



El Paso County
OFFICE OF THE COUNTY AUDITOR

06-29

June 27, 2025

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 five operational and five financial controls with a total of 92 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,

Barbara Parker
County Auditor

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cc: Ms. Betsy Keller, Chief Administrator





Justice of the Peace, Precinct Number 6 Place 2
April 2024 to March 2025
Executive Summary

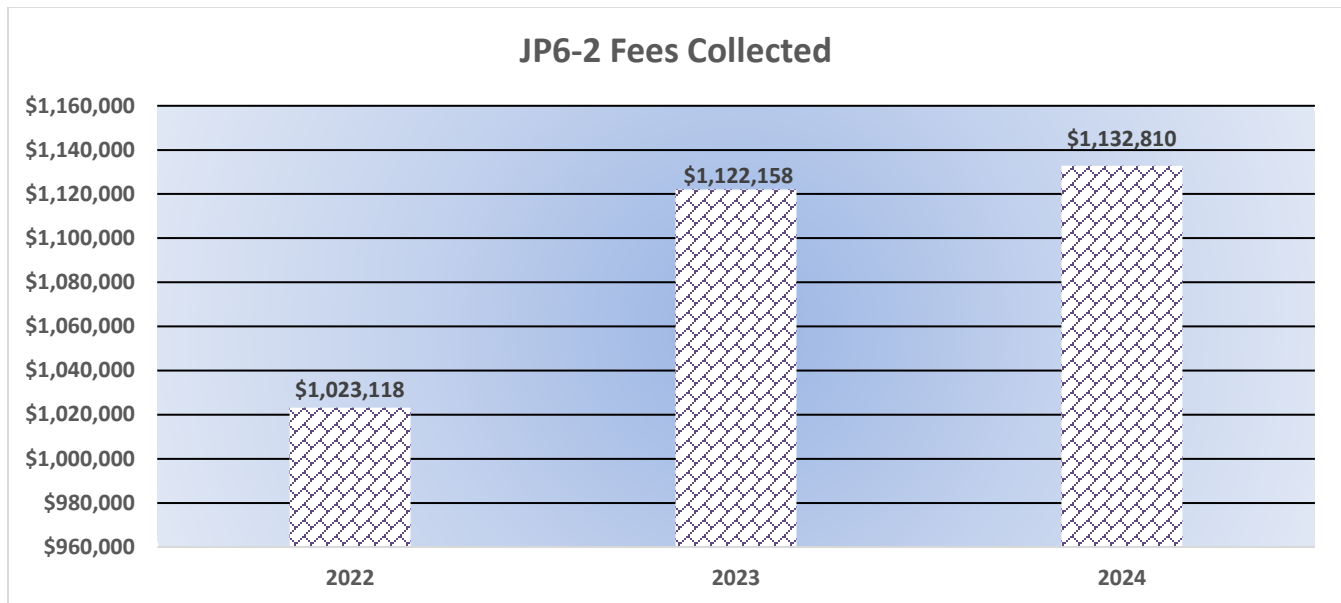


BACKGROUND

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 June 13, 2024, and had no findings.

FINANCIAL REPORTING

Financial reports are generated from the Enterprise Justice System 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 increase in collections from fiscal years 2022 and 2023 is due to an increase in civil case filings.



Source: Enterprise Justice Judicial Reporting

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. Proper disposition and supporting documentation of dismissed cases.	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. Documented policies and procedures.	Satisfactory
7. Completeness of the payment mail log and timely posting to Enterprise Justice.	Satisfactory
8. Adequate controls of interpreter services payments.	Satisfactory
9. Timely posting of Bond and Inmate Trust Section (BITS) payments.	Satisfactory
10. Fixed assets safekeeping controls.	Satisfactory

SCOPE

The scope of the audit is from April 2024 to March 2025.



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METHODOLOGY

To achieve the audit objectives, we:

- Performed a surprise cash count in accordance with Local Government Code §115.0035.
- Tested a sample of dismissed cases to verify disposition and supporting documentation.
- Tested 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.
- Reviewed documented policies and procedures to ensure they are documented and efficient.
- Tested a sample of mail log entries to determine completeness, accuracy, timeliness and compliance with Local Government Code §113.022.
- Tested a sample of interpreter services payments for proper authorization and documentation
- Reviewed cases with BITS payments for timely posting.
- Reviewed a sample of fixed assets inventory to ensure validity and location.

RESULTS

Listed below are control and finding summaries, with findings listed from highest to lowest risk. There are no findings reported this audit.

Control Summary	
Good Controls	Weak Controls
<ul style="list-style-type: none">• Functioning cash controls (Obj. 1)• Documentation on dismissed cases (Obj. 2)• Review of pending cash bonds (Obj. 3)• Manual receipt procedures (Obj. 4)• Judge's compliance with education requirements (Obj. 5)• Documented policies and procedures (Obj. 6)• Mail log controls (Obj. 7)• Interpreter services payments controls (Obj. 8).• Posting of collections by Sheriff's Office (Obj. 9)• Fixed asset safekeeping 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 business objectives of this audit. Internal controls are adequate to ensure proper preparation of the financial reports.