

Clay County Auditor
Gina R Blevins
214 N Main St
Henrietta, TX 76365
(940)538-5560
gina.blevins@co.clay.tx.us

December 29, 2015

The Honorable Kenny Lemons
County Sheriff &
Clay County
Commissioners Court

Dear Ladies and Gentlemen:

The County Sheriff's financial records and books for the period September-October 2015 were audited on November 10, 2015. Because of certain statutory duties required of the County Auditor, this office is not independent in regard to the County Sheriff's office as defined by AICPA professional standards. However, the auditor's review was performed with objectivity and due professional care.

I have obtained a current Ledger balance of five accounts.

The first being the K-9 Drug Fund this fund is an account that has received donations and is to benefit the needs for the Sheriff's department for anything relating to that field, all donations must be formally accepted by Commissioners Court and expensed the same way. In my opinion this account should be added to the recipient department's budget, and then when and if Commissioners Court formally accepted the donation a budget amendment could be processed to appropriate the new revenue to the line item in the Recipient's budget, and it would not be spent apart from the budget process, and we would not have a separate bank account, checks are not written at the Sheriff's office on this account they are maintained in the Treasurer's office and must have two signatures when disbursed. The second account is the Inmate Commissary account, operated by designee Kerri Heaton this account is maintained on a Quick books program operated by Kerri and is balanced monthly, the inmates money is deposited into the account and used to purchase certain goods from the commissary, The process of receiving the money for the inmates is usually done by a cashier's check or money order, logged

in when received and signed by the inmate as acknowledgement that the money was received by the designee, the receipt are computer generated and are not numbered, but they do have the date, payment method and the signature of the inmate, the process has been reviewed and found to be used satisfactory according to LGC 351.0415 , the account is for social needs, clothing, writing material, and hygiene supplies and etc. and are not subject to the competitive procurement policy.(LGC 262 subchapter C) In my review I have obtained sample's and found them to be in accordance to the Texas statutes. As I have gone over the process I would like to recommend using a triplicate numbered receipt book when receiving the inmates money, this is just a good practice to give the depositor a copy after the money is received, the inmate file a copy, and a copy would remain in the designee receipt book. I have attached a copy of the current payment receipt for review with the inmates crossed out for privacy purposes. The deposits made in the review period all included cash.

Third and fourth account Sheriff's Fee Fund and Seizure Fund the statements and items were reviewed and showed no discrepancies and the Chapter 59 Asset Forfeiture report was filed with the state and confirmation of submission was received December 1, 2015. The fifth account reviewed is the Cash Bond account the account is maintained at the Sheriff's office and logs are kept with Bond Date, Bonding Company, Inmate, JRN# Mag/date, bond amount, Receipt #, payment method, offense and the amount collected. The amount of the bond is set by the Justice of the Peace or the County Judge. I have found nothing that would lead me to conclude that the documentation is inaccurate or not recorded correctly.

In my review of the inmates held in the jail average between 15 and 16 daily and the money spent to feed them three meals a day would be less than 2.00 a plate according to the expenditures from the budget. I feel this is a pretty good conservative number on the amount spent per meal according to the surrounding County's expenditures for the same services.

Estrays-sale of estrays is supposed to go to a separate line designated for the jury fund according to LGC 142.013, it was found that this money was in a separate line only titled Sale of Estray's in my opinion this money is separated and can be transferred to the jury fund as needed at any time, so I feel we are within the statutes on this account unless the court deems necessary to change it.

The objective of this review was to verify the accuracy of information contained in the financial reports of the County Sheriff. The financial reports, generated off the

Wells Fargo Internet web site and the Hill Country Software, are a recapitulation of all transactions that occurred during each month. The review was also done to provide reasonable assurance that the internal control structure is adequate to safeguard the County's assets from loss, theft, or misuse. The County's internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. Because of inherent limitations in any system of internal controls, errors or irregularities may occur and not be detected.

Kenny Lemons
Commissioners Court
December 2015

Substantive testing was done on the financial records for the period and resulted in no discrepancies.

The work papers for the County Sheriff's audit are on file in the Auditor's office. Please don't hesitate to contact me if you have any questions.

Respectfully submitted,



Gina R Blevins
Clay Co Auditor

cc: Jack McGaughey
97th District Judge