



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER CO#114518

PAGE 1 OF 6

DATE: 1/22/2013

SUBJECT: **RECEIVE AND FILE THE AUDITOR'S REPORT FOR THE TARRANT COUNTY SHERIFF'S COMMISSARY OPERATIONS FOR FY 2012**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court receive and file the Auditor's report for the Tarrant County Sheriff's Commissary Operations for FY 2012.

**BACKGROUND:**

In accordance with Texas Local Government Code, Section 351.0415, Commissary Operations by Sheriff or Private Vendor, the Auditor's Office examined the commissary accounts detailed on the accompanying Summary of Cash Receipts and Disbursements for fiscal year ended September 30, 2012.

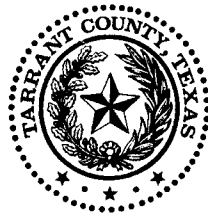
The audit report was forwarded to the Texas Commission on Jail Standards, as required by Texas Government Code 511.016.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this item.

SUBMITTED BY: Auditor

PREPARED BY: S. Renee Tidwell  
APPROVED BY:



## TARRANT COUNTY

TARRANT COUNTY ADMINISTRATION BUILDING - ROOM 506  
100 E. WEATHERFORD  
FORT WORTH, TEXAS 76196-0103  
817/884-1205  
Fax 817/884-1104

S. RENEE TIDWELL, CPA  
COUNTY AUDITOR  
rtidwell@tarrantcounty.com

CRAIG MAXWELL  
FIRST ASSISTANT COUNTY AUDITOR  
cmaxwell@tarrantcounty.com

January 4, 2013

The Honorable Sheriff Dee Anderson  
The Honorable District Judges  
The Honorable Commissioners Court  
Tarrant County, Texas

Re: Auditor's Report – Commissary Operations, FY2012

### SUMMARY

In accordance with Texas Local Government Code Sec. 351.0415, *Commissary Operation by Sheriff or Private Vendor*, we examined the Tarrant County Sheriff's commissary operations for the fiscal year ended September 30, 2012. Specifically, we reviewed general ledger receipt and disbursement accounts as shown on the attached statement and found that the commissary accounts fairly represents, in all material respects, the Sheriff's commissary operations as of September 30, 2012. Nothing came to our attention that would cause us to believe the Sheriff's commissary operations were not in compliance with applicable laws and regulations. Additionally, internal controls over commissary operations appear adequate as of the date of this report.

### BACKGROUND

Texas Local Government Code Section 351.0415 requires that the auditor verify the accuracy of the jail commissary accounts and report the findings to the Commissioners Court. The auditor is also required to provide a copy of the audit no later than the 10th day after completing the audit to the Commission on Jail Standards per Texas Government Code, Section 511.

Local Government Code also states that the Sheriff or his designee shall accept new bids for commissary suppliers every five years. Tarrant County Commissioners Court approved Keefe Commissary Network as the primary vendor. The term of the original contract was May 1, 2010 through June 30, 2011 and may be extended up to three additional 12-month terms, including continuation of services on a month-to-month basis. The contract has been extended through June 30, 2013 per Court Order #113314 dated July 31, 2012. The contract guarantees the Sheriff's Office a monthly amount equal to the greater of 36% of sales (less sales tax and postal sales) or \$80,000.

## **OBJECTIVE, SCOPE, AND METHODOLOGY**

The objective of our review was to determine the reasonableness of the receipts and disbursements recorded in the general ledger related to the Sheriff's commissary operations during the fiscal year ended September 30, 2012. During our review, we also evaluated the adequacy of the internal controls over the commissary operations. The implementation and application of effective internal control is the responsibility of the Sheriff's Office. It is our responsibility to review and assess the effectiveness of the controls. Internal control is a process designed to provide reasonable, not absolute, assurance regarding the achievement of objectives such as the safeguarding of assets, reliability of financial reporting, and compliance with applicable laws and regulations. Last, we determined whether commissary operations complied with applicable laws and regulations.

## **CLOSING REMARKS**

We appreciate the assistance and cooperation of the Sheriff's Office staff during our review. Please call me if you have any questions regarding the contents of this report.

Sincerely,



S. Renée Tidwell, CPA  
County Auditor

### **Attachments:**

Commissary Operations – Summary of Cash Receipts and Disbursements, FY2012  
Management's Response from Sheriff Anderson  
Letter to Texas Commission on Jail Standards

### **Distribution:**

Bob Knowles, Executive Chief Deputy  
Mike Gravitt, Captain

### **Team:**

Kim Trussell, Audit Manager  
Frank Mazza, Audit Supervisor  
Larry Baum, Senior Auditor

**TARRANT COUNTY SHERIFF'S OFFICE  
COMMISSARY OPERATIONS**

**Summary of Cash Receipts and Disbursements  
Fiscal Year Ending September 30, 2012**

**Receipts:**

Commissary Income	\$ 1,309,768	
Interest Income	1,597	
Total Receipts	<u>1,311,365</u>	\$ 1,311,365

**Disbursements:**

Salaries & Benefits	\$ 619,441	
Bedding & Clothing	104,903	
Jail Indigent Supplies	64,775	
Capital	37,853	
Recreation	23,286	
Personal Hygiene	14,720	
Law Books	14,006	
Supplies	12,355	
Equipment	11,542	
Equipment Maintenance	5,557	
Professional Services	4,090	
Total Disbursements	<u>912,528</u>	

**Receipts Over Disbursements** \$ 398,837

**Beginning Fund Balance, October 1, 2011** 892,475

**Ending Fund Balance, September 30, 2012** \$ 1,291,312



# TARRANT COUNTY

OFFICE OF THE  
SHERIFF

DEE ANDERSON  
SHERIFF  
817/884-3098  
FAX: 817/212-6987

PLAZA BUILDING  
200 TAYLOR STREET  
SEVENTH FLOOR  
FORT WORTH, TEXAS 76102-2084

January 9, 2013


**TO:** Renee Tidwell, Auditor  
**FROM:** Sheriff Dee Anderson  
**REFERENCE:** Reply to Commissary Audit

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The Tarrant County Sheriff's Office is in receipt of the recent audit findings for our Commissary, and we are in agreement with all findings.

We appreciate the cooperation and diligence shown by the Audit Staff. As always, we stand ready to assist your efforts in every way.

  
\_\_\_\_\_  
Sheriff Dee Anderson

DA/sp-c

RECEIVED

JAN 10 2013

AUDITOR



## TARRANT COUNTY

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CRAIG MAXWELL  
FIRST ASSISTANT COUNTY AUDITOR  
cmaxwell@tarrantcounty.com

January 4, 2013

Mr. Brandon Wood, Executive Director  
Texas Commission on Jail Standards  
P.O. Box 12985  
Austin, Texas 78711


Re: Auditor's Report – Commissary Operations, FY2012

Dear Mr. Wood:

In accordance with Texas Local Government Code Sec. 351.0415, *Commissary Operation by Sheriff or Private Vendor*, we examined the Tarrant County Sheriff's Commissary Operations for the fiscal year ended September 30, 2012. As required by Texas Government Code, Chapter 511, *Commission on Jail Standards*, attached is a copy of the Auditor's Report of the Commissary Operations dated January 4, 2013.

Upon completion of the FY2012 Comprehensive Annual Financial Report, we will submit the related Jail Operations Summary of Revenues and Expenditures report.

Sincerely,

  
S. Renee Tidwell, CPA  
County Auditor

Attachment: Auditor's Report - Commissary Operations, FY2012

Distribution: Frank Mazza, Audit Supervisor  
Larry Baum, Senior Auditor