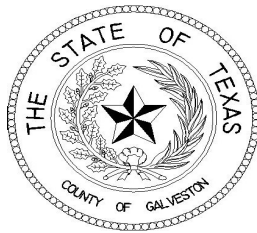


# GALVESTON COUNTY



## Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor  
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(409) 770-5304

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

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January 17, 2025

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

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the internal audit report of the Community Supervision and Corrections Department Audit that covered the period October 1, 2023 through September 30, 2024. Also attached is the response letter from Willie Lacy, Director, dated December 30, 2024.

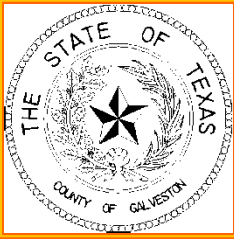
Sincerely,

*Randall Rice CPA*

Randall Rice CPA  
County Auditor

cc: Willie Lacy, Director

Attachment: Community Supervision and Corrections Department Audit Report  
Response Letter, Willie Lacy



# Community Supervision and Corrections Department Audit

**November 12, 2024**

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)

- Adequate controls are in place by CSCD to ensure proper separation of duties.
- No exceptions were noted in assessing fees in CSS.
- The department is accounting for all funds being disbursed during the monthly sweep.

## Safeguarding of Assets (page 4)

- Physical security over the assets (collections) is adequate. All collections were accounted for during the surprise cash count.
- No exceptions were noted in the review of the bank reconciliations.

## Compliance with Statutes, Policies and Procedures (page 5 & 6)

- CSCD is in compliance with LGC §113.022 Time For Making Deposits.
- No exceptions were noted in the reviewing of voided receipts.
- All unclaimed restitution payments were escheated in compliance with GC §76.013 and TPC §77.
- All abandoned property (refunds) were escheated in compliance with TPC §72.101(a) and TPC §76.

# Introduction

The Internal Audit Division conducted an internal audit of the Community Supervision and Corrections Department (CSCD), in accordance with Local Government Code (LGC) §115. The internal audit covered the period October 1, 2023 through September 30, 2024. The audit was performed from October 24, 2024 through November 12, 2024.

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 CSCD. The internal audit included, but was not limited to, the books, accounts, reports, dockets and records of CSCD.

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 Community Supervision and Corrections Department as defined by the AICPA professional standards. However, our internal audit was performed with objectivity and due professional care.

Cynthia Hicks, Internal Auditor, 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.

### **Separation of Duties**

One of the most important internal controls is to have proper separation of duties. No one person should authorize a transaction, record a transaction and have custody of the assets.

The cashier collects money, records the transaction and issues a receipt to the probationer. At the end of the day, the cashier counts the collections and creates a deposit slip with a supervisor present. The supervisor signs off on the deposit slip and the collections and deposit slip are stored in a sealed deposit bag until a Sheriff's Deputy arrives to take the deposit bag to the bank. CSCD has a proper separation of duties.

### **Corrections Software Solutions (CSS)**

The District Clerk and County Clerk offices forward all adult probation cases to CSCD. This includes the judgments, which list the associated probation, urinalysis and pre-intervention fees for each case. The cases and their judgments are recorded in CSCD's record keeping system, Corrections Software Solutions. A sample of cases recorded in CSS were tested for accuracy and completeness. No material exceptions were noted.

### **Disbursement of Collections**

CSCD "sweeps" the bank account once a month. The purpose of the bank sweep is to disburse the collections for the previous month. The funds are sent to the appropriate parties (County Clerk Treasury, victim restitution, crime stopper organizations and defendant refunds).

All funds collected during the month are accounted for and disbursed to the appropriate parties with the sweeps.

# Safeguarding of Assets

Safeguarding of assets has three basic aspects: 1) physical security of assets 2) minimal exposure to loss and 3) proper management of the assets.

## Physical Security

Physical security encompasses any method to physically secure the collections from loss. Monies collected should be kept in a locked drawer or safe until they are deposited.

