

**FORT BEND COUNTY
COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT -
COMMUNITY JUSTICE ASSISTANCE
DIVISION FUNDED PROGRAM FUNDS**

**ANNUAL FINANCIAL AND
COMPLIANCE REPORT**

August 31, 2014

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**

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Independent Auditors' Report

Michael Enax, Director
Fort Bend County Community Supervision
and Corrections Department
Fort Bend County, Texas

We have audited the accompanying financial statements of the Fort Bend County Community Supervision and Corrections Department, which comprise the combined statement of financial position, the combining and individual fund statements of revenues, expenditures and changes in fund balances and the related notes to the financial statements, as of and for the year ended August 31, 2014, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Texas Department of Criminal Justice – Community Justice Assistance Division (TDCJ-CJAD); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Fort Bend County Community Supervision and Corrections Department as of August 31, 2014, and the respective changes in financial position, in accordance with the financial reporting provisions of the TDCJ-CJAD as described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the basis of the financial reporting provisions of the TDCJ-CJAD, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the TDCJ-CJAD. Our opinion is not modified with respect to that matter.

Emphasis of Matter

As discussed in Note 1, the financial statements present the operations of the Fort Bend County Community Supervision and Corrections Department only, and are not intended to present fairly the financial position of Fort Bend County, Texas, and the results of its operations in conformity with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 23, 2015, on our consideration of the Fort Bend County Community Supervision and Corrections Department’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Fort Bend County Community Supervision and Corrections Department’s internal control over financial reporting and compliance.

Restriction on Use

This report is intended solely for the information and use of management of the Fort Bend County Community Supervision and Corrections Department, others within the organization, and the Texas Department of Criminal Justice – Community Justice Assistance Division and is not intended to be and should not be used by anyone other than these specified parties.



Sugar Land, Texas
January 23, 2015

Financial Statements

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
COMBINED STATEMENT OF FINANCIAL POSITION
August 31, 2014

	<u>Basic Supervision</u>	<u>Community Corrections</u>	<u>Diversion Programs</u>	<u>TAIP</u>	<u>Total</u>
ASSETS					
Cash and Investments					
Bank Balances	\$ 1,026,441	\$ 27,928	\$ 44,275	\$ 19,055	\$ 1,117,699
Total Cash and Investments	<u>1,026,441</u>	<u>27,928</u>	<u>44,275</u>	<u>19,055</u>	<u>1,117,699</u>
Accounts Receivable					
Fees Receivable	190,438	3,852			194,290
Other Receivable	<u>2,933</u>				<u>2,933</u>
Total Accounts Receivable	<u>193,371</u>	<u>3,852</u>			<u>197,223</u>
Total Assets	<u><u>\$ 1,219,812</u></u>	<u><u>\$ 31,780</u></u>	<u><u>\$ 44,275</u></u>	<u><u>\$ 19,055</u></u>	<u><u>\$ 1,314,922</u></u>
LIABILITIES AND FUND BALANCE					
Liabilities					
Accounts Payable	\$ 108,396	\$ 4,260	\$	\$ 14,702	\$ 127,358
Accrued Payroll	<u>108,152</u>	<u>17,553</u>	<u>40,054</u>	<u>3,477</u>	<u>169,236</u>
Total Liabilities	<u>216,548</u>	<u>21,813</u>	<u>40,054</u>	<u>18,179</u>	<u>296,594</u>
Fund Balance	<u>1,003,264</u>	<u>9,967</u>	<u>4,221</u>	<u>876</u>	<u>1,018,328</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,219,812</u></u>	<u><u>\$ 31,780</u></u>	<u><u>\$ 44,275</u></u>	<u><u>\$ 19,055</u></u>	<u><u>\$ 1,314,922</u></u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES*
For the year ended August 31, 2014

	<u>Basic Supervision</u>	<u>Community Corrections</u>	<u>Diversion Programs</u>	<u>TAIP</u>	<u>Total</u>
Revenue					
State Aid	\$ 1,122,752	\$ 706,390	\$ 706,155	\$ 502,320	\$ 3,037,617
State Aid: SAFPF	30,071				30,071
Community Supervision Fees	1,921,324				1,921,324
Payments by Program Participants	391,584	41,629			433,213
Interest Income	7,206				7,206
Other Revenue	16,190				16,190
Total Revenue	<u>3,489,127</u>	<u>748,019</u>	<u>706,155</u>	<u>502,320</u>	<u>5,445,621</u>
Expenditures					
Salaries and Fringe Benefits	2,774,702	469,240	1,095,471	93,242	4,432,655
Travel and Furnished Transportation	38,417				38,417
Contract Services for Offenders	157,891	9,948		412,971	580,810
Professional Fees	164,634	5,298	5,296	3,767	178,995
Supplies and Operating Expenses	105,564				105,564
Equipment	5,298				5,298
Total Expenditures	<u>3,246,506</u>	<u>484,486</u>	<u>1,100,767</u>	<u>509,980</u>	<u>5,341,739</u>
Excess (Deficiency) of Revenue					
Over (Under) Expenditures	242,621	263,533	(394,612)	(7,660)	103,882
Fund Balances - September 1, 2013	944,172				944,172
Prior Period Adjustment	(1,490)				(1,490)
Interfund Transfer In (Out)	(153,803)	(253,566)	398,833	8,536	
Fund Balances Before Refund to TDCJ-CJAD	1,031,500	9,967	4,221	876	1,046,564
Refund Due to TDCJ-CJAD	(28,236)				(28,236)
Fund Balances - August 31, 2014	<u>\$ 1,003,264</u>	<u>\$ 9,967</u>	<u>\$ 4,221</u>	<u>\$ 876</u>	<u>\$ 1,018,328</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
ALL COMMUNITY CORRECTIONS FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
For the year ended August 31, 2014

