and effective.

Nothing came to our attention during the audit to cause us to doubt the overall reliability and integrity of the information.

Internal Audit reviewed a sample of voided receipt transactions and no discrepancies were detected.

# **Safeguarding of Assets**

## **Physical Security – Collections**

Depositing daily is one of the best safeguards of assets (collections) as well as providing the County with maximum benefit of the collections.

Controls are in place to ensure staff uses lockable cash drawers and a safe to secure the collections until deposited.

The financial assets of the Pre-Trial Release office are adequately safeguarded and deposits are made daily.

## **Physical Security – Manual Receipts**

Pre-Trial Release issues manual receipts when the computer system is down. The receipt book is secured in a desk drawer in the accounting supervisor's office at all times.

# **Compliance with Statutes, Policies, and Procedures**

## **Statutory Bond Fees**

According to CCP §17.42 Personal Bond Office, “the court shall assess a personal bond fee of \$20.00 or three percent of the amount of the bail fixed for the accused, whichever is greater.”

The bond fees reviewed by Internal Audit were in compliance with the above statute.

## **Release of Defendants**

Defendants discharged on Pre-Trial Release bonds must meet the requirements detailed on the Reasons for Rejection list adopted by the Pre-Trial Release Board. The personal bond application must be completed and have proper authorization from the presiding judge. The bond fee must be paid prior to release. Of the defendant releases tested, no exceptions were noted.

## **Senate Bill 7**

Senate Bill 7 dictates a defendant must be released on personal bond if they do not see a magistrate judge within 24 hours for a misdemeanor, or 48 hours for a felony. When these types of releases occur, the Pre-Trial Release office policy is to enter a comment in Odyssey notating the bond is for a Senate Bill 7 release and no bond fees are collected. The office is in compliance with their policy regarding Senate Bill 7 releases.



# Mark Henry

County Judge  
County of Galveston

Galveston County Courthouse  
722 Moody Avenue, Galveston, Texas 77550

Tyler Drummond  
Chief of Staff

Melanie Pittman  
Staff Assistant  
Policy & Administration

Dianna Martinez  
Administrative Assistant

July 29, 2014

Mr. Randall Rice, CPA  
Galveston County Auditor  
722 Moody  
Galveston, Texas 77550

RE: Response to Draft Report – Pretrial FY 2014 Audit

Dear Mr. Rice,

I have reviewed the draft report of the Pretrial Release Audit dated June 30, 2014 prepared by your office on behalf of Justice Administration. Since there are no findings associated with this report, please file the report with Commissioners Court.

Thank you for your attention in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Mark Henry".

Mark Henry