

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

**ANNUAL FINANCIAL AND
COMPLIANCE REPORT**

August 31, 2016

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT**
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REPORT OF INDEPENDENT AUDITORS

Fort Bend County Council of Judges
and 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 (Department), which comprise the combined statement of financial position as of August 31, 2016, and the related combined statements of revenues, expenditures, and changes in fund balances for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 11, 2017.

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 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.

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

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

Opinion

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the Department, as of August 31, 2016, and the respective changes in financial position thereof for the year ended, 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 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 Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Department's basic financial statements. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The individual and combining fund statements and the Schedule of Differences Between Audit Report and CSCD Reports Sent to TDCJ-CJAD listed in the table of contents as Other Supplementary Information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 11, 2017, on our consideration of the Department's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, 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 the 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 the Department's internal control over financial reporting and compliance.

Restriction of Use

This report is intended solely for the information and use of the management of the 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.

Whitley Penn LLP

Houston, Texas
January 11, 2017

Basic Financial Statements

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
COMBINED STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2016

| | Basic Supervision | Community Corrections | Diversion Programs | TAIP | Total |
|---|----------------------|--------------------------|-----------------------|-------------------|---------------------|
| ASSETS | | | | | |
| Cash and Investments | | | | | |
| Bank Balances | \$ 943,813 | \$ 177,635 | \$ 59,499 | \$ 121,056 | \$ 1,302,003 |
| Total Cash and Investments | <u>943,813</u> | <u>177,635</u> | <u>59,499</u> | <u>121,056</u> | <u>1,302,003</u> |
| Accounts Receivable | | | | | |
| Community Supervision Fees | 186,373 | | | | 186,373 |
| Due From Participants | 32,176 | 8,201 | | | 40,377 |
| Due From Other | 801 | | | | 801 |
| Total Accounts Receivable | <u>219,350</u> | <u>8,201</u> | | | <u>227,551</u> |
| Total Assets | <u>\$ 1,163,163</u> | <u>\$ 185,836</u> | <u>\$ 59,499</u> | <u>\$ 121,056</u> | <u>\$ 1,529,554</u> |
| LIABILITIES AND FUND BALANCE | | | | | |
| Liabilities | | | | | |
| Accounts Payable | 174,551 | 25,596 | 55,245 | 115,050 | \$ 370,442 |
| Total Liabilities | <u>174,551</u> | <u>25,596</u> | <u>55,245</u> | <u>115,050</u> | <u>370,442</u> |
| Fund Balance | <u>988,612</u> | <u>160,240</u> | <u>4,254</u> | <u>6,006</u> | <u>1,159,112</u> |
| TOTAL LIABILITIES AND FUND BALANCE | <u>\$ 1,163,163</u> | <u>\$ 185,836</u> | <u>\$ 59,499</u> | <u>\$ 121,056</u> | <u>\$ 1,529,554</u> |

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

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
COMBINED STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED AUGUST 31, 2016

| | Basic Supervision | Community Corrections | Diversion Programs | TAIP | Total |
|--|----------------------|--------------------------|-----------------------|-----------------|---------------------|
| REVENUE | | | | | |
| State Aid | \$ 1,289,957 | \$ 747,983 | \$ 783,146 | \$ 519,592 | \$ 3,340,678 |
| State Aid: SAFPF | 19,266 | | | | 19,266 |
| Community Supervision Fees | 1,914,557 | | | | 1,914,557 |
| Payment by Program Participants | 305,699 | 76,046 | | | 381,745 |
| Interest Income | 13,746 | | | | 13,746 |
| Other Revenue | 9,351 | | | | 9,351 |
| Total Revenue | <u>3,552,576</u> | <u>824,029</u> | <u>783,146</u> | <u>519,592</u> | <u>5,679,343</u> |
| EXPENDITURES | | | | | |
| Salaries and Fringe Benefits | 2,977,298 | 542,251 | 864,341 | 62,086 | 4,445,976 |
| Travel and Furnished Transportation | 14,785 | | | | 14,785 |
| Contract Services for Offenders | 139,235 | 7,135 | | 580,336 | 726,706 |
| Professional Fees | 161,553 | 5,610 | 5,874 | 3,897 | 176,934 |
| Supplies and Operating Expenses | 57,725 | 14,737 | | | 72,462 |
| Equipment | 40 | | | | 40 |
| Total Expenditures | <u>3,350,636</u> | <u>569,733</u> | <u>870,215</u> | <u>646,319</u> | <u>5,436,903</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | | | |
| | 201,940 | 254,296 | (87,069) | (126,727) | 242,440 |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfer in | | | 91,323 | 132,733 | 224,056 |
| Transfer out | (130,000) | (94,056) | | | (224,056) |
| Total Other Financing Sources (Uses) | <u>(130,000)</u> | <u>(94,056)</u> | <u>91,323</u> | <u>132,733</u> | <u></u> |
| FUND BALANCE 9/1/2015 | | | | | |
| | 917,035 | | | | 917,035 |
| Prior Period Refund Paid to CJAD | (363) | | | | (363) |
| Adjusted Beginning Fund Balance | <u>916,672</u> | | | | <u>916,672</u> |
| FUND BALANCE 8/31/2016 | | | | | |
| | <u>\$ 988,612</u> | <u>\$ 160,240</u> | <u>\$ 4,254</u> | <u>\$ 6,006</u> | <u>\$ 1,159,112</u> |

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

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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.

