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## Executive Summary FY 2019 – 1<sup>st</sup> Quarter Report

For the 1<sup>st</sup> Quarter of Fiscal Year 2019, the Internal Audit Division finalized reviews which encompassed cash counts, facility tours, separation of duties questionnaires, internal control questionnaires, and end of term reviews:

### *Departmental Review*

#### **Webb County Road & Bridge – Solid Waste Department (Management's Response included)**

- Manual receipts were issued and then entered incorrectly into the New World system. Manual receipts should only be issued when New World is down to continue uninterrupted services. All receipts should be receipted through the system and entered correctly to avoid comingled and misstated revenues allowing for the proper recording of daily receipts and deposits.
- The Department has the laborious task of maintaining manual customer billing and files. The Department should explore options to streamline their current manual system and contact the Water Utility Director to inquire on the status of software implementation for solid waste collections allowing a smooth transition between departments and uninterrupted solid waste services and billings to customers when implemented.

### *End of Term Reviews*

#### **Webb County Treasurer's Office (Management's Response included)**

- Investments are being managed in accordance to the Webb County Investment Policy. However, there are no defining or written procedures to manage the day-to-day investment operations of fund transfers or technical analysis conducted when reviewing the investments. Written procedures should be implemented of the day-to-day operations of investments and include the analytics and backup information to substantiate the monies available and to be transferred from a higher yield investment account (TexPool) to a lower yielding bank account (#54404).
- No deviations were noted when conducting safe inventory. However, we note that the Office has held boxes of blank checks issued to former elected officials or programs that no longer have open bank accounts. We recommend the new administration consult with Records Management in order to dispose of checks that will no longer be used.

## *End of Term Reviews (continued)*

### **Webb County Tax Assessor Collector's Office**

- For the continuation and flow of work, tellers may perform transactions such as voids, reversals, and overwrites which may compromise the proper accounting and depositing of revenues through shortages/overages, oversight or misappropriation of funds. We recommend that all payments receipted be reimbursed to the customer only via a general purpose request for payment. Proper advisement concerning refunds should be posted at cashier's window. In addition, clerks' ability to reverse or otherwise void transactions must be removed and should be performed by supervisors or management only with proper reason and documentation.
- During the tenure of the Interim County's Tax Assessor Collector, the Auditor's Office has provided assistance, acquired additional insight into the financial operations of the office, and been involved in the continuous improvement to these financial processes.

### **Webb County Justice of the Peace 2 Place 1 Ramiro Veliz**

- The Auditor's Office conducted an End of Term Review of the Justice of the Peace Precinct 2 Place 1 Office in accordance with Local Government Code §115. The review consisted in determining whether controls are adequate to reasonably ensure financial transactions are accurately recorded and in compliance with statutes and County policies. In addition to facilitating the transition between the outgoing and incoming Official.

### **Webb County Justice of the Peace 3 Alfredo Garcia**

- The Auditor's Office conducted an End of Term Review of the Justice of the Peace Precinct 3 Office in accordance with Local Government Code §115. The review consisted in determining whether controls are adequate to reasonably ensure financial transactions are accurately recorded and in compliance with statutes and County policies. In addition to facilitating the transition between the outgoing and incoming Official.