

DeKALB COUNTY, GEORGIA



PROBATE COURT

MANAGEMENT REPORT

FOR THE YEAR ENDING DECEMBER 31, 2011

**PREPARED BY
INTERNAL AUDIT DIVISION**



Finance Department
Cornelia Louis
Interim Deputy Director of Internal Audit & Licensing

Chief Executive Officer
W. Burrell Ellis, Jr.
Board of Commissioners

District 1
Elaine Boyer

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Sharon Barnes Sutton

District 5
Lee May

District 6
Kathie Gannon

District 7
Stan Watson

February 17, 2012

To: The Honorable Judge Jeryl Debra Rosh, Probate Court
From: Interim Deputy Director of Finance, Internal Audit & Licensing
Subject: Probate Court
Re: 2011 Management Report

General Information

Internal Audit has reviewed the financial records of Probate Court for the period beginning January 1, 2011 and ending December 31, 2011. These records are summarized in our annual audit report on Probate Court.

Comment- Uncleared Transactions – Checks and Payments

There are several outstanding checks on the Operating Account dated from November 1, 2006. All outstanding checks issued by Probate Court that are five years or older should be escheated to the State of Georgia.

Internal Audit expresses appreciation for the assistance provided by your staff during our review. Please let us know if you have any questions or concerns.

Sincerely,


Cornelia Louis

CL/AW

Cc: Richard Stogner, Chief Operating Officer/Executive Assistant
Joel Gottlieb, Chief Finance Officer