

**2019**

**Travis County Auditor's Office Review of the  
Collections Improvement Program for Felony  
Probation Cases**

**Travis County Auditor's Office  
Risk Evaluation & Consulting Division**

**1/31/2019**

TRAVIS COUNTY  
AUDITOR'S OFFICE

PATTI SMITH, CPA  
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To: Rodolfo Perez  
Travis County Adult Probation Director

From: Patti Smith, CPA  
Travis County Auditor

Date: January 31, 2019

Subject: Travis County Collections Improvement Program Review

The Risk Evaluation & Consulting Division of the Travis County Auditor's Office has completed a review of Travis County's Collections Improvement Program for the collection of court costs, fines, and fees assessed on adult probationers adjudicated in criminal district courts. We conducted our examination in accordance with the applicable statutes governing the County Auditor's Office and those relating to Collections Improvement Programs.

## **BACKGROUND**

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In 2005, the Texas Legislature added Section 103.0033 to the Code of Criminal Procedure (CCP) to improve the collection of criminal court costs in counties and municipalities with a population of 100,000 or more. In conjunction with this statute, the Office of the Court Administration developed Title 1, §175 of the Texas Administrative Code.

This Administrative Code section governs the creation and administration of Collections Improvement Programs (CIP) in these large counties and municipalities. CIP's are utilized to collect delinquent criminal court costs, fines, and fees. In Travis County, the CIPs for active district court probationers are administered by the Travis County Community Supervision and Corrections Department (CSCD).

Court costs, fines, and fees for district court probationers are assessed by the Travis County District Clerk. These assessments are then transferred to CSCD for collection. CSCD utilizes CIPs for past-due balances as needed. If a party with a balance due is revoked from probation, the open balance is returned to the District Clerk for collection.

## **SCOPE OF EXAMINATION**

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This review included an assessment of CSCD's compliance with the statutes and regulations governing CIPs. During this review, we examined collection protocols for court costs, fees, and fines assessed between January 1, 2017 and December 31, 2017.

## **REVIEW METHODOLOGY**

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Our work was based on applying sampling procedures to the entity's records and on verbal and written representations from CSCD personnel. Sampling relates to examining, on a test basis, evidence supporting the amounts and disclosures in the applicable financial records and statements. The use of sampling techniques would not necessarily disclose all material weaknesses or misstatements for this function. In regard to the written and verbal representations made by CSCD and District Clerk personnel, unless otherwise noted in this report, office management maintains that the assertions we relied upon during this review were correct to the best of their knowledge.

## **OVERALL FINDINGS**

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We noted no material findings during our review.

## **EXAMINATION TEAM**

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Angel Candelario, Lead Auditor  
Ronald Cintron, Staff Auditor

## **CLOSING**

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This report is intended solely for the information and use of CSCD, the District Clerk, and the Commissioners' Court. We appreciate the cooperation and assistance received from the management and staff of CSCD. Please contact our office if you have any questions or concerns regarding this report.



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David Jungerman, CIA  
Chief Assistant County Auditor II – Risk  
Evaluation & Consulting



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Patti Smith, CPA  
Travis County Auditor

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