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, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. 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 for the specific activities in accordance with laws, regulations or other restrictions. 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, 2016 for financial activity performed by August 31, 2016, are considered available. Also purchases for which the commitment has been established by August 31, 2016, are considered liabilities regardless of whether possession of these goods has been received by August 31, 2016 provided that the liability purchase is received and is paid by October 31, 2016. Exception to this method of accounting is the recording of refunds to the State as reductions of Fund Balance.

Funds of the Fort Bend County CSCD are grouped into the agency fund type for the purpose of operation on the Fort Bend County, Texas accounting system. Accounting agency funds are accounts established for deposit and disbursement of funds which are not controlled through the Fort Bend County, Texas budget process and are held in purely a custodial capacity.

Budgets (Accounting and Legal Compliance)

The budgets governing the funding to the programs are prepared at the beginning of each biennium and approved by the district judges and the criminal court-at-law judges with jurisdiction over the department and by the Texas Department of Criminal Justice – Community Justice Assistance Division. Only budget adjustment requests, at year-end, received by September 30, 2016 will be reviewed and approved/disapproved by TDCJ-CJAD. TDCJ-CJAD will not accept budget adjustments after September 30, 2016 for the previous fiscal year. Only budget adjustments approved by TDCJ-CJAD should be referred to in performing the financial audit.

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, 2016 became part of the subsequent year's budget.

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, 2016 for compensated absences was \$149,039.

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 pre-trial supervision based on the CSCD's share of the state total population of direct and pre-trial 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.

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 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.

High/Medium Reduction Caseload Funding: Appropriations of the High/Medium Reduction Caseload funding are allocated by TDCJ-CJAD through the 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.

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 |
|---|------------------------|---|--|
| Supervision Fees | \$1,914,557 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| Program Participant Fees, including Pre-Trial Diversion/Intervention Fees | \$381,745 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| Interest Income | \$13,746 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| Card Replacement Fees | \$3,048 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| Reimbursements | \$4,789 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| State Percent of Restitution Paid | \$1,492 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| Percent of Unclaimed Restitution | \$1 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |
| Subpoena Fees | \$21 | <i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions | Yes |

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, 2016 |
|--|------------------------|--|--|--|
| Victim Restitution | \$493,841 | Government code 76.013, paid directly to victim within certain timelines | Yes | \$10,253 |
| Personal Bond, Pretrial Bond, Surety Bond, Bail, and Certain Other Supervision | \$671,539 | Article 17.40 of the Code of Criminal Procedure \ Senate Bill (SB) 880 in the 82 nd Legislature | Yes | \$870,889 |
| Supervision Fee for Sex Offenders | \$6,154 | Texas Code of Criminal Procedure, Article 42.12, Section 19(f) | Yes | \$0 |
| Crime Victims' Compensation Fund | \$19,875 | Texas Code of Criminal Procedure, Article 42.12, Section 11 (a) (18) and Texas State Comptroller remittance timeline | Yes | \$0 |
| Crime Stoppers | \$39,714 | Texas Code of Criminal Procedure, Article 42.12, Section 11 (a) (21) | Yes | \$0 |
| Miscellaneous Other Fees | \$72,829 | Texas Code of Criminal Procedure, Article 42.12, Section 11 (b) (1) (C) | Yes | \$0 |
| Drug Court Program Fee | \$30,259 | Texas Code of Criminal Procedure, Article 102.0178 | Yes | \$73,379 |
| Electronic Monitoring Deposit | \$65,705 | Local Government Code, Chapter 113, Section 113.022 | Yes | \$110,005 |
| District Court Fees, Fines and Payments | \$586,207 | 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 | \$1,747 |
| Office of the Governor CJD Grants | \$187,954 | CJD Grant Guidelines | Yes | \$0 |

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 (the county's bank account) 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.

During the year ended August 31, 2016, the CJAD Programs' investments consisted entirely of demand deposits in Prosperity Bank.

6. EXCESS OF EXPENDITURES OVER BUDGETS IN INDIVIDUAL PROGRAMS

During the year ended August 31, 2016, there were no excess expenditure amounts and no line item expenditure exceeded \$15,000 or 15% of the TDCJ-CJAD approved line item budget.

7. ACCOUNTS RECEIVABLES AND/OR PAYABLES AS STATED ON THE COMBINED STATEMENT OF FINANCIAL POSITION AS OF AUGUST 31, 2016

Fort Bend County CSCD had Accounts Receivable totaling \$227,551 at August 31, 2016. Fees related to August activity deposited with the County Treasurer in September amounted to \$226,750, while the remaining \$801 resulted from other miscellaneous revenues.

Fort Bend County CSCD had Accounts Payable totaling \$370,442 at August 31, 2016. \$143,133 resulted from vendor invoices for services rendered and goods encumbered by August 31, 2016, but paid between September 1, 2016 and October 31, 2016, while the remaining \$227,309 resulted from accrued payroll.

