

# DeKalb



# County

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Department of Finance

Internal Audit and Licensing

**Date:** February 18, 2009  
**TO:** The Honorable Judge R. J. Walker, Recorders Court of DeKalb County  
**FROM:** Deputy Director of Finance, Internal Audit and Licensing  
**SUBJECT:** Recorders Court Audit – 2007  
Management Letter

### **General Information**

We have completed an audit of the Recorders Court fiscal operations for the period beginning January 01, 2007 and ending December 31, 2007. We have prepared a separate audit report that includes a Statement of Operations for the years ending December 31, 2007 and 2006 compared and related opinion. Reportable Conditions and Recommendations herein relate to the operational aspects of the court system.

### **Purpose & Scope**

The purpose of our audit is to (1) determine whether records and reports prepared by the Recorders Court adequately reflect revenues obtained and (2) prepare a statement of operations for the audit year.

The fiscal books, records, daily reports, and other pertinent documents were examined for the year ended December 31, 2007. Internal Audit conducted such audit tests and procedures as were considered necessary under the circumstances.

### **Reportable Condition I**

Due to some disparity in the system, Receipt Numbers related to Official Payments are occasionally omitted from Daily Reports. When this occurs, missing numbers must be researched to determine if they were true receipts, voids, or some error in processing.

### **Recommendation I**

We recommend a review of SAS and Official Payments systems be made to determine if this disparity can be resolved.

## **Reportable Condition II**

In some instances, the Daily Report allocation of the daily total between cash and credit cards did not agree to the source documents.

## **Recommendation II**

We recommend that due diligence be taken on the preparation of the Daily Reports to ensure that they are fully and accurately completed.

## **Reportable Condition III**

From discussions with DTAS and review of records, it was noted that the process of recording cash deposits (Oracle invoice, deposit information to DTAS) is not always completed in a timely fashion. As an example, it was noted that five deposits from March and one on April 01 were not entered into Oracle until the end of May. During the same testing, it was also noted that two deposits from January could not be traced to Oracle (although they were traced to the bank statement).

## **Recommendation III**

Recorders Court should insure that procedures are in place to complete the process of recording cash deposits in a timely fashion.

## **Reportable Condition IV**

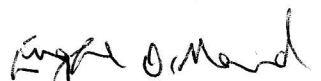
While observing procedures related to Cash Bonds, it was noted that the same individual who obtained Cash Bonds from the Sheriff's Department was responsible for entering data into the Recorders Court system due to shortage of personnel.

## **Recommendation IV**

This is an internal control weakness that is characterized as an incompatible function. Staffing should be adequate to provide separation of duties whenever possible.

## **Comments**

From reviewing operations and speaking with personnel, the following observations are noted. Due to shortage of personnel, several employees were seen to be doing more than one function at a time. This can contribute to a breakdown in following policies and procedures as well as allowing for details to be overlooked or ignored. In addition, for some functions, the new computer system calls for multiple screens to be accessed and completed. Since there is usually a fast pace and high volume of work at Recorders Court, this might contribute to errors in data entry. As in Recommendation IV, staffing should be adequate to allow for completion of tasks in an appropriate length of time.

  
Eugene O'Mard

cc: Dr. Michael J. Bell, Chief Financial Officer  
Joyce W. Head, Clerk of the Recorders Court of DeKalb County