

**Travis County Justice of the Peace, Precinct 2
Report of Findings and Recommendations
(Exit Examination)
#15-03**

January 26, 2015

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR



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To: Randall Slagle
Travis County Justice of the Peace, Precinct 2

From: Nicki Riley, CPA
Travis County Auditor

Date: January 26, 2015

Subject: Exit examination

Scheduled as part of our statutory requirements, particularly those in Section 115 of the Local Government Code, the Risk Evaluation and Consulting (REC) Division of the Travis County Auditor's Office has completed an exit examination of the Travis County Justice of the Peace, Precinct 2 (JP 2) Office. We conducted our examination in accordance with the applicable statutes governing the County Auditor's Office and those relating to County financial and accounting protocols. As a result of our examination, we are providing this report on our findings and recommendations.

BACKGROUND

JP 2 hears criminal and civil court cases. Many of these criminal cases relate to misdemeanor traffic violations, whereas many of the civil cases relate to small claims. This office collects fines, fees, and court costs relating to these cases, as well as criminal and civil bond deposits.

SCOPE OF EXAMINATION

The primary objective of this examination was to verify the validity of the JP 2's books and reports as of the end of the prior Justice of the Peace's term of office. Our examination of this office included an assessment of the adequacy and effectiveness of the internal control structure for cash collections and revenue assessment/remittance in place at JP 2, focusing on collections from December 31, 2014. This included documenting office control protocols, verifying that cash collections were properly safeguarded and deposited, and reviewing revenue assessment processes. This examination also included verifying fixed assets and examining user access to the County's financial system.

EXAMINATION METHODOLOGY

Our work was based on applying sampling procedures to office records and on verbal and written representations from this office. Sampling relates to examining, on a test basis, evidence supporting the amounts and disclosures in the financial records and statements. The use of sampling techniques would not necessarily disclose all matters in JP 2's financial statements, financial records, and financial controls that might be material weaknesses or misstatements. In regards to the written and verbal representations made by this office, unless otherwise noted in this report, office management maintains that the assertions we relied upon in the examination were correct to the best of their knowledge.

SUMMARY OF FINDINGS

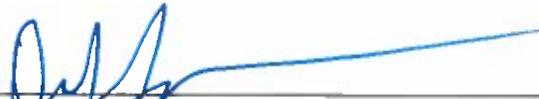
During this examination, we reviewed only the records of the prior administration of this office. No assessment was made of the new Justice of the Peace's records or internal controls; nor were significant findings noted relating to the prior administration.

EXAMINATION TEAM

Lisa Denton, CFE, Senior Auditor
Amanda Muehlberg, Staff Auditor
James Marlett, Staff Auditor

CLOSING

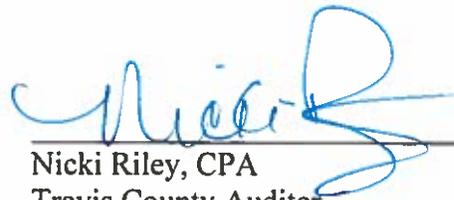
This report is intended solely for the information and use of JP 2 and the Commissioners' Court. We greatly appreciate the cooperation and assistance received from the management and staff of JP 2 during this review. Please contact us if you have any questions or concerns regarding this report.



David Jungerman, CIA
Chief Assistant County Auditor I - REC
Division



Patti Smith, CPA
First Assistant County Auditor



Nicki Riley, CPA
Travis County Auditor

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Examination File