8. INTERFUND TRANSFERS

The following interfund transfers were performed to cover funding shortfalls.

| Transfers In: | Transfers Out: | | |
|---------------------------|------------------------|----------------------|-------------------|
| | Pre-Trial Diversion | Basic Supervision | Total |
| Felony Drug Court | \$ 26,738 | | \$ 26,738 |
| Mental Health Initiative | 11,313 | | 11,313 |
| Special Sanctions Court | 5,517 | | 5,517 |
| Substance Abuse Aftercare | 29,432 | | 29,432 |
| Substance Abuse Treatment | 18,323 | | 18,323 |
| TAIP | 2,733 | 130,000 | 132,733 |
| Total | \$ 94,056 | \$ 130,000 | \$ 224,056 |

9. VENDOR CONTRACTS FOR OFFENDER SERVICES

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

| Vendor Name | Valid Contract(s) | Amounts Paid | |
|---|--------------------------|----------------------------------|------------------------------|
| | | TDCJ-CJAD Funded Programs | Other Funding Sources |
| 3M Electronic Monitoring | Yes | \$9,806 | \$111,383 |
| Fort Bend Regional Council on Substance Abuse | Yes | 198,351 | 167,710 |
| Turning Point | Yes | 278,754 | 79,425 |

10. COMMITMENTS AND CONTINGENCIES

Not applicable.

11. PRIOR PERIOD ADJUSTMENTS

Not Applicable.

12. REFUNDS

Basic Supervision had a Prior Year Refund of \$363.

13. SUBSEQUENT EVENTS

Not applicable.

14. OTHER

Not applicable.

Other Supplementary Information

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
 CORRECTIONS DEPARTMENT**
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ALL COMMUNITY CORRECTIONS FUNDS
FOR THE YEAR ENDED AUGUST 31, 2016

| | <u>Pretrial Intervention</u> | <u>DWI Court</u> | <u>Misdemeanor Drug Court</u> | <u>Non-English Speaking Caseload</u> | <u>Sex Offender Caseload</u> | <u>Total All CCP Funds</u> |
|--|----------------------------------|----------------------|---------------------------------------|--|--------------------------------------|------------------------------------|
| REVENUE | | | | | | |
| State Aid | \$ 241,021 | \$ 75,776 | \$ 68,320 | \$ 162,622 | \$ 200,244 | \$ 747,983 |
| Payments by Program Participants | <u>76,046</u> | | | | | <u>76,046</u> |
| Total Revenue | <u>317,067</u> | <u>75,776</u> | <u>68,320</u> | <u>162,622</u> | <u>200,244</u> | <u>824,029</u> |
| EXPENDITURES | | | | | | |
| Salaries and Fringe Benefits | 81,171 | 73,837 | 66,908 | 154,685 | 165,650 | 542,251 |
| Contract Services for Offenders | | | | | 7,135 | 7,135 |
| Professional Fees | 1,808 | 568 | 512 | 1,220 | 1,502 | 5,610 |
| Supplies and Operating Expenses | <u>14,737</u> | | | | | <u>14,737</u> |
| Total Expenditures | <u>97,716</u> | <u>74,405</u> | <u>67,420</u> | <u>155,905</u> | <u>174,287</u> | <u>569,733</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | | | | |
| | 219,351 | 1,371 | 900 | 6,717 | 25,957 | 254,296 |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Transfer out | <u>(94,056)</u> | | | | | <u>(94,056)</u> |
| Total Other Financing Sources (Uses) | <u>(94,056)</u> | | | | | <u>(94,056)</u> |
| FUND BALANCE 9/1/2015 | | | | | | |
| | | | | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 125,295</u> | <u>\$ 1,371</u> | <u>\$ 900</u> | <u>\$ 6,717</u> | <u>\$ 25,957</u> | <u>\$ 160,240</u> |

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

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL DIVERSION FUNDS
FOR THE YEAR ENDED AUGUST 31, 2016

| | Felony Drug Court | Mental Health Initiative Caseload | Special Sanctions Court | Substance Abuse Aftercare Caseload | Substance Abuse Treatment Caseload | Total All DP Funds |
|--|----------------------|--|-------------------------------|---|---|--------------------------|
| REVENUE | | | | | | |
| State Aid | \$ 88,490 | \$ 133,096 | \$ 337,013 | \$ 102,424 | \$ 122,123 | \$ 783,146 |
| Total Revenue | <u>88,490</u> | <u>133,096</u> | <u>337,013</u> | <u>102,424</u> | <u>122,123</u> | <u>783,146</u> |
| EXPENDITURES | | | | | | |
| Salaries and Fringe Benefits | 114,564 | 139,157 | 340,002 | 131,088 | 139,530 | 864,341 |
| Professional Fees | 664 | 998 | 2,528 | 768 | 916 | 5,874 |
| Total Expenditures | <u>115,228</u> | <u>140,155</u> | <u>342,530</u> | <u>131,856</u> | <u>140,446</u> | <u>870,215</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | | | | |
| | (26,738) | (7,059) | (5,517) | (29,432) | (18,323) | (87,069) |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Transfer in | 26,738 | 11,313 | 5,517 | 29,432 | 18,323 | 91,323 |
| Total Other Financing Sources (Uses) | <u>26,738</u> | <u>11,313</u> | <u>5,517</u> | <u>29,432</u> | <u>18,323</u> | <u>91,323</u> |
| FUND BALANCE 9/1/2015 | | | | | | |
| <hr/> | | | | | | |
| FUND BALANCE 8/31/2016 | | | | | | |
| | <u>\$</u> | <u>\$ 4,254</u> | <u>\$</u> | <u>\$</u> | <u>\$</u> | <u>\$ 4,254</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
FOR THE YEAR ENDED AUGUST 31, 2016
BASIC SUPERVISION**

