



COUNTY OF EL PASO
OFFICE OF THE COUNTY AUDITOR

EDWARD A. DION, CPA
COUNTY AUDITOR
edion@epcounty.com
www.epcounty.com/auditor

County Administrative Offices
800 East Overland Street, Rm. 406
El Paso, Texas 79901-2407
(915) 546-2040
(915) 546-8172 FAX

07-08

July 8, 2022

The Honorable Enedina Nina Serna
Justice of the Peace, Precinct Number 6 Place 2
14608 Greg Dr.
El Paso, Texas 79938

Dear Judge Serna:

The County Auditor's Internal Audit division performed an audit of the Justice of the Peace, Precinct Number 6 Place 2 (JP6-2) to determine if internal controls are adequate to ensure proper preparation of JP6-2 financial reports. Policies, procedures, and regulations were also reviewed to ensure processes are documented, operating and efficient.

The audit report is attached. We tested three operational and seven financial controls with a total of 105 samples. There were no noted findings as a result of the audit procedures. We wish to thank the management and staff of JP6-2 for their assistance and courtesies extended during this audit.

Because of certain statutory duties required of the County Auditor, this office is not independent in regard to your office, as defined by AICPA professional standards. However, our audit was performed with objectivity and due professional care.

Respectfully,

A handwritten signature in blue ink that reads "Edward A. Dion".

Edward A. Dion
County Auditor

EAD:PT:ya

cc: Ms. Betsy Keller, Chief Administrator



**Justice of the Peace, Precinct Number 6 Place 2
July 2021 to April 2022**



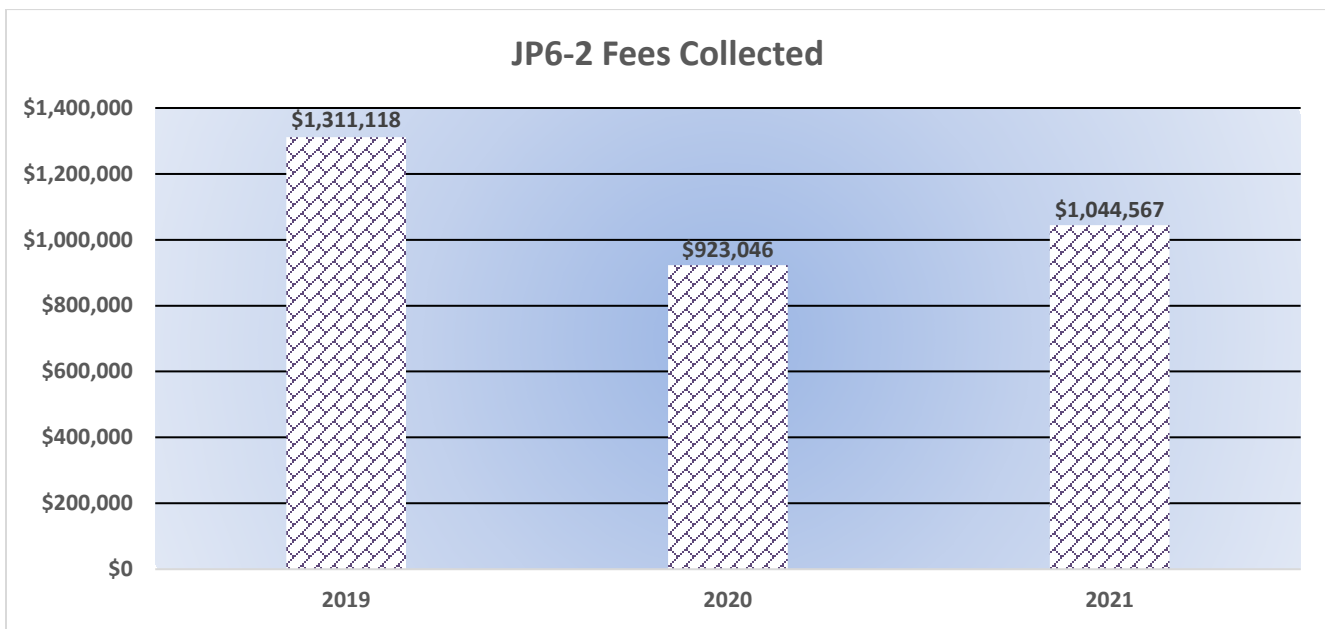
EXECUTIVE SUMMARY

BACKGROUND

Justices of the Peace are elected officials and serve four-year terms. Precinct 6 Place 2 (JP6-2) has judicial power over criminal cases involving minor offenses under their jurisdiction and civil matters where the amount in controversy does not exceed \$20,000. Other duties include issuing search and arrest warrants and the performance of marriage services. The current Justice of the Peace for JP6-2 has been in office since January 1, 2015. This audit was performed by Phillip Trevizo, internal auditor. The most recent prior audit report was issued on September 8, 2021.