	<u>Pretrial Intervention</u>	<u>Non-English Speaking Caseload</u>	<u>Sex Offender Caseload</u>	<u>Total</u>
Revenue				
State Aid	\$ 280,387	\$ 187,772	\$ 238,231	\$ 706,390
Payments by Program Participants	41,629			41,629
Total Revenue	<u>322,016</u>	<u>187,772</u>	<u>238,231</u>	<u>748,019</u>
Expenditures				
Salaries and Fringe Benefits	103,139	184,612	181,489	469,240
Contract Services for Offenders			9,948	9,948
Professional Fees	2,103	1,408	1,787	5,298
Total Expenditures	<u>105,242</u>	<u>186,020</u>	<u>193,224</u>	<u>484,486</u>
Excess of Revenue Over				
Expenditures	216,774	1,752	45,007	263,533
Fund Balances - September 1, 2013				
Interfund Transfer (Out)	(208,559)		(45,007)	(253,566)
Fund Balances - August 31, 2014	<u>\$ 8,215</u>	<u>\$ 1,752</u>	<u>\$</u>	<u>\$ 9,967</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
ALL DIVERSION PROGRAM FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
For the year ended August 31, 2014

	Aftercare Caseload	Felony Drug Court	Mental Health Initiative Caseload	Special Sanctions Court	Substance Abuse Treatment Caseload	Total
Revenue						
State Aid	\$ 93,684	\$ 89,474	\$ 81,627	\$ 329,365	\$ 112,005	\$ 706,155
Total Revenue	<u>93,684</u>	<u>89,474</u>	<u>81,627</u>	<u>329,365</u>	<u>112,005</u>	<u>706,155</u>
Expenditures						
Salaries and Fringe Benefits	120,134	133,534	268,194	462,543	111,066	1,095,471
Professional Fees	703	671	612	2,470	840	5,296
Total Expenditures	<u>120,837</u>	<u>134,205</u>	<u>268,806</u>	<u>465,013</u>	<u>111,906</u>	<u>1,100,767</u>
Excess (Deficiency) of Revenue						
Over (Under) Expenditures	(27,153)	(44,731)	(187,179)	(135,648)	99	(394,612)
Fund Balances - September 1, 2013						
Interfund Transfer In	<u>27,153</u>	<u>44,731</u>	<u>187,179</u>	<u>135,648</u>	<u>4,122</u>	<u>398,833</u>
Fund Balances - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ 4,221</u>	<u>\$ 4,221</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
BASIC SUPERVISION
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 1,122,752	\$ 1,122,752	\$
State Aid: SAFPF	25,000	30,071	5,071
Community Supervision Fees	1,925,000	1,921,324	(3,676)
Payments by Program Participants	360,500	391,584	31,084
Interest Income	22,000	7,206	(14,794)
Other Revenue	5,500	16,190	10,690
Total Revenue	<u>3,460,752</u>	<u>3,489,127</u>	<u>28,375</u>
Expenditures			
Salaries and Fringe Benefits	2,847,347	2,774,702	72,645
Travel and Furnished Transportation	69,000	38,417	30,583
Contract Services for Offenders	269,750	157,891	111,859
Professional Fees	193,382	164,634	28,748
Supplies and Operating Expenses	797,997	105,564	692,433
Utilities	8,000		8,000
Equipment	14,293	5,298	8,995
Total Expenditures	<u>4,199,769</u>	<u>3,246,506</u>	<u>953,263</u>
Excess (Deficiency) of Revenue			
Over (Under) Expenditures	(739,017)	242,621	981,638
Fund Balance - September 1, 2013	915,936	944,172	28,236
Prior Period Adjustment		(1,490)	(1,490)
Interfund Transfer (Out)	(176,919)	(153,803)	23,116
Fund Balance Before Refund to TDCJ-CJAD		1,031,500	1,031,500
Refund Due to TDCJ-CJAD		(28,236)	(28,236)
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$ 1,003,264</u>	<u>\$ 1,003,264</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
COMMUNITY CORRECTIONS PROGRAM
PRETRIAL INTERVENTION
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 280,387	\$ 280,387	\$
Payments by Program Participants	32,628	41,629	9,001
Total Revenue	<u>313,015</u>	<u>322,016</u>	<u>9,001</u>
Expenditures			
Salaries and Fringe Benefits	104,175	103,139	1,036
Professional Fees	2,103	2,103	
Total Expenditures	<u>106,278</u>	<u>105,242</u>	<u>1,036</u>
Excess of Revenue Over			
Expenditures	206,737	216,774	10,037
Fund Balance - September 1, 2013			
Interfund Transfer (Out)	(206,737)	(208,559)	(1,822)
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$ 8,215</u>	<u>\$ 8,215</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
COMMUNITY CORRECTIONS PROGRAM
NON-ENGLISH SPEAKING CASELOAD
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 187,772	\$ 187,772	\$
Total Revenue	<u>187,772</u>	<u>187,772</u>	
Expenditures			
Salaries and Fringe Benefits	187,398	184,612	2,786
Professional Fees	1,408	1,408	
Total Expenditures	<u>188,806</u>	<u>186,020</u>	<u>2,786</u>
Excess (Deficiency) of Revenue			
Over (Under) Expenditures	(1,034)	1,752	2,786
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>1,034</u>		<u>(1,034)</u>
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$ 1,752</u>	<u>\$ 1,752</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
COMMUNITY CORRECTIONS PROGRAM
SEX OFFENDER CASELOAD
For the year ended August 31, 2014