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|------------------|-------------------|--|
| REVENUE | | | |
| State Aid | \$ 1,289,957 | \$ 1,289,957 | \$ |
| State Aid: SAFPF | 18,657 | 19,266 | 609 |
| Community Supervision Fees | 1,900,000 | 1,914,557 | 14,557 |
| Payment by Program Participants | 289,409 | 305,699 | 16,290 |
| Interest Income | 12,500 | 13,746 | 1,246 |
| Other Revenue | 8,000 | 9,351 | 1,351 |
| Total Revenue | <u>3,518,523</u> | <u>3,552,576</u> | <u>34,053</u> |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 3,052,027 | 2,977,298 | 74,729 |
| Travel and Furnished Transportation | 54,500 | 14,785 | 39,715 |
| Contract Services for Offenders | 283,025 | 139,235 | 143,790 |
| Professional Fees | 190,915 | 161,553 | 29,362 |
| Supplies and Operating Expenses | 713,728 | 57,725 | 656,003 |
| Utilities | 8,000 | | 8,000 |
| Equipment | 3,000 | 40 | 2,960 |
| Total Expenditures | <u>4,305,195</u> | <u>3,350,636</u> | <u>954,559</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | (786,672) | 201,940 | 988,612 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer out | (130,000) | (130,000) | |
| Total Other Financing Sources (Uses) | <u>(130,000)</u> | <u>(130,000)</u> | |
| FUND BALANCE 9/1/2015 | 916,672 | 917,035 | 363 |
| Prior Period Refund Paid to CJAD | | (363) | (363) |
| Adjusted Beginning Fund Balance | <u>916,672</u> | <u>916,672</u> | |
| FUND BALANCE 8/31/2016 | <u>\$</u> | <u>\$ 988,612</u> | <u>\$ 988,612</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**
FOR THE YEAR ENDED AUGUST 31, 2016
COMMUNITY CORRECTIONS - PRETRIAL INTERVENTION

| | <u>Budget</u> | <u>Actual</u> | Variance Favorable (Unfavorable) |
|--|-----------------------------|-----------------------------|--|
| REVENUE | | | |
| State Aid | \$ 241,021 | \$ 241,021 | \$ |
| Payment by Program Participants | <u>76,043</u> | <u>76,046</u> | <u>3</u> |
| Total Revenue | <u>317,064</u> | <u>317,067</u> | <u>3</u> |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 83,617 | 81,171 | 2,446 |
| Professional Fees | 1,808 | 1,808 | |
| Supplies and Operating Expenses | <u>109,492</u> | <u>14,737</u> | <u>94,755</u> |
| Total Expenditures | <u>194,917</u> | <u>97,716</u> | <u>97,201</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 122,147 | 219,351 | 97,204 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer out | <u>(122,147)</u> | <u>(94,056)</u> | <u>28,091</u> |
| Total Other Financing Sources (Uses) | <u>(122,147)</u> | <u>(94,056)</u> | <u>28,091</u> |
| FUND BALANCE 9/1/2015 | <u> </u> | <u> </u> | <u> </u> |
| FUND BALANCE 8/31/2016 | <u>\$</u> | <u>\$ 125,295</u> | <u>\$ 125,295</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**
FOR THE YEAR ENDED AUGUST 31, 2016
COMMUNITY CORRECTIONS - DWI COURT

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|-----------|-----------|--|
| REVENUE | | | |
| State Aid | \$ 75,776 | \$ 75,776 | \$ |
| Total Revenue | 75,776 | 75,776 | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 75,208 | 73,837 | 1,371 |
| Professional Fees | 568 | 568 | |
| Total Expenditures | 75,776 | 74,405 | 1,371 |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | | 1,371 | 1,371 |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | | | |
| | \$ | \$ 1,371 | \$ 1,371 |

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**
FOR THE YEAR ENDED AUGUST 31, 2016
COMMUNITY CORRECTIONS - MISDEMEANOR DRUG COURT

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|-----------|-----------|--|
| REVENUE | | | |
| State Aid | \$ 68,320 | \$ 68,320 | \$ |
| Total Revenue | 68,320 | 68,320 | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 67,808 | 66,908 | 900 |
| Professional Fees | 512 | 512 | |
| Total Expenditures | 68,320 | 67,420 | 900 |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | 900 | 900 |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | | \$ 900 | \$ 900 |

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**
FOR THE YEAR ENDED AUGUST 31, 2016
COMMUNITY CORRECTIONS - NON-ENGLISH SPEAKING CASELOAD

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|------------|------------|--|
| REVENUE | | | |
| State Aid | \$ 162,622 | \$ 162,622 | \$ |
| Total Revenue | 162,622 | 162,622 | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 161,402 | 154,685 | 6,717 |
| Professional Fees | 1,220 | 1,220 | |
| Total Expenditures | 162,622 | 155,905 | 6,717 |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | 6,717 | 6,717 |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | | \$ 6,717 | \$ 6,717 |

