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## Executive Summary FY 2019 – 2<sup>nd</sup> Quarter Report

For the 2<sup>nd</sup> Quarter of Fiscal Year 2019, the Internal Audit Division respectfully submits the departmental reviews of the Webb County Clerk's Office and the District Attorney's Hot Check Division as well as their respective follow-up cash counts and a cash count at the District Clerk's Office. Departmental reviews encompassed performing cash counts, reviewing daily cash reports, facility tours, separation of duties questionnaire and internal control questionnaire. The findings and recommendations herein are limited to the study procedures noted above and are based on the information provided by the Departments and our understanding that the information presented was accurate and to the best of their knowledge.

### *Departmental Reviews*

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

- No material deviations were noted in cash counts conducted on September 5, 2018 and February 12, 2019 nor in the examination of the corresponding prior month's receipts, deposits and daily cash reports.
- Signs notifying the public that they must receive a receipt are not posted in the cashier's area. We recommend a sign be posted to notify the public of this practice.
- Safe combinations and/or keys are not changed when key employees are no longer employed by the Office. We recommend safe combinations and/or keys be changed and issued only to management and/or authorized personnel to minimize the risk for the misappropriation of safe contents.

#### **District Attorney's Hot Check Division (Management's Response included)**

- No material deviations were noted in cash counts conducted on September 20, 2018 and February 20, 2019 nor in the examination of the corresponding prior month's receipts, deposits and daily cash reports.
- Cashier's checks and/or money orders received are not restrictively endorsed "For Deposit Only". We recommend the Division restrictively endorse cashier's checks and/or money orders upon receipt pursuant to Uniform Commercial Code §3-206.
- Manual receipts are not issued when the computerized receipting system is down. The public is asked to return to the office at a later time when the system is operational to process their transaction. We recommend the Division obtain pre-numbered manual receipts with the County seal to provide uninterrupted services when the computerized system is down.

*Departmental Reviews (continued)*

***District Attorney’s Hot Check Division (continued)***

- Mail received by the Division is opened and processed by the same employee. This practice increases the opportunity for the misappropriation of funds. We recommend this process be reviewed to implement the appropriate segregation of duties related to payments received through the mail.

*Cash Counts*

DEPARTMENT	DATE	FINDINGS
County Clerk	2/12/2019	None
District Attorney's Hot Check Division	2/12/2019	None
District Clerk	2/13/2019	None