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 238,231	\$ 238,231	\$
Total Revenue	238,231	238,231	
Expenditures			
Salaries and Fringe Benefits	184,334	181,489	2,845
Contract Services for Offenders	11,690	9,948	1,742
Professional Fees	1,787	1,787	
Total Expenditures	197,811	193,224	4,587
Excess of Revenue Over			
Expenditures	40,420	45,007	4,587
Fund Balance - September 1, 2013			
Interfund Transfer (Out)	(40,420)	(45,007)	(4,587)
Fund Balance - August 31, 2014	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
DIVERSION PROGRAM
AFTERCARE CASELOAD
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 93,684	\$ 93,684	\$
Total Revenue	<u>93,684</u>	<u>93,684</u>	
Expenditures			
Salaries and Fringe Benefits	120,650	120,134	516
Professional Fees	703	703	
Total Expenditures	<u>121,353</u>	<u>120,837</u>	<u>516</u>
(Deficiency) of Revenue (Under)			
Expenditures	(27,669)	(27,153)	516
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>27,669</u>	<u>27,153</u>	<u>(516)</u>
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
**DIVERSION PROGRAM
FELONY DRUG COURT**
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 89,474	\$ 89,474	\$
Total Revenue	<u>89,474</u>	<u>89,474</u>	
Expenditures			
Salaries and Fringe Benefits	135,636	133,534	2,102
Professional Fees	671	671	
Total Expenditures	<u>136,307</u>	<u>134,205</u>	<u>2,102</u>
(Deficiency) of Revenue (Under)			
Expenditures	(46,833)	(44,731)	2,102
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>46,833</u>	<u>44,731</u>	<u>(2,102)</u>
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
DIVERSION PROGRAM
MENTAL HEALTH INITIATIVE CASELOAD
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 81,627	\$ 81,627	\$
Total Revenue	<u>81,627</u>	<u>81,627</u>	
Expenditures			
Salaries and Fringe Benefits	272,584	268,194	4,390
Professional Fees	612	612	
Total Expenditures	<u>273,196</u>	<u>268,806</u>	<u>4,390</u>
(Deficiency) of Revenue (Under)			
Expenditures	(191,569)	(187,179)	4,390
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>191,569</u>	<u>187,179</u>	<u>(4,390)</u>
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
DIVERSION PROGRAM
SPECIAL SANCTIONS COURT
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 329,365	\$ 329,365	\$
Total Revenue	<u>329,365</u>	<u>329,365</u>	
Expenditures			
Salaries and Fringe Benefits	466,538	462,543	3,995
Professional Fees	2,470	2,470	
Total Expenditures	<u>469,008</u>	<u>465,013</u>	<u>3,995</u>
(Deficiency) of Revenue (Under)			
Expenditures	(139,643)	(135,648)	3,995
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>139,643</u>	<u>135,648</u>	<u>(3,995)</u>
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
DIVERSION PROGRAM
SUBSTANCE ABUSE TREATMENT CASELOAD
For the year ended August 31, 2014

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenue			
State Aid	\$ 112,005	\$ 112,005	\$
Total Revenue	<u>112,005</u>	<u>112,005</u>	
Expenditures			
Salaries and Fringe Benefits	119,957	111,066	8,891
Professional Fees	840	840	
Total Expenditures	<u>120,797</u>	<u>111,906</u>	<u>8,891</u>
Excess (Deficiency) of Revenue			
Over (Under) Expenditures	(8,792)	99	8,891
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>8,792</u>	<u>4,122</u>	<u>(4,670)</u>
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$ 4,221</u>	<u>\$ 4,221</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
*INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE*
TREATMENT ALTERNATIVE TO INCARCERATION PROGRAM
For the year ended August 31, 2014

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue			
State Aid	\$ 502,320	\$ 502,320	\$
Total Revenue	502,320	502,320	
Expenditures			
Salaries and Fringe Benefits	94,751	93,242	1,509
Contract Services for Offenders	412,338	412,971	(633)
Professional Fees	3,767	3,767	
Total Expenditures	510,856	509,980	876
(Deficiency) of Revenue (Under)			
Expenditures	(8,536)	(7,660)	876
Fund Balance - September 1, 2013			
Interfund Transfer In	8,536	8,536	
Fund Balance - August 31, 2014	\$	\$ 876	\$ 876

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
NOTES TO FINANCIAL STATEMENTS

Note 1 – Summary of Significant Accounting Policies

A. Reporting Entity

The accompanying financial statements include the revenue of the Fort Bend County Community Supervision and Corrections Department (CSCD) related to the receipt of funds administered by the Community Justice Assistance Division of the Texas Department of Criminal Justice from State Appropriations for the Basic Supervision Fund, Community Corrections Program Funds, Diversion Program Grant Funds, Treatment Alternative to Incarceration Program Grant Funds, local fees collected for the use of the CSCD, and the expenditure of those funds.