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
 FOR THE YEAR ENDED AUGUST 31, 2016
 COMMUNITY CORRECTIONS - SEX OFFENDER CASELOAD**

| | <u>Budget</u> | <u>Actual</u> | Variance Favorable (Unfavorable) |
|--|-------------------|-------------------|--|
| REVENUE | | | |
| State Aid | \$ 200,244 | \$ 200,244 | \$ |
| Total Revenue | <u>200,244</u> | <u>200,244</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 168,695 | 165,650 | 3,045 |
| Contract Services for Offenders | 27,100 | 7,135 | 19,965 |
| Professional Fees | 1,502 | 1,502 | |
| Supplies and Operating Expenses | <u>2,947</u> | | <u>2,947</u> |
| Total Expenditures | <u>200,244</u> | <u>174,287</u> | <u>25,957</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | | 25,957 | 25,957 |
| FUND BALANCE 9/1/2015 | | | |
| | <u> </u> | <u> </u> | <u> </u> |
| FUND BALANCE 8/31/2016 | | | |
| | <u>\$</u> | <u>\$ 25,957</u> | <u>\$ 25,957</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**
FOR THE YEAR ENDED AUGUST 31, 2016
DIVERSION GRANT PROGRAM - FELONY DRUG COURT

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|-------------------|-------------------|--|
| REVENUE | | | |
| State Aid | \$ 88,490 | \$ 88,490 | \$ |
| Total Revenue | <u>88,490</u> | <u>88,490</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 121,072 | 114,564 | 6,508 |
| Professional Fees | 664 | 664 | |
| Total Expenditures | <u>121,736</u> | <u>115,228</u> | <u>6,508</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (33,246) | (26,738) | 6,508 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 33,246 | 26,738 | (6,508) |
| Total Other Financing Sources (Uses) | <u>33,246</u> | <u>26,738</u> | <u>(6,508)</u> |
| FUND BALANCE 9/1/2015 | | | |
| | <u> </u> | <u> </u> | <u> </u> |
| FUND BALANCE 8/31/2016 | | | |
| | <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**
FOR THE YEAR ENDED AUGUST 31, 2016
DIVERSION GRANT PROGRAM - MENTAL HEALTH INITIATIVE CASELOAD

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|----------------|-----------------|--|
| REVENUE | | | |
| State Aid | \$ 133,096 | \$ 133,096 | \$ |
| Total Revenue | <u>133,096</u> | <u>133,096</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 144,062 | 139,157 | 4,905 |
| Professional Fees | 998 | 998 | |
| Total Expenditures | <u>145,060</u> | <u>140,155</u> | <u>4,905</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | (11,964) | (7,059) | 4,905 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 11,964 | 11,313 | (651) |
| Total Other Financing Sources (Uses) | <u>11,964</u> | <u>11,313</u> | <u>(651)</u> |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | <u>\$</u> | <u>\$ 4,254</u> | <u>\$ 4,254</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**
FOR THE YEAR ENDED AUGUST 31, 2016
DIVERSION GRANT PROGRAM - SPECIAL SANCTIONS COURT

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Favorable (Unfavorable)</u> |
|--|-----------------------------|-----------------------------|---|
| REVENUE | | | |
| State Aid | \$ 337,013 | \$ 337,013 | \$ |
| Total Revenue | <u>337,013</u> | <u>337,013</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 340,489 | 340,002 | 487 |
| Professional Fees | 2,528 | 2,528 | |
| Supplies and Operating Expenses | <u>10,140</u> | | <u>10,140</u> |
| Total Expenditures | <u>353,157</u> | <u>342,530</u> | <u>10,627</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (16,144) | (5,517) | 10,627 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | <u>16,144</u> | <u>5,517</u> | <u>(10,627)</u> |
| Total Other Financing Sources (Uses) | <u>16,144</u> | <u>5,517</u> | <u>(10,627)</u> |
| FUND BALANCE 9/1/2015 | | | |
| | <u> </u> | <u> </u> | <u> </u> |
| FUND BALANCE 8/31/2016 | | | |
| | <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**
FOR THE YEAR ENDED AUGUST 31, 2016
DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE AFTERCARE CASELOAD

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|-----------------------------|-----------------------------|--|
| REVENUE | | | |
| State Aid | \$ 102,424 | \$ 102,424 | \$ |
| Total Revenue | <u>102,424</u> | <u>102,424</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 136,628 | 131,088 | 5,540 |
| Professional Fees | 768 | 768 | |
| Total Expenditures | <u>137,396</u> | <u>131,856</u> | <u>5,540</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (34,972) | (29,432) | 5,540 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 34,972 | 29,432 | (5,540) |
| Total Other Financing Sources (Uses) | <u>34,972</u> | <u>29,432</u> | <u>(5,540)</u> |
| FUND BALANCE 9/1/2015 | | | |
| | <u> </u> | <u> </u> | <u> </u> |
| FUND BALANCE 8/31/2016 | | | |
| | <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
FOR THE YEAR ENDED AUGUST 31, 2016
DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE TREATMENT CASELOAD

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|------------|------------|--|
| REVENUE | | | |
| State Aid | \$ 122,123 | \$ 122,123 | \$ |
| Total Revenue | 122,123 | 122,123 | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 144,295 | 139,530 | 4,765 |
| Professional Fees | 916 | 916 | |
| Total Expenditures | 145,211 | 140,446 | 4,765 |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | (23,088) | (18,323) | 4,765 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 23,088 | 18,323 | (4,765) |
| Total Other Financing Sources (Uses) | 23,088 | 18,323 | (4,765) |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | \$ | \$ | \$ |

