



COUNTY OF EL PASO
OFFICE OF THE COUNTY AUDITOR

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12-15

December 20, 2024

The Honorable Norma Favela Barceleau
District Clerk
Room 103, County Courthouse Building
500 E. San Antonio Street
El Paso, Texas 79901

Dear Ms. Favela Barceleau:

The County Auditor's Internal Audit division performed an audit of the District Clerk's office financial records to determine if internal controls are adequate to ensure proper preparation of the District Clerk's office financial reports. Policies, procedures, and regulations were also reviewed to ensure processes are documented, operating, and efficient.

The audit report is attached. We tested two operational and six financial controls using 167 samples. There were no findings noted as a result of the audit procedures. We wish to thank the management and staff of District Clerk's office 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 "Barbara A. Parker".

Barbara A. Parker
County Auditor

BP:PH:ya

cc: Ms. Betsy Keller, Chief Administrator



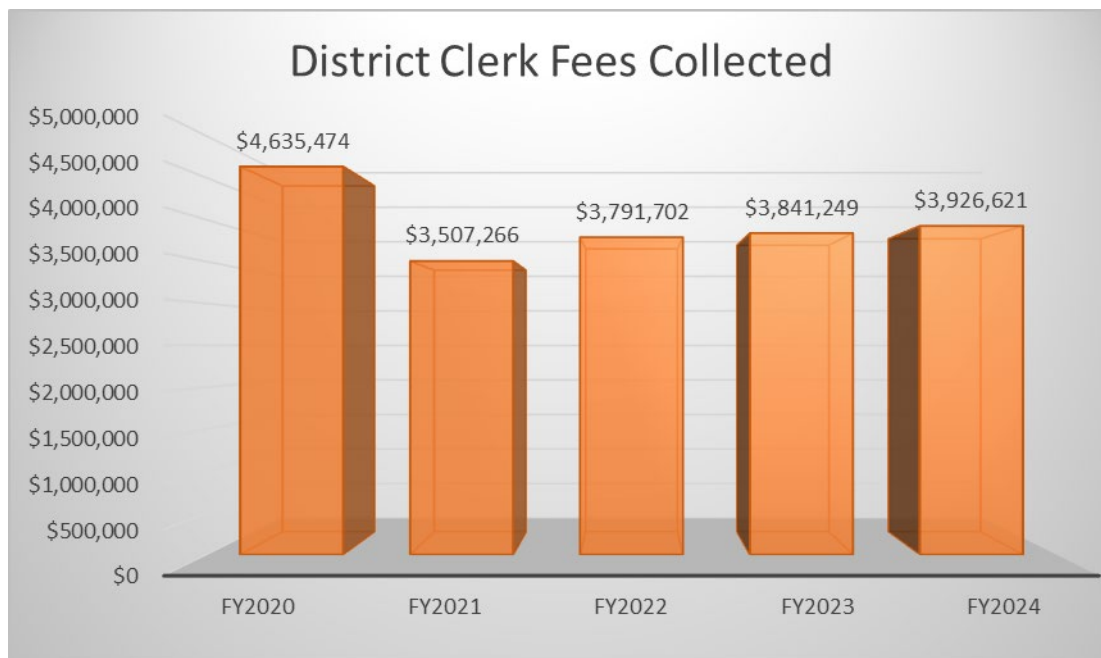
**THE OFFICE OF THE DISTRICT CLERK
JULY 2023 – SEPTEMBER 2024
EXECUTIVE SUMMARY**



BACKGROUND

The office of the District Clerk was created by the Texas Constitution, Article V, Section 9. The District Clerk is an elected official with a four-year term of office. The District Clerk's office is responsible for coordinating the notification, swearing in, and impaneling of jurors, securing court records, maintaining court dockets, and collecting various fees. There are eight sections in the District Clerk's Office: Accounting, Adoptions, Appeals, Attorney General, Civil, Criminal, Family, Jury, and Records Management. The District Clerk's office provides service to the District Courts, County Courts, visiting judges, and the jail magistrates. The current District Clerk has been in Office since 2011. The audit was performed by Patrice Hills, CIA, internal auditor certified II. The most recent prior audit report was issued on November 13, 2023, with no findings noted.

Financial reports are generated from the Enterprise Justice System (Enterprise Justice) showing all transactions occurring each month. The following chart is a comparison of fees collected at the District Clerk's office for the past five fiscal years. Fiscal year 2023 collections increased by \$49,547 or 1.31% due to increases in District clerk fees.



Source: Enterprise Justice

SCOPE

The scope of the audit is from July 2023 through September 2024.

OBJECTIVES

The audit evaluated the adequacy of controls and processes to achieve key business objectives related to District Clerk's office. Following are the business objectives and related control assessment.

Business Objective	Control Assessment
1. Established and documented policies and procedures.	Satisfactory
2. Functioning appropriate cashiering controls.	Satisfactory
3. Timely deposits in accordance with <i>Local Government Code (LGC) § 113.022</i> .	Satisfactory
4. Timely and complete bank reconciliations.	Satisfactory
5. Timely and complete posting of manual receipts issued.	Satisfactory
6. Adequate disbursement controls for funds, payments, and reimbursement.	Satisfactory
7. Adequate controls for acceptance of passports applications.	Satisfactory
8. Compliance with certification requirements for personnel handling passport applications.	Satisfactory
9. Safeguarding of access to tangible assets.	Satisfactory



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METHODOLOGY

To achieve the audit objectives, we:

- Reviewed policies and procedures.
- Performed a surprise cash count in accordance with *LGC §115.0035*.
- Tested a sample of daily deposits sent to verify compliance with *LGC §113.022*.
- Tested a sample of bank reconciliations for completeness, accuracy, and management review.
- Tested a sample of manual receipts issued to verify completeness and timely posting to Enterprise Justice.
- Reviewed a sample of passport collections for accuracy, completeness, and timely posting.
- Reviewed training records and certifications to verify compliance for personnel handling passport applications.
- Utilized third-party confirmation to verify completeness and existence of bank signature cards. Compared the information obtained to departmental records to verify personnel have authorization to disburse funds.

RESULTS

Listed below are controls and findings summaries, with findings listed from highest to lowest risk. There were no findings identified in this audit. The prior audit also had no findings.

Controls Summary	
Good Controls	Weak Controls
<ul style="list-style-type: none">• Documented policies and procedures (Obj. 1)• Functioning appropriate cash controls (Obj. 2)• Timely deposits of daily collections (Obj. 3)• Timely and accurate bank reconciliations (Obj. 4)• Timely and complete manual receipts (Obj. 5)• Adequate disbursement controls (Obj. 6)• Adequate passport collections controls (Obj. 7)• Personnel handling passport applications in accordance with certification requirements (Obj. 8)• Safeguarding of access to tangible assets (Obj. 9)	
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

The office of the District Clerk met all objectives of this audit. Internal controls are adequate to ensure proper preparation of the financial reports. Processes documented appear to be operating efficiently.