The Fort Bend County Community Supervision and Corrections Department, a special purpose district of state government, was organized to provide certain adult probation services to judicial districts. (*Note: CSCDs are specialized local entities and not departments of any county nor are they a department of the TDCJ-CJAD.*)

B. Basis of Accounting

Since the Department receives funding from State government, it must comply with requirements of the State. Therefore, the financial statements were prepared using the basis of accounting prescribed by the TDCJ-CJAD, a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Basis of accounting refers to the time at which revenues and expenditures are recognized in the accounts and reported in the statements. The accounts of Fort Bend County CSCD are organized on the basis of fund accounting. Under fund accounting, each fund is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. Resources are allocated to and accounted for in a fund based upon the source of the funds and the purposes for which they may be spent and the means by which the spending activities are controlled. Revenues and expenditures are accounted for using either the cash basis of accounting or the modified accrual basis of accounting until the last quarter when the modified accrual basis of accounting must be used.

The modified accrual basis of accounting is followed in that revenues are recorded when susceptible to accrual; i.e., earned, measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues received by October 31, 2014 for financial activity performed by August 31, 2014, are considered available. Also purchases for which the commitment has been established by August 31, 2014, are considered liabilities regardless of whether possession of these goods has been received by August 31, provided that the liability purchase is received and is paid by October 31, 2014. Exception to this method of accounting is the recording of refunds to the State as reductions of Fund Balance.

C. Budgets (Accounting and Legal Compliance)

The budgets governing the funding to the programs are approved by the district judges and the criminal court-at-law judges with jurisdiction over the department in an open meeting and by the Texas Department of Criminal Justice – Community Justice Assistance Division. Only budget adjustment requests, at year-end, received by September 30, 2014 will be reviewed and approved/disapproved by TDCJ-CJAD. TDCJ-CJAD will not accept budget adjustments after September 30, 2014 for the previous fiscal year. Only budget adjustments approved by TDCJ-CJAD should be referred to in performing the financial audit.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
NOTES TO FINANCIAL STATEMENTS

D. Encumbrance Accounting

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized. All encumbrances not liquidated by October 31, 2014 became part of the subsequent year's budget.

E. Compensated Absences

All full-time employees accumulate vacation benefits in varying annual number of days up to a maximum of twenty days a year. Accumulated vacation exceeding twenty days lapses on December 31 of each year.

Compensatory time exceeding 80 hours is paid to nonexempt employees. In the event of termination, an employee is paid for all maximum allowable accumulation of vacation and compensatory time.

Sick leave benefits are earned by all full-time employees at a rate of eight days per year and may be accumulated without limit. Upon retirement, an employee may be eligible to receive a payment for up to one-half of their unused sick leave balance, not to exceed a maximum of \$5,000. In the event of any termination other than retirement, an employee is not paid for any unused sick leave.

The liability amount at August 31, 2014 for compensated absences was \$137,324.

Note 2 – Funding Sources – State Aid

Basic Supervision Funds

The state funding is a per capita allocation based on statistics from the previous full calendar year. The per capita formula includes calendar year misdemeanor placements, direct felony and felony pre-trial cases. Funding is first allocated to misdemeanor placements for 182 days. The remaining funding is allocated to felons under direct community supervision and pretrial supervision based on the CSCD's share of the state total population of direct and pretrial felons. Basic Supervision is distributed only to CSCDs.

Community Corrections (CC) Program Funds

This appropriation line item is allocation based. The funding is based on two equally assigned factors: the percentage of the state's population residing in the counties served by the department and the percentage of all felony defendants in the state under direct community supervision by the department. CSCDs are the only entities eligible for CC funds.

Diversion Program (DP) Grant Funds

This discretionary appropriation line item funding is awarded on a competitive basis. The priorities for distribution are determined biennially. All requests are reviewed by TDCJ-CJAD staff, approved by management and then presented to the Judicial Advisory Council. DP funds shall not be used for Basic Supervision services.

Substance Abuse Felony Punishment Facility (SAFPF) funding: Aftercare caseloads are funded on a per case basis and must meet specific supervision requirements. Funding for SAFPF aftercare caseloads is

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
NOTES TO FINANCIAL STATEMENTS

allocated by TDCJ-CJAD through the DP line item but is budgeted and reported by CSCDs as state aid under Basic Supervision.

Dedicated Salary funding: Funds were appropriated by the 81st Legislature specifically for community supervision officers and direct care staff salary increases of 3.5% of the salaries as of August 31, 2009 for FY 2010 and another 3.5% increase as of August 31, 2009 salaries for FY 2011. To date, the dedicated salary funding amounts are the same as in FY 2011. Appropriations of the Dedicated Salary are allocated by TDCJ-CJAD through DP line item but are budgeted and reported by CSCDs as state aid under Basic Supervision.

Treatment Alternative to Incarceration Programs (TAIP) Grant Funds

The Treatment Alternative to Incarceration Program provides a continuum of substance abuse treatment services and accountability programming for individual offenders, subject to TAIP funding and guidelines. Services include assessment, screening and referral to treatment services.