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**
FOR THE YEAR ENDED AUGUST 31, 2016
TREATMENT ALTERNATIVE TO INCARCERATION

| | Budget | Actual | Variance Favorable (Unfavorable) |
|--|----------------|-----------------|--|
| REVENUE | | | |
| State Aid | \$ 519,592 | \$ 519,592 | \$ |
| Total Revenue | <u>519,592</u> | <u>519,592</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 65,812 | 62,086 | 3,726 |
| Contract Services for Offenders | 582,616 | 580,336 | 2,280 |
| Professional Fees | 3,897 | 3,897 | |
| Total Expenditures | <u>652,325</u> | <u>646,319</u> | <u>6,006</u> |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | (132,733) | (126,727) | 6,006 |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 132,733 | 132,733 | |
| Total Other Financing Sources (Uses) | <u>132,733</u> | <u>132,733</u> | |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | <u>\$</u> | <u>\$ 6,006</u> | <u>\$ 6,006</u> |

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

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
BASIC SUPERVISION
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|-------------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 1,289,957 | \$ 1,289,957 | \$ |
| State Aid: SAFPF | 19,266 | 19,266 | |
| Community Supervision Fees | 1,914,557 | 1,914,557 | |
| Payment by Program Participants | 305,699 | 305,699 | |
| Interest Income | 13,746 | 13,746 | |
| Other Revenue | 9,351 | 9,351 | |
| Total Revenue | <u>3,552,576</u> | <u>3,552,576</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 2,977,298 | 2,977,298 | |
| Travel and Furnished Transportation | 14,785 | 14,785 | |
| Contract Services for Offenders | 139,235 | 139,235 | |
| Professional Fees | 161,553 | 161,553 | |
| Supplies and Operating Expenses | 57,725 | 57,725 | |
| Equipment | 40 | 40 | |
| Total Expenditures | <u>3,350,636</u> | <u>3,350,636</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 201,940 | 201,940 | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer out | (130,000) | (130,000) | |
| Total Other Financing Sources (Uses) | <u>(130,000)</u> | <u>(130,000)</u> | |
| FUND BALANCE 9/1/2015 | 917,035 | 917,035 | |
| Prior Period Refund Paid to CJAD | (363) | (363) | |
| Adjusted Beginning Fund Balance | <u>916,672</u> | <u>916,672</u> | |
| FUND BALANCE 8/31/2016 | <u>\$ 988,612</u> | <u>\$ 988,612</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
COMMUNITY CORRECTIONS - PRETRIAL INTERVENTION
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|-------------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 241,021 | \$ 241,021 | \$ |
| Payment by Program Participants | 76,046 | 76,046 | |
| Total Revenue | <u>317,067</u> | <u>317,067</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 81,171 | 81,171 | |
| Professional Fees | 1,808 | 1,808 | |
| Supplies and Operating Expenses | 14,737 | 14,737 | |
| Total Expenditures | <u>97,716</u> | <u>97,716</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 219,351 | 219,351 | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer out | (94,056) | (94,056) | |
| Total Other Financing Sources (Uses) | <u>(94,056)</u> | <u>(94,056)</u> | |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 125,295</u> | <u>\$ 125,295</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
COMMUNITY CORRECTIONS - DWI COURT
FOR THE YEAR ENDED AUGUST 31, 2016

| | <u>Audit</u> | <u>Per CSCD Quarterly Report</u> | <u>Difference</u> |
|--|-----------------|--------------------------------------|-------------------|
| REVENUE | | | |
| State Aid | \$ 75,776 | \$ 75,776 | \$ |
| Total Revenue | <u>75,776</u> | <u>75,776</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 73,837 | 73,837 | |
| Professional Fees | 568 | 568 | |
| Total Expenditures | <u>74,405</u> | <u>74,405</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 1,371 | 1,371 | |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 1,371</u> | <u>\$ 1,371</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
COMMUNITY CORRECTIONS - MISDEMEANOR DRUG COURT
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|---------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 68,320 | \$ 68,320 | \$ |
| Total Revenue | <u>68,320</u> | <u>68,320</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 66,908 | 66,908 | |
| Professional Fees | 512 | 512 | |
| Total Expenditures | <u>67,420</u> | <u>67,420</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 900 | 900 | |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 900</u> | <u>\$ 900</u> | <u>\$</u> |

