

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Accept the delivery of the Internal Examination Reports for the FY 2012 Sheriff's Jail Commissary and the Constable Precinct 4 Office.

ITEM TYPE

CONSENT

MEETING DATE

August 6, 2013

AMOUNT REQUIRED

N/A

LINE ITEM NUMBER

N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY

Bill Herzog

SPONSOR

COBB

CO-SPONSOR

N/A

SUMMARY

See attached reports.

FILED:

08 06 13
HAYS COUNTY COMMISSIONERS' COURT
Resolution # 28193 VOL V PG 205



OFFICE OF THE COUNTY AUDITOR

712 South Stagecoach Trail, Ste.1071, San Marcos, Texas 78666

Bill Herzog, CPA
County Auditor
bherzog@co.hays.tx.us

Phone: 512-393-2283
Fax: 512-393-2248
www.co.hays.tx.us

Marisol Villarreal-Alonzo, CPA, CIO
First Assistant County Auditor
marisol.alonzo@co.hays.tx.us

April 16, 2013

The Honorable Gary Cutler
Hays County Sheriff
1307 Old Uhland Road
San Marcos, Texas 78666

Dear Sheriff Cutler:

In accordance with subsections 115.002 and 351.0415 of the Texas Local Government Code, the Auditor's office performed an internal examination on the records of the Hays County Sheriff's Jail Commissary for the period of October 1, 2011 to September 30, 2012. The internal examination consisted of reviewing deposits, disbursements, and other supporting documentation.

Based on the internal examination, except for the following finding and recommendation, cash receipts and disbursements appear to be adequately accounted for and the related records and supporting documentation appear to be accurately maintained in accordance with statutory requirements under subsection 112.001 of the Texas Local Government Code.

The Jail Commissary has continued to conduct business on a month to month basis and has yet to finalize a contract with the current vendor since July 20, 2011.

The previous Fiscal Year 2011 Jail Commissary internal examination noted that the Sheriff's Office would not finalize a contract with the current commissary vendor until all software upgrade issues were remedied. After speaking with the Jail Commissary staff, the current vendor has not remedied all issues. The current vendor has presented and issued a final contract to the Sheriff's Office to execute.

Recommendation

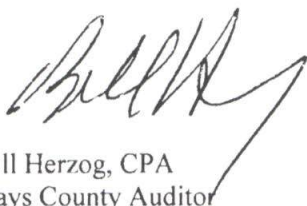
We recommend that the Sheriff's Office review the new contract with the current vendor and ensure that all issues have been remedied. We also recommend that the Sheriff's Office, after all issues have been resolved, execute a final contract with the current vendor. Finalizing a contract with the current vendor will ensure that the Sheriff's Commissary is conducting business in accordance to Local Government Code Sec. 351.0415.

Management Response [Sheriff Gary Cutler]

The Sheriff's Office has executed a month to month contract with the commissary vendor to provide Jail Commissary services. The Commissary staff and supervisors are continuing to work with the vendor to remedy all software issues. Once the software upgrade issues have been resolved, the Sheriff's Office will test the upgraded software for functionality. After ensuring the software is functional, a commissary service agreement will be executed.

We appreciate the cooperation and assistance provided to my office during the internal examination.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Herzog', with a long, sweeping horizontal stroke extending to the right.

Bill Herzog, CPA
Hays County Auditor

cc: Chief Deputy Jamie Page,
Hays County Sheriff's Office



OFFICE OF THE COUNTY AUDITOR

712 South Stagecoach Trail, Ste.1071, San Marcos, Texas 78666

Bill Herzog, CPA
County Auditor
bherzog@co.hays.tx.us

Phone: 512-393-2283
Fax: 512-393-2248
www.co.hays.tx.us

Marisol Villarreal-Alonzo, CPA, CIO
First Assistant County Auditor
marisol.alonzo@co.hays.tx.us

June 11, 2013

Honorable Ron E. Hood
Hays County Constable Precinct 4
P.O. Box 1651
Dripping Springs, Texas 78620

Dear Constable Hood:

In accordance with subsection 115.002 of the Texas Local Government Code, the Auditor's office, performed an internal examination of the Hays County Constable Precinct 4 financial records for the period of January 1, 2012 to April 30, 2013. The internal examination consisted of reviewing disbursements, receipts, deposits, fixed assets, and other supporting documentation.

Based on the internal examination, except for the following finding and recommendation, cash receipts and disbursements appear to be adequately accounted for and related records appear to be accurately maintained in accordance with statutory requirements under subsection 112.001 of the Texas Local Government Code.

Second requests for outstanding tax civil service invoices were not mailed to other counties.

The Constable's office did not send second requests for outstanding "out of county" civil tax service invoices during the examination period. Tax civil service citations must be served and payment is received after outstanding taxes are collected. Collection may not take place for years after the citation is served. Invoices are generated by the Constable's Office and mailed to other counties. However, the Constable's Office did not send out reminders for outstanding invoices. This finding was noted in the previous internal examination of September 23, 2011. Management stated that corrective measures would include mailing reminders quarterly.

Recommendation

To reduce the risk of lost revenue, the Auditor's office recommends that outstanding civil service invoices for tax citations are periodically reviewed and re-sent in order to attempt collections on these civil services. A consistent schedule of invoicing for any outstanding tax citations can improve possibilities of receiving payment.

Management Response [Constable Hood]

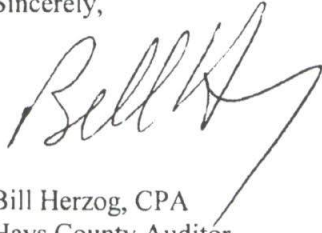
07/29/2013

The Hays County Constable, Pct. 4 Office has implemented a process in which, we will review the outstanding civil service invoices for tax citations. Specifically, each quarter, this office will cross-

reference the outstanding tax citations with the current information/records available from Odyssey (record keeping system), those tax citations that are identified as outstanding will be re-contacted in an attempt to collect said revenue.

We appreciate the cooperation and assistance provided to the Auditor's office during the examination.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Herzog", with a stylized flourish extending from the end.

Bill Herzog, CPA
Hays County Auditor