Note 3 – Funds Collected by the CSCD from Sources Other Than TDCJ-CJAD Which Are Required to be Reported on the TDCJ-CJAD Quarterly Financial Reports

Source	Amount Received	Restrictions for use	Expended In Accordance With Restriction
Community Supervision Fees	\$1,921,324	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Payments by Program Participants	\$433,213	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Interest Income	\$7,206	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Other Revenue*	\$16,190	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes

*Other Revenue consisted of \$4,260 in reimbursements for court ordered hair tests, \$3,746 in State percentage of restitution paid reimbursements, \$3,040 in card fees, \$5,096 in auction proceeds, \$38 in State percentage of unclaimed restitution and \$10 in Subpoena fees.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
NOTES TO FINANCIAL STATEMENTS

Note 4 – Funds Collected by the CSCD from Sources Other Than TDCJ-CJAD Which Are Not Required to be Reported on the TDCJ-CJAD Quarterly Financial Reports

Source	Amount Received	Restrictions for use	Expended In Accordance With Restriction	Fund Balance at August 31, 2014
Victim Restitution	\$802,104	Government code 76.013, paid directly to victim within certain timelines	Yes	\$4,198
Personal Bond, Surety Bond, Bail, and Certain Other Supervision	\$431,050	Article 17.40 of the Code of Criminal Procedure / Senate Bill (SB) 880 in the 82 nd Legislature	Yes	\$513,276
Office of the Governor CJD Drug Court Grant	\$150,000	Substance abuse treatment per approved budget	Yes	\$0
Office of the Governor CJD VOCA Grant	\$35,540	Crime victim assistance per approved budget	Yes	\$0
Drug Court Program Fee	\$27,439	Article 102.0178 of the Code of Criminal Procedure	Yes	\$11,094
Crime Victim Compensation fees	\$9,953	Article 42.12, Section 11(a)(18) of the Code of Criminal Procedure	Yes	\$0
Sex Offender fees	\$6,348	Article 42.12, Section 19(f) of the Code of Criminal Procedure	Yes	\$0
Court Fines	\$278,977	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Court Costs	\$185,512	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Attorney Fees	\$82,917	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Crime Stoppers Fees	\$41,772	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Miscellaneous Other Fees	\$65,349	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Local Businesses	\$8,000	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Private Donations	\$0	Local Government Code, Chapter 113, Section 113.022	Yes	\$1,589

Note 5 – Cash, Petty Cash and Investments

Collection or clearing accounts are trust funds and must be covered by pledged collateral to cover the estimated highest daily balance of funds operated in conjunction with or through the county depository by the CSCD. Collection accounts must be transferred to the county treasury within the time frames listed in Local Government Code 113.022. All CSCD funds must be in the county treasury and must be disbursed by the County Treasurer. (Government code 509.011 (c) and Local Government Code 140.003 (f)).

Fort Bend County CSCD does not maintain petty cash accounts.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
NOTES TO FINANCIAL STATEMENTS

During the year ended August 31, 2014, the CJAD Programs' investments consisted entirely of demand deposits in Prosperity Bank. The carrying value, which approximated market value, of the CJAD Programs' cash and cash equivalents at year-end was \$1,117,699.

Note 6 – Excess of Expenditures over Budgets in Individual Programs

No line item expenditure exceeded \$15,000 or 15% of the TDCJ-CJAD approved line item budgeted amount in any individual program.

Note 7 – Accounts and/or Interfund Transfers Receivable and/or Payable at August 31, 2014

Fort Bend County CSCD had Accounts Receivable totaling \$197,223 at August 31, 2014. Fees related to August activity deposited with the County Treasurer in September amounted to \$194,290, while the remaining \$2,933 resulted from other miscellaneous revenues.

The Accounts Payable balance of \$127,358 resulted from vendor invoices for services rendered and goods encumbered by August 31, 2014, but paid between September 1, 2014 and October 31, 2014.

Note 8 – Vendor Contracts for Offender Services

Vendors providing offender services with contracts and/or payments totaling more than \$100,000 are listed below.

<u>Vendor name</u>	<u>Valid Contract(s)</u>	<u>Amount Paid</u>
*Fort Bend Regional Council on Substance Abuse	Yes	\$287,002
*Turning Point	Yes	\$335,898

*These payments were funded with TDCJ-CJAD funds as well as other sources.

Note 9 – Commitments and Contingencies

Not applicable.

Note 10 – Prior Period Adjustments and Refunds

The Basic Supervision Prior Period Adjustment in the amount of \$1,490 was the result of a payment to the Fort Bend County District Clerk for District Clerk SAFPF fees collected in prior years that were miscoded as Basic Supervision revenue.

The Basic Supervision Refund Due to TDCJ-CJAD in the amount of \$28,236 was calculated by TDCJ-CJAD using the refund formula for the biennium ended August 31, 2013 and paid March 18, 2014.