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
 CORRECTIONS DEPARTMENT
 SCHEDULE OF DIFFERENCES BETWEEN
 AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
 COMMUNITY CORRECTIONS - NON-ENGLISH SPEAKING CASELOAD
 FOR THE YEAR ENDED AUGUST 31, 2016**

| | <u>Audit</u> | <u>Per CSCD Quarterly Report</u> | <u>Difference</u> |
|--|-----------------------------|--------------------------------------|-----------------------------|
| REVENUE | | | |
| State Aid | \$ 162,622 | \$ 162,622 | \$ |
| Total Revenue | <u>162,622</u> | <u>162,622</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 154,685 | 154,685 | |
| Professional Fees | 1,220 | 1,220 | |
| Total Expenditures | <u>155,905</u> | <u>155,905</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 6,717 | 6,717 | |
| FUND BALANCE 9/1/2015 | <u> </u> | <u> </u> | <u> </u> |
| FUND BALANCE 8/31/2016 | <u>\$ 6,717</u> | <u>\$ 6,717</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
COMMUNITY CORRECTIONS - SEX OFFENDER CASELOAD
FOR THE YEAR ENDED AUGUST 31, 2016

| | <u>Audit</u> | <u>Per CSCD Quarterly Report</u> | <u>Difference</u> |
|--|------------------|--------------------------------------|-------------------|
| REVENUE | | | |
| State Aid | \$ 200,244 | \$ 200,244 | \$ |
| Total Revenue | <u>200,244</u> | <u>200,244</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 165,650 | 165,650 | |
| Contract Services for Offenders | 7,135 | 7,135 | |
| Professional Fees | 1,502 | 1,502 | |
| Total Expenditures | <u>174,287</u> | <u>174,287</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 25,957 | 25,957 | |
| FUND BALANCE 9/1/2015 | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 25,957</u> | <u>\$ 25,957</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
DIVERSION GRANT PROGRAM - FELONY DRUG COURT
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|----------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 88,490 | \$ 88,490 | \$ |
| Total Revenue | <u>88,490</u> | <u>88,490</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 114,564 | 114,564 | |
| Professional Fees | 664 | 664 | |
| Total Expenditures | <u>115,228</u> | <u>115,228</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (26,738) | (26,738) | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 26,738 | 26,738 | |
| Total Other Financing Sources (Uses) | <u>26,738</u> | <u>26,738</u> | |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | | | |
| | <u>\$</u> | <u>\$</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
DIVERSION GRANT PROGRAM - MENTAL HEALTH INITIATIVE CASELOAD
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|-----------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 133,096 | \$ 133,096 | \$ |
| Total Revenue | <u>133,096</u> | <u>133,096</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 139,157 | 139,157 | |
| Professional Fees | 998 | 998 | |
| Total Expenditures | <u>140,155</u> | <u>140,155</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (7,059) | (7,059) | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 11,313 | 11,313 | |
| Total Other Financing Sources (Uses) | <u>11,313</u> | <u>11,313</u> | |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 4,254</u> | <u>\$ 4,254</u> | <u>\$</u> |

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
DIVERSION GRANT PROGRAM - SPECIAL SANCTIONS COURT
FOR THE YEAR ENDED AUGUST 31, 2016**

| | <u>Audit</u> | <u>Per CSCD Quarterly Report</u> | <u>Difference</u> |
|--|----------------|--------------------------------------|-------------------|
| REVENUE | | | |
| State Aid | \$ 337,013 | \$ 337,013 | \$ |
| Total Revenue | <u>337,013</u> | <u>337,013</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 340,002 | 340,002 | |
| Professional Fees | 2,528 | 2,528 | |
| Total Expenditures | <u>342,530</u> | <u>342,530</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (5,517) | (5,517) | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 5,517 | 5,517 | |
| Total Other Financing Sources (Uses) | <u>5,517</u> | <u>5,517</u> | |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | | | |
| | <u>\$</u> | <u>\$</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE AFTERCARE CASELOAD
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|----------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 102,424 | \$ 102,424 | \$ |
| Total Revenue | <u>102,424</u> | <u>102,424</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 131,088 | 131,088 | |
| Professional Fees | 768 | 768 | |
| Total Expenditures | <u>131,856</u> | <u>131,856</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (29,432) | (29,432) | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 29,432 | 29,432 | |
| Total Other Financing Sources (Uses) | <u>29,432</u> | <u>29,432</u> | |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | | | |
| | <u>\$</u> | <u>\$</u> | <u>\$</u> |

**FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE TREATMENT CASELOAD
FOR THE YEAR ENDED AUGUST 31, 2016**

| | <u>Audit</u> | <u>Per CSCD Quarterly Report</u> | <u>Difference</u> |
|--|----------------|--------------------------------------|-------------------|
| REVENUE | | | |
| State Aid | \$ 122,123 | \$ 122,123 | \$ |
| Total Revenue | <u>122,123</u> | <u>122,123</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 139,530 | 139,530 | |
| Professional Fees | 916 | 916 | |
| Total Expenditures | <u>140,446</u> | <u>140,446</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (18,323) | (18,323) | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 18,323 | 18,323 | |
| Total Other Financing Sources (Uses) | <u>18,323</u> | <u>18,323</u> | |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | | | |
| | <u>\$</u> | <u>\$</u> | <u>\$</u> |

FORT BEND COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD
TREATMENT ALTERNATIVE TO INCARCERATION
FOR THE YEAR ENDED AUGUST 31, 2016

| | Audit | Per CSCD Quarterly Report | Difference |
|--|-----------------|------------------------------|------------|
| REVENUE | | | |
| State Aid | \$ 519,592 | \$ 519,592 | \$ |
| Total Revenue | <u>519,592</u> | <u>519,592</u> | |
| EXPENDITURES | | | |
| Salaries and Fringe Benefits | 62,086 | 62,086 | |
| Contract Services for Offenders | 580,336 | 580,336 | |
| Professional Fees | 3,897 | 3,897 | |
| Total Expenditures | <u>646,319</u> | <u>646,319</u> | |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| | (126,727) | (126,727) | |
| OTHER FINANCING SOURCES (USES) | | | |
| Transfer in | 132,733 | 132,733 | |
| Total Other Financing Sources (Uses) | <u>132,733</u> | <u>132,733</u> | |
| FUND BALANCE 9/1/2015 | | | |
| | | | |
| FUND BALANCE 8/31/2016 | <u>\$ 6,006</u> | <u>\$ 6,006</u> | <u>\$</u> |

**REPORT OF INDEPENDENT AUDITORS 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***

Fort Bend County Council of Judges
and 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 (Department), as of and for the year ended August 31, 2016, 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 11, 2017.

