

# GALVESTON COUNTY



## Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor  
Kristin Bulanek CIA, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

722 Moody Ave 4<sup>th</sup> Floor, Galveston, TX 77550

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May 18, 2020

Honorable Mark A. Henry, County Judge, and  
Members of the Commissioners Court  
722 Moody Avenue  
Galveston, Texas 77550

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the Quarterly Audit Report for the Court Collections Office. The audit covered the period from January 2020 through March 2020.

Sincerely,

**Randall Rice CPA**

Digitally signed by Randall Rice CPA  
DN: cn=Randall Rice CPA, o=Galveston County,  
ou=County Auditor,  
email=randall.rice@co.galveston.tx.us, c=US  
Date: 2020.05.04 17:46:39 -05 00'

Randall Rice CPA  
County Auditor

cc: Mr. Aaron Johnson, Director of Personal Bonds/Collections

Attachment: Quarterly Audit Report, Court Collections Office

# GALVESTON COUNTY



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May 4, 2020

Mr. Aaron Johnson  
Director of Personal Bonds/Collections  
600 59th Street, Suite 1500  
Galveston, TX 77551

Mr. Aaron Johnson:

The Galveston County Auditor's Office has examined the Private Collection and OMNI purchase orders submitted by the Court Collections Office for the months of January 2020 through March 2020.

### **Private Collection Fees**

The collection contract between Galveston County and Perdue, Brandon, Field, Collins & Mott states the county shall pay the firm by the 20<sup>th</sup> day of each month all compensation earned by the firm for the previous month. County policy requires the office to submit a purchase request by the 5<sup>th</sup> day of the following month. Once a PO is issued, adequate forms and support documentation shall be submitted to Accounts Payable. It is the responsibility of the office to monitor the status of the purchase orders to verify payment is made.

**Finding:** The purchase order amount for the March PC30 does not match the amount of PC30 collections for March.

**Recommendation CC-20-01:** The office should adjust the May PC30 PO to account for the March underpayment.

### **OMNI Fees**

Transportation Code §706.006 Payment of Administration Fee states a person who fails to appear for a complaint or citation for an offense described in this chapter shall be required to pay an administrative fee of \$30 for each complaint or citation reported to the Department of Public Safety. For each fee collected under Section 706.006, the county shall send \$6 to the vendor, OmniBase Services of Texas, no later than the last day of the month following the close of the calendar quarter. County policy requires the office to submit a purchase request by the 5<sup>th</sup> day of the following month. Once a PO is issued, adequate forms and support documentation shall be submitted to Accounts Payable. It is the responsibility of the office to monitor the status of the purchase orders to verify payment is made. The office is in compliance with Transportation Code §706 and county policy.

May 4, 2020

Page 2

This report will be submitted to Commissioners Court on May 18, 2020. Please contact Lori McWhirter, Internal Audit Manager, if you have any questions or comments regarding this report.

Sincerely,

**Randall Rice CPA**

Digitally signed by Randall Rice CPA  
DN: cn=Randall Rice CPA, o=Galveston County, ou=County Auditor, email=randall.rice@co.galveston.tx.us, c=US  
Date: 2020.05.04 17:39:59 -05'00'

Randall Rice CPA  
County Auditor