Note 11 – Subsequent Events

Not applicable.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**

SCHEDULE OF DIFFERENCES BETWEEN

AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD

BASIC SUPERVISION

For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 1,122,752	\$ 1,122,752	\$
State Aid: SAFPF Payments	30,071	30,071	
Community Supervision Fees	1,921,324	1,921,324	
Payments by Program Participants	391,584	391,584	
Interest Income	7,206	7,206	
Other Revenue	16,190	16,190	
Total Revenue	<u>3,489,127</u>	<u>3,489,127</u>	
Expenditures			
Salaries and Fringe Benefits	2,774,702	2,774,702	
Travel and Furnished Transportation	38,417	38,417	
Contract Services for Offenders	157,891	157,891	
Professional Fees	164,634	164,634	
Supplies and Operating Expenses	105,564	105,564	
Equipment	5,298	5,298	
Total Expenditures	<u>3,246,506</u>	<u>3,246,506</u>	
Excess of Revenue Over			
Expenditures	242,621	242,621	
Fund Balance - September 1, 2013	944,172	944,172	
Prior Period Adjustment	(1,490)	(1,490)	
Interfund Transfer (Out)	(153,803)	(153,803)	
Fund Balance Before Refund to TDCJ-CJAD	1,031,500	1,031,500	
Refund Due to TDCJ-CJAD	(28,236)	(28,236)	
Fund Balance - August 31, 2014	<u>\$ 1,003,264</u>	<u>\$ 1,003,264</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD*
COMMUNITY CORRECTIONS PROGRAM
PRETRIAL INTERVENTION
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 280,387	\$ 280,387	\$
Payments by Program Participants	41,629	41,629	
Total Revenue	<u>322,016</u>	<u>322,016</u>	
Expenditures			
Salaries and Fringe Benefits	103,139	103,139	
Professional Fees	2,103	2,103	
Total Expenditures	<u>105,242</u>	<u>105,242</u>	
Excess of Revenue Over			
Expenditures	216,774	216,774	
Fund Balance - September 1, 2013			
Interfund Transfer (Out)	<u>(208,559)</u>	<u>(208,559)</u>	
Fund Balance - August 31, 2014	<u>\$ 8,215</u>	<u>\$ 8,215</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD*
COMMUNITY CORRECTIONS PROGRAM
NON-ENGLISH SPEAKING CASELOAD
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 187,772	\$ 187,772	\$
Total Revenue	<u>187,772</u>	<u>187,772</u>	
Expenditures			
Salaries and Fringe Benefits	184,612	184,612	
Professional Fees	1,408	1,408	
Total Expenditures	<u>186,020</u>	<u>186,020</u>	
Excess of Revenue Over			
Expenditures	1,752	1,752	
Fund Balance - September 1, 2013			
Fund Balance - August 31, 2014	<u>\$ 1,752</u>	<u>\$ 1,752</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD*
COMMUNITY CORRECTIONS PROGRAM
SEX OFFENDER CASELOAD
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 238,231	\$ 238,231	\$
Total Revenue	<u>238,231</u>	<u>238,231</u>	
Expenditures			
Salaries and Fringe Benefits	181,489	181,489	
Contract Services for Offenders	9,948	9,948	
Professional Fees	1,787	1,787	
Total Expenditures	<u>193,224</u>	<u>193,224</u>	
Excess of Revenue Over			
Expenditures	45,007	45,007	
Interfund Transfer (Out)	(45,007)	(45,007)	
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**

SCHEDULE OF DIFFERENCES BETWEEN

AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD

DIVERSION PROGRAM

AFTERCARE CASELOAD

For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 93,684	\$ 93,684	\$
Total Revenue	<u>93,684</u>	<u>93,684</u>	
Expenditures			
Salaries and Fringe Benefits	120,134	120,134	
Professional Fees	703	703	
Total Expenditures	<u>120,837</u>	<u>120,837</u>	
(Deficiency) of Revenue (Under)			
Expenditures	(27,153)	(27,153)	
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>27,153</u>	<u>27,153</u>	
	<u>\$</u>	<u>\$</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD*
**DIVERSION PROGRAM
 FELONY DRUG COURT**
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 89,474	\$ 89,474	\$
Total Revenue	<u>89,474</u>	<u>89,474</u>	
Expenditures			
Salaries and Fringe Benefits	133,534	133,534	
Professional Fees	671	671	
Total Expenditures	<u>134,205</u>	<u>134,205</u>	
(Deficiency) of Revenue (Under)			
Expenditures	(44,731)	(44,731)	
Fund Balance - September 1, 2013			
Interfund Transfer In	<u>44,731</u>	<u>44,731</u>	
Fund Balance - August 31, 2014	<u><u>\$</u></u>	<u><u>\$</u></u>	<u><u>\$</u></u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD*
DIVERSION PROGRAM
MENTAL HEALTH INITIATIVE CASELOAD
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 81,627	\$ 81,627	\$
Total Revenue	<u>81,627</u>	<u>81,627</u>	
Expenditures			
Salaries and Fringe Benefits	268,194	268,194	
Professional Fees	612	612	
Total Expenditures	<u>268,806</u>	<u>268,806</u>	
(Deficiency) of Revenue (Under)			
Expenditures	(187,179)	(187,179)	
Fund Balance - September 1, 2013			
Interfund Transfer In	187,179	187,179	
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD*
DIVERSION PROGRAM
SPECIAL SANCTIONS COURT
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 329,365	\$ 329,365	\$
Total Revenue	<u>329,365</u>	<u>329,365</u>	
Expenditures			
Salaries and Fringe Benefits	462,543	462,543	
Professional Fees	2,470	2,470	
Total Expenditures	<u>465,013</u>	<u>465,013</u>	
(Deficiency) of Revenue (Under)			
Expenditures	(135,648)	(135,648)	
Fund Balance - September 1, 2013			
Interfund Transfer In	135,648	135,648	
Fund Balance - August 31, 2014	<u>\$</u>	<u>\$</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD
DIVERSION PROGRAM
SUBSTANCE ABUSE TREATMENT CASELOAD
For the Year Ended August 31, 2014

