

# 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 2, 2020

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 to be received and filed is the Quarterly Audit Report for Justice of the Peace, Precinct 3 (Galveston, La Marque and Crystal Beach locations). The audit covered the period from July 2020 through September 2020.

Sincerely,

**Randall Rice CPA** Digitally signed by Randall Rice CPA  
Date: 2020.10.26 13:44:49 -05'00'

Randall Rice CPA  
County Auditor

cc: Honorable Billy A. Williams Jr.

Attachment: Quarterly Audit Report, Justice of the Peace, Precinct 3

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October 23, 2020

Honorable Billy A. Williams Jr.  
Justice of the Peace, Precinct 3  
600 59<sup>th</sup> Street  
Galveston, Texas 77551

Honorable Billy A. Williams Jr.:

The Galveston County Auditor's Office has examined the collections and monthly reports submitted by Justice of the Peace, Precinct 3 (Galveston, La Marque and Crystal Beach locations) for the months of July 2020 through September 2020. The scope of the examination was limited to reviewing the records submitted to this office by Justice of the Peace, Precinct 3. The objectives of the examination were to verify all funds collected were accounted for and deposited with the County Treasurer and the required monthly reports were submitted in a timely manner.

### **Collected Funds**

The Justice of the Peace collects various funds each month to be deposited with the County Treasurer. LGC §113.022 Time For Making Deposits and CCP §103.004 Disposition of Collected Money state money collected shall be deposited with the county treasurer on or before the next regular business day but no later than the fifth regular business day after the money is received. County Cash Handling Policy requires all payments made, including partial payments and overpayments, be entered in the department's appropriate computerized receipting system (Odyssey). All credit card payments must be entered in Odyssey as soon as the department receives notification of the payment. All funds collected were receipted and deposited with the County Treasurer completely, accurately and in compliance with LGC §113.022, CCP §103.004 and county policy.

### **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 JP offices 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 justice of the peace receiving any fine imposed by a court for a violation of this chapter shall remit 85% of the fine, for justice court cases, to the Texas Parks and Wildlife Department. County policy requires the JP offices 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. Transportation Code §706.006 Payment of Reimbursement Fee (effective 1/1/2020) states a person who fails to appear for a complaint or citation for an offense described by Section 706.022(a) shall be required to pay a reimbursement fee of \$10 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 JP offices 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. No material discrepancies were noted in the review of the OMNI fees related to Transportation Code §706.006.

### **Bond Bank Reconciliations**

Properly prepared and adequately supported bank reconciliations are one of the best methods of cash management available to any official. The reconciliation process identifies any discrepancies in the bond account and assists in preventing the misuse of funds. LGC §114.043 Periodic Report to County Auditor and LGC §115.002 Examination of Books and Reports gives the County Auditor authority to require monthly reports to be submitted to the Auditor's Office and examined for accuracy. County policy requires the JP offices to submit a bank reconciliation for the bond account to the Auditor's Office, including adequate support documentation, by the 5<sup>th</sup> day of the following month, no later than the 15<sup>th</sup>.

**Finding:** The July and August 2020 bond bank reconciliations were not submitted in a timely manner.

**Recommendation JP3-20-07:** To ensure compliance with county policy, the office must submit a bank reconciliation for the bond account to the Auditor's Office by the 5<sup>th</sup> day of the following month, no later than the 15<sup>th</sup>.

**Finding:** There is an outstanding check that meets the escheatment criteria.

**Recommendation JP3-20-08:** Escheat the outstanding check that is older than three years, as 'unclaimed property'. For future bank reconciliations, outstanding checks meeting the escheatment criteria should be addressed the following month. Checks over \$100.00 should be sent to the State. Checks \$100 and under should be sent to the County Treasurer.

October 23, 2020

Page 2

This report will be submitted to Commissioners Court on November 2, 2020. Please contact Lori McWhirter, Internal Audit Manager, if you have any questions or comments regarding this report.

Sincerely,

**Randall Rice CPA** Digitally signed by Randall Rice CPA  
Date: 2020.10.26 13:43:57 -05'00'

Randall Rice CPA  
County Auditor