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BARBARA J. SCHOTT, C.P.A.
HARRIS COUNTY AUDITOR

April 25, 2014

Constable Alan Rosen
Harris County Precinct 1
1302 Preston, 3rd Floor
Houston, Texas 77002

RE: Procedures applicable to the monthly collection reports submitted by the Office of Constable Precinct 1 for the three months ended November 30, 2013.

SCOPE

As required by Local Government Code Chapter 115, the Compliance Audit Department examined the monthly collection reports submitted by the Office of Constable Precinct 1 (the Office) for the three months ended November 30, 2013.

Our procedures consisted of:

- Evaluating whether amounts reported on the monthly collection reports were properly deposited in the County's depository.
- Accounting for all receipts issued by the Office.
- Selectively testing receipts to evaluate whether they were properly allocated in the County's financial records.
- Selectively testing executions and orders of sale for proper disbursement of proceeds.
- Selectively testing judgments payable collections to ensure that all proceeds are disbursed.

RESULTS

The following results present the significant issues identified during our procedures, recommendations developed in conjunction with your staff, and any actions you have taken to

implement the recommendations. Less significant issues and recommendations have been verbally communicated to your staff.

MANUAL RECEIPT TIMELY PROCESSING

As discussed in Harris County Accounting Procedure A.1, *Cash Handling Guidelines*, manually receipted transactions should be entered into the County's financial system within two business days following the day the manual receipt is issued. The following are instances in which the Office did not comply with this requirement.

<u>Manual Receipt Date</u>	<u>Financial System Receipt Date</u>	<u>Number of Receipts</u>
10/16/13	10/21/13	1
11/8/13	11/13/13	1

All manual receipts should be entered in the County's financial system in accordance with Procedure A.1.

AUDITOR PROCESSING OF DISBURSEMENT REQUEST

Upon collecting funds pursuant to an order of execution, the Office is required to submit supporting documentation to the County Auditor's Office Revenue Accounting Department (Revenue Accounting). The supporting documentation identifies the amounts to be disbursed to various individuals and outside entities.

CASE 1026261,701

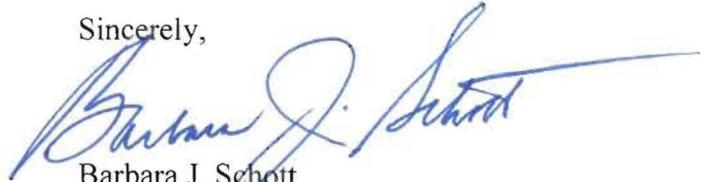
On November 19, 2013, the Office issued IFAS receipt C1091025 for \$19,385.05 and coded it to Judgments Payable. The Office submitted three requests totaling \$19,385.05 and checks were issued on December 17, 2013. However, the County's Auditor's Office Accounts Payable Department (Accounts Payable) processed one of the disbursement requests incorrectly, causing an over-disbursement of \$0.14.

Although the amount of the over-disbursement is immaterial, Accounts Payable should ensure that all disbursement requests are accurately processed. Revenue Accounting management informed us that they resolved the over-disbursement by reducing the Constable's commission.

Constable Alan Rosen
April 25, 2014
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We appreciate the time and attention provided by you and your staff during our procedures.

Sincerely,



Barbara J. Schott
County Auditor

cc: District Judges
County Judge Ed Emmett
Commissioners:
 R. Jack Cagle
 El Franco Lee
 Jack Morman
 Steve Radack
Devon Anderson
Vince Ryan
William J. Jackson