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 112,005	\$ 112,005	\$
Total Revenue	<u>112,005</u>	<u>112,005</u>	
Expenditures			
Salaries and Fringe Benefits	111,066	111,066	
Professional Fees	840	840	
Total Expenditures	<u>111,906</u>	<u>111,906</u>	
Excess of Revenue Over			
Expenditures	99	99	
Fund Balance - September 1, 2013			
Interfund Transfer In	4,122	4,122	
Fund Balance - August 31, 2014	<u>\$ 4,221</u>	<u>\$ 4,221</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS SENT TO TDCJ-CJAD
 TREATMENT ALTERNATIVE TO INCARCERATION PROGRAM
 For the Year Ended August 31, 2014*

	<u>Audit</u>	<u>Per CSCD Reports</u>	<u>Difference</u>
Revenue			
State Aid	\$ 502,320	\$ 502,320	\$
Total Revenue	<u>502,320</u>	<u>502,320</u>	
Expenditures			
Salaries and Fringe Benefits	93,242	93,242	
Contract Services for Offenders	412,971	412,971	
Professional Fees	3,767	3,767	
Total Expenditures	<u>509,980</u>	<u>509,980</u>	
(Deficiency) of Revenue (Under)			
Expenditures	(7,660)	(7,660)	
Fund Balance - September 1, 2013			
Interfund Transfer In	8,536	8,536	
Fund Balance - August 31, 2014	<u>\$ 876</u>	<u>\$ 876</u>	<u>\$</u>



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Michael Enax, Director
Fort Bend County Community Supervision
and Corrections Department
Fort Bend County, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Fort Bend County Community Supervision and Corrections Department (the "Department"), as of and for the year ended August 31, 2014, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements, and have issued our report thereon dated January 23, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Department's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no

instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of management of the Fort Bend County Community Supervision and Corrections Department, others within the organization, and the Texas Department of Criminal Justice – Community Justice Assistance Division and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Sugar Land & Co." with a stylized flourish at the end.

Sugar Land, Texas
January 23, 2015

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
*SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED AUGUST 31, 2014*

Findings: **None**

Fiscal Year 2014 TDCJ-CJAD Compliance Checklist

Indicate whether these compliance requirements have been met by answering “Yes,” “No,” or “NA” (Not Applicable): (Note: The first seventeen (17) checklist items are to be answered “Yes” or “No” only.)

YES	NO	N/A	
<u>X</u>	___		Is separate accountability maintained for TDCJ-CJAD funds; i.e., fund accounting? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are Revenues and Expenditures reported to TDCJ-CJAD in agreement with, or reconcilable to, the funding recipient’s accounting records and with audited expenditures in each budget category? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are TDCJ-CJAD funds and locally generated revenues expended in accordance with the <i>Financial Management Manual for TDCJ-CJAD Funding (FMM)</i> , TDCJ-CJAD Standards, TDCJ-CJAD Field Correspondence, TDCJ-CJAD Policy Statements, Standard and Special Grant Conditions, and applicable laws? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are proper cutoff procedures observed at the end of each fiscal period? The cutoff date for revenues recognition and expenditures payments of FY 2014 is October 31, 2014.
<u>X</u>	___		Is the modified accrual basis of accounting used in preparing the fourth quarter reports for submission to TDCJ-CJAD? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
___	<u>X</u>		Are any TDCJ-CJAD funds used to pay judges’ salaries (unless specifically approved by TDCJ-CJAD in a Program Budget; i.e., DWI Courts), community justice council members’ salaries, or other court-related expenses? If any of these salaries or expenses are paid, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are expenditures and revenues supported by adequate documentation? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are all employees with access to funds covered by a surety bond? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Does the CSCD have an existing policy on budget approval, operate by the policy, and the policy has been approved in an open meeting by the judges charged with oversight of the CSCD (Government Code, Section 76.002, and the <i>Financial Management Manual for TDCJ-CJAD Funding (FMM</i> Pages 8-10)). If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

<u>X</u>	—	Are all of the CSCD's funds and collections deposited in the county treasury (county's bank account)? (<i>FMM</i> Pages 7-8; Government Code, Section 509.011; Local Government Code, Section 140.003 (f); and Attorney General's Opinion DM-257, dated September 15, 1993) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Are all of the CSCD's funds and collections disbursed by the county treasurer on behalf of the CSCD? (<i>FMM</i> Pages 7-8; Government Code, Section 509.011; Local Government Code, Section 140.003 (f); and Attorney General's Opinion DM-257, dated September 15, 1993) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Are all of the CSCD's funds and collections deposited in the county treasury (county's bank account) within the time period required by Local Government Code 113.022? (<i>FMM</i> Pages 7-8) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Did the Fiscal Officer follow the applicable laws, guidelines, and duties as specified on Pages 31-35 of the <i>Financial Management Manual for TDCJ-CJAD Funding</i> ? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Were purchasing laws, including required competitive bidding, followed as directed in accordance with the same procedures applicable to a county? (Texas Local Government Code Section 140.003 and Chapter 262, <i>FMM</i> Pages 35-36) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
—	<u>X</u>	Were there any instances of fraud, non-compliance, waste, or abuse noted by the auditor (Chapter 4, Item 4.25 <i>Government Auditing Standards</i>)? If yes, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Are locally generated funds, and other collections, documented with a proper receipt system, and can they be traced to probationers' accounts, bank deposits and statements? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Is <u>equipment</u> physically inventoried and adequately supported with an inventory form? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	—	Is surplus <u>equipment</u> disposed of in accordance with TDCJ-CJAD guidelines? (<i>FMM</i> Page 24) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
—	—	<u>X</u> Was an explanation given in the Schedule of Differences for any changes that were made to Revenues and Expenditures that adjusted the previous amounts reported to TDCJ-CJAD? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
—	—	<u>X</u> Are expenditures that benefit both juveniles and adults prorated on an equitable basis? Is determination of the method of prorating such

expenditures supported by adequate documentation, including an annual time study? (FMM Page 26) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