As part of the audit, a surprise cash count was conducted on October 24, 2024 at the Galveston location. All collections were accounted for at the time of the surprise cash count. Controls are in place to ensure the staff uses a lockable safe to secure collections until ready to be deposited. The safe remains locked when not in use.

The Texas City location does not accept cash. Money orders and cashier's checks collected are placed in a lock box until payments are delivered to Galveston. The Galveston office places these collections in a lockable safe until they are ready to be deposited.

## Management of Collections

Properly prepared and adequately supported bank reconciliations are one of the best methods of cash management available to any office. The reconciliation process identifies any discrepancies in the bank account and assists in preventing the misuse of funds. CSS has a module that reconciles the transactions recorded in the system (payments and disbursements) with the bank statement information. In addition, the system performs a zero-out of the ending bank balance. The bank reconciliation and proper support documentation are submitted to the Auditor's Office each month. No exceptions were noted in the review of the bank reconciliations.

# Compliance with Statutes, Policies and Procedures

Adequate internal controls have been implemented in order to ensure compliance with applicable statutes, policies and procedures.

## Timeliness of Deposits

LGC §113.022 Time For Making Deposits requires that money received shall be deposited “on or before the fifth business day after the day on which the money is received”. CSCD’s policy is to deposit daily.

A sample of deposits was tested for compliance with LGC §113.022. No exceptions were noted.

## Voided Receipts

CSCD policy dictates only the Director, Deputy Directors or Administrative Supervisor have the authority to void receipts in CSS. The Cashier notifies management of which receipt needs to be voided and provides an explanation for the void. The Director, Deputy Director or Administrative Supervisor voids the receipt and documents the reason in CSS. Copies of the original and voided receipt are retained with the daily receipts.

No exceptions were found in reviewing voided receipts.

## Escheatment of Restitution

According to Government Code (GC) §76.013(b-2), “If a victim who is entitled to restitution does not make a claim for payment before the fifth anniversary... any unclaimed restitution payments being held by the department for payment to the victim are presumed abandoned. The department shall report and deliver to the comptroller all unclaimed restitution payments presumed abandoned... in the manner provided by Chapter 77, Property Code”.

All unclaimed restitution payments were escheated in compliance with GC §76.013 and Chapter 77 of the Texas Property Code (TPC).

## **Compliance with Statutes, Policies and Procedures (continued)**

### **Escheatment of Refunds**

According to TPC §72.101(a), “personal property is presumed abandoned if, for longer than three years: (1) the existence and location of the owner of the property is unknown to the holder of the property; and (2) .... a claim to the property has not been asserted.”

TPC §76 states if the holder of a property is a county and the property is presumed abandoned under Chapter 72 or 75 and is valued at \$100 or less, abandoned property shall be delivered to the County Clerk Treasury.

Abandoned property that meets TPC §72.101(a) and is valued at \$100 or less shall be escheated to the County Clerk Treasury; abandoned property valued over \$100 shall be escheated to the State.

All abandoned property (refunds) were escheated in compliance with TPC §72.101(a) and TPC §76.



COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
GALVESTON COUNTY

715 19<sup>TH</sup> STREET  
409-766-2425

GALVESTON, TEXAS 77550  
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Willie Lacy, Director

Francesco Coppola, Deputy Director  
Shelly Thompson, Deputy Director

December 30, 2024

Randall Rice, CPA  
County Auditor  
722 Moody Ave 4th Floor  
Galveston, TX 77550

Mr. Rice,

This letter is in response to the internal audit report received on December 16, 2024, which reviewed the period from October 1, 2023 to September 30, 2024.

The Galveston County Community Supervision and Corrections Department is committed to maintaining compliance with all applicable laws, regulations, contracts, policies, and procedures. We remain dedicated to upholding the highest standards of accountability and operational excellence.

We extend our gratitude to our auditor, Ms. Cynthia Hicks, for her professionalism and courteous approach throughout the audit process. We appreciate the continued support in strengthening our financial and management controls.

Thank you for your valuable contributions to the success of our department.

Sincerely,

A handwritten signature in blue ink that reads "Willie Lacy".

Willie Lacy, Director  
Galveston County CSCD