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.

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

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 the 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.

Whitley Penn LLP
Houston, Texas
January 11, 2017

**FORT BEND COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended August 31, 2016**

I. Summary of Auditor's Results

Financial Statements

| | |
|--|---------------|
| Type of auditor's report issued | Unmodified |
| Internal control over financial reporting: | |
| Material weakness (es) identified? | No |
| Significant deficiency (ies) identified that are not considered to be material weaknesses? | None reported |
| Noncompliance material to the financial statements noted? | No |

II. Financial Statement Findings

None Noted

III. Program Findings and Questioned Costs

None Noted

IV. Status of Prior Year Findings

None Noted

Fiscal Year 2016 TDCJ-CJAD Compliance Checklist

Indicate whether these compliance requirements have been met by answering “Yes,” “No,” or “NA” (Not Applicable): (Note: The first eighteen (18) checklist items are to be answered “Yes” or “No” only.)

| YES | NO | N/A | |
|--------------|--------------|-----|--|
| <u> X </u> | <u> </u> | | Is separate accountability maintained for TDCJ-CJAD funds; i.e., fund accounting of self-balancing funds? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs. |
| <u> X </u> | <u> </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> | <u> </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> | <u> </u> | | Are proper cutoff procedures observed at the end of each fiscal period? The cutoff date for revenues recognition and expenditures payments of FY 2016 is October 31, 2016. |
| <u> X </u> | <u> </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> </u> | <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> | <u> </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> | <u> </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> | <u> </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 Pages 8-10)</i>). If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs. |
| <u> X </u> | <u> </u> | | Are all of the CSCD’s funds and collections deposited in the county treasury (county’s bank account)? (<i>FMM Pages 7-8</i> ; 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> | <u> </u> | | Are all of the CSCD’s funds and collections disbursed by the county treasurer on |

behalf of the CSCD? (FMM 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.

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? (FMM Pages 7-8) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.

Did the Fiscal Officer follow the applicable laws, guidelines, and duties as specified on Pages 34-38 of the *Financial Management Manual for TDCJ-CJAD Funding*? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

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, FMM Pages 39-40) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___

Were there any instances of fraud, non-compliance, waste, or abuse noted by the auditor (Chapter 4, Item 4.25 *Government Auditing Standards*)? If yes, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

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.

Is equipment 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.

Is surplus equipment disposed of in accordance with TDCJ-CJAD guidelines? (FMM Page 27-28) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ ___

Was an explanation given in the Schedule of Differences for any changes or adjustments that were made to Revenues and Expenditures (by either the CSCD or the Independent Auditor) that adjusted the previous amounts reported to TDCJ-CJAD? If not, explain in the Schedule of Differences, Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ ___

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 Pages 28-29) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___

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, 2016**, 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.

___ ___

Are all non-TDCJ-CJAD funded program fees expended in accordance with applicable limitations; i.e., civil fees, Federal grants, bond fees, sex offender fees, crime victims compensation fund fees, etc.? If not, explain in the Notes to the

Financial Statements or in the Schedule of Findings and Questioned Costs.

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 31) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

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 13-14 of these Guidelines) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

Does the CSCD have a policy regarding eligibility for employee salary merit increases, if merit or one-time increases are given? (*FMM* Page 50) 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.

If a Judge allows an offender to pay a fee or donate goods to a local food bank or food pantry in the community in which defendant resides or another nonprofit organization that (A) has a 501 (a) IRS exemption as listed in Section 501 (c) (3) of that code and (B) provides services or assistance to needy individuals and families in the community in which the defendant resides in lieu of performing community service restitution (CSR) work hours, does the CSCD have a written **CSR Policy** stating this fact? (As amended in Section 15 (f), Article 42.12. Code of Criminal Procedure) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

Are petty cash funds (not change funds) authorized by the county auditor or fiscal officer? (*FMM*, Pages 8, 21-22, 27 and 38) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

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 8, 21-22, 27 and 38) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

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/hers time on the Bond/Other Supervision Program activities (Pre-Trial Bond, Surety Bond, Bail etc.) 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 23, 32 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.

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 24-25) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

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 30-31) 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 31) 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 diversion/intervention fees properly collected and accounted for as payments by program participants? (*FMM* Pages 31-32, 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* Page 33, 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 33) 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 for TDCJ-CJAD Funding*? (*FMM* Pages 16-17) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ ___ X

It is inappropriate for government funded programs to end a fiscal year in a deficit. If there were negative fund balances at the end of the fiscal year, were they covered by interfund transfers as described in the *Financial Management Manual for TDCJ-CJAD Funding*? (*FMM* Page 37) 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, if applicable, 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.