If the CSCD determines that an increase or decrease in revenue or expenditures is required, were budget adjustments submitted to TDCJ-CJAD, by **September 30, 2014**, and in accordance with the *Financial Management Manual for TDCJ-CJAD Funding?* (FMM Pages 8-10) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

Are idle funds, if any, invested? (FMM Page 7) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

Are all non-TDCJ-CJAD funded program fees expended in accordance with applicable limitations; i.e., civil fees, Federal grants, bond fees, etc.? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

Are Victim Restitution Funds accounted for in accordance with Texas Government Code, Section 76.013, and are unclaimed funds tracked for the required five-year period prior to sending to the State Comptroller? (FMM Page 28) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

Have TDCJ-CJAD policies regarding contracts with vendors been followed, which includes maintaining a Contract Monitoring Plan (policy) to monitor vendor payments and compliance with contracts? (CMM and Pages 10-11 of these Guidelines) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

Does the CSCD have a policy regarding eligibility for employee salary merit increases, if merit or one-time increases are given? (FMM Page 46) If such increases are given without a written policy, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ X

If the CSCD allows offenders to pay a fee or donate goods to a local food bank in lieu of performing community service restitution (CSR) work hours, does the CSCD have a written **CSR Policy** stating this fact? (TDCJ-CJAD Policy Statement No. CJAD-PS-08) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ X

Are petty cash funds (not change funds) authorized by the county auditor or fiscal officer? (FMM, Pages 7-8, 20 and 34) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ X

Are petty cash funds used only for specific purposes for allowable items as listed in the *Financial Management Manual for TDCJ-CJAD Funding* and expended only for emergency situations authorized by a written policy and approved by the CSCD director? (FMM, Pages 7-8, 20 and 34) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___

Are Personal Bond, Surety Bond, Bail and Certain Other Supervision

expenses relating to CSCD employees supervising these cases paid from the administrative fees (and not from state-funded budgets) set in Article 76.015(c) of the Texas Government Code, as amended; i.e., salaries, fringe benefits, travel, supplies, equipment, etc., paid from these fees? If a CSCD employee (or more than one employee where cumulative time is not over 10% of one full-time equivalent position) spends no more than 10% of his/her time on the Bond/Other Supervision Program activities, separation of expenses is considered immaterial and is not required. However, all revenue generated from these fees must be accounted for separately in a local budget. Is this being properly captured? (*FMM* Pages 20-21 and TDCJ-CJAD Policy Statement No. CJAD-PS-09) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X _____

With prior TDCJ-CJAD approval, CSCDs may use Basic Supervision, CC, DP, or TAIP funds as required cash matching for grants from other governmental agencies, non-profit organizations, or private foundations, etc., for the purpose of expanding an existing program. Was cash matching properly authorized, budgeted, and expended? (*FMM* Pages 21-22) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X _____

The Texas Code of Criminal Procedure, Article 42.12, Section 19 (e) requires as a condition of probation that certain sex offenders pay \$5.00 per month during the period of supervision. These fees are in addition to court costs or any other fee imposed on the offender as court ordered. Are these fees collected and accounted for by the CSCD and remitted to the State Comptroller? (*FMM* Page 27) If fees are collected, include them in the Note to the Financial Statements for funds not required to be budgeted. If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X _____

Article 42.12, Section 11 (a) (18), Code of Criminal Procedure authorizes the court to order a defendant, as a condition of community supervision, to reimburse the Crime Victims' Compensation Fund for any amounts paid from that fund to a victim of the defendant's offense or, if no reimbursement is required, make one payment to the fund in an amount not to exceed \$50 if the offense is a misdemeanor or not to exceed \$100 if the offense is a felony. If these fees were collected, were they remitted to the State Comptroller in compliance with the timelines outlined by the State Comptroller's Office? (*FMM* Pages 28-29) If these fees are collected, include in the Note to the Financial Statements for funds not required to be budgeted. If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X _____

Were pretrial intervention fees properly collected and accounted for as payments by program participants? (*FMM* Pages 28-29, Government Code, Section 76.015 (c), Texas Code of Criminal Procedure, Article 102.012) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X _____

Is there proper identification on motor vehicles that are issued exempt license plates? (*FMM* Pages 29-30, Transportation Code, Chapter 721) If not, explain in the Notes to the Financial Statements or in the Schedule of

Findings and Questioned Costs.

___ ___ X
Is the transactions' administrative fee, if collected, accounted for on a consistent basis? (*FMM* Page 30) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X ___ ___
If there were negative fund balances in programs, were they covered by interfund transfers as described in the *Financial Management Manual*? (*FMM* Pages 33-34) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ X
Do action plans exist for all significant findings from previous audits, and are action plans current? (Chapter 4, Item 4.05, *Government Auditing Standards*) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.