FINANCIAL REPORTING

Financial reports are generated from the Odyssey Courts and Justice System (Odyssey) showing all transactions occurring each month. The following chart is a comparison of fees collected at JP6-2 for the past three fiscal years. The drop in collections for FY2020 and FY2021 was due to COVID-19 closures and restrictions enforced by the County-wide mandatory stay at home order issued in March 2020.



Source: El Paso County Funds and Fees of Office Reports

OBJECTIVES

The audit evaluated the adequacy of controls and processes to achieve key business objectives related to JP6-2 financial reports. Following are the business objectives and related controls assessments.

Business Objective	Control Assessment
1. Functioning appropriate cash controls	Satisfactory
2. Documented policies and procedures	Satisfactory
3. Timely processing and resolution of cash bonds	Satisfactory
4. Completeness and timely posting of manual receipts issued	Satisfactory
5. Judge's compliance with educational requirements	Satisfactory
6. Proper voided and reversed Odyssey entries	Satisfactory
7. Completeness of the payment mail log and timely posting to Odyssey	Satisfactory
8. Proper dismissal of cases	Satisfactory
9. Timely posting of Bond and Inmate Trust Section (BITS) Payments	Satisfactory
10. Timely deposits of collections in accordance with <i>Local Government Code 113.022</i> .	Satisfactory

SCOPE

The scope of the audit is from July 2021 to April 2022.



**Justice of the Peace, Precinct Number 6 Place2
July 2021 to April 2022**



EXECUTIVE SUMMARY

METHODOLOGY

To achieve the audit objectives, we:

- Performed a surprise cash count in accordance with Local Government Code §115.0035.
- Reviewed policies and procedures to ensure they are documented and efficient.
- Reviewed a sample of cash bonds posted to verify bonds were addressed in a timely manner.
- Tested manual receipts for appropriate documentation and timely posting.
- Reviewed Judges Texas Justice Court Training Center transcripts to ensure compliance with Government Code §27.005.
- Tested a sample of void and reversed Odyssey entries to verify legitimacy of transactions.
- Tested a sample of mail log entries to determine completeness, accuracy, and timeliness (compliance with Local Government Code § 113.022).
- Tested a sample of dismissed cases for proper case dismissal.
- Tested a sample of cases with BITS payments for timely posting.
- Tested a sample of daily deposits for compliance with Local Government Code § 113.022.

RESULTS

Listed below are control and finding summaries, with findings listed from highest to lowest risk. There are no findings reported this audit. Please see the *Findings and Action Plans* section of this report for the status of prior audit report findings.

Control Summary	
Good Controls	Weak Controls
<ul style="list-style-type: none"> • Functioning Cash Controls (Obj. 1) • Documented policies and procedures (Obj. 2) • Review of pending cash bonds (Obj. 3) • Manual receipt procedures (Obj. 4) • Judge’s compliance with education requirements (Obj. 5) • Voided and reversed transactions (Obj. 6) • Mail log controls (Obj. 7) • Proper dismissal of cases (Obj. 8). • Posting of collections by Sheriff’s Office (Obj. 9) • Timely deposit controls (Obj. 10). 	
Findings Summary	
None.	

INHERENT LIMITATIONS

This financial review was designed to provide reasonable assurance that the internal control structure is adequate to safeguard the County’s assets from loss, theft, or misuse. The County’s internal control structure is designed to provide reasonable, but not absolute assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of implementing the controls should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires the use of estimates and judgment by management. Because of the inherent limitations in any system of internal controls, errors or irregularities may occur and not be detected.

CONCLUSION

JP6-2 met all ten objectives of this audit. Internal controls are adequate to ensure proper preparation of the financial reports. Processes documented appear to be operating efficiently.



**Justice of the Peace, Precinct Number 6 Place 2
July 2021 to April 2022**



Findings and Action Plans

Prior Audit Findings Summarized with Current Status

Status

Closed (M)

1. **Finding:** 25% of void transactions sampled did not have supervisor approval. (Repeat Finding).

Recommendation: JP6-2 personnel should enforce documented policies and procedures for voided transactions. JP6-2 should also implement a voided transactions log

Action Plan: On August 20, 2021, the Justice of the Peace held training to discuss the new procedures on void transactions to include implementation of a void transactions log.

Resolved