

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

AUGUST 31, 2014

CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT.....	1
COMBINED FINANCIAL STATEMENTS	
Combined Statement of Financial Position.....	4
Combined Statement of Revenue, Expenditures and Changes in Fund Balance	5
Combining Statement of Revenue, Expenditures and Changes in Fund Balance – All Community Corrections Program Funds.....	6
Combining Statement of Revenue, Expenditures and Changes in Fund Balance – All Diversion Program Funds.....	7
Individual Statements of Revenue, Expenditures and Changes in Fund Balance – Budget, Actual and Variance	8
Notes to Financial Statements	15
SUPPLEMENTARY SCHEDULES	
Schedules of Differences between Audit Report and CSCD Reports	22
COMPLIANCE SECTION	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	29
Schedule of Findings and Questioned Costs.....	31
Fiscal Year 2014 TDCJ-CJAD Compliance Checklist	32



INDEPENDENT AUDITOR'S REPORT

Williamson County Community
Supervision and Corrections Department
Williamson County, Texas

We have audited the accompanying combined financial statements of the Williamson County Community Supervision and Corrections Department (the Department), which comprise the combined statement of financial position as of August 31, 2014, and the combined statement of revenue, expenditures, and changes in fund balance and the individual statements of revenue, expenditures and changes in fund balance – budget, actual and variance, for the year ended August 31, 2014 and the related notes to the financial statements.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of 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 combined financial statements that are free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

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

Williamson County Community
Supervision and Corrections Department
Williamson County, Texas

Opinion

In our opinion, the combined financial statements referred to in the first paragraph, present fairly, in all material respects, the financial position of the Department as of August 31, 2014, and the results of its operations for the year then ended, in accordance with the financial reporting provisions of 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. The effect on the financial statements of the variances between this basis of accounting and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. Our opinion is not modified with respect to this matter.

Emphasis of Matter

As discussed in Note 1, the combined financial statements present the financial position and results of operations of the Department only, and are not intended to present fairly the financial position of Williamson County, Texas (the County) and the results of its operations in conformity with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the combined financial statements that collectively comprise the Department as a whole. The schedules of differences between the audit report and CSCD reports is presented for purposes of additional analysis and is not a required part of the combined financial statements. Such information is the responsibility of management of the Department and was derived from and relates directly to the underlying accounting and other records used to prepare the combined financial statements. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined 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 combined financial statements as a whole.

Williamson County Community
Supervision and Corrections Department
Williamson County, Texas

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 26, 2015, on our consideration of the 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 the Department's internal control over financial reporting and compliance.

Restriction on Use

This report is intended solely for the information and use of the management, others within the County, Williamson County Community Supervision and Corrections Department 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.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Houston, Texas
March 26, 2015

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
COMBINED STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2014**

	<u>Basic Supervision</u>	<u>Community Corrections</u>	<u>Diversion Program</u>	<u>TAIP</u>	<u>Total</u>
ASSETS					
CASH					
Bank balances	\$ 444,340	\$ 20,481	\$ 178,557	\$ 8,920	\$ 652,298
Petty cash	100	-	400	-	500
Investments	657,842	-	-	-	657,842
Total cash and investments	1,102,282	20,481	178,957	8,920	1,310,640
ACCOUNTS RECEIVABLE					
Community supervision fees	6,406	-	2,990	-	9,396
Total accounts receivable	6,406	-	2,990	-	9,396
TOTAL ASSETS	<u>\$ 1,108,688</u>	<u>\$ 20,481</u>	<u>\$ 181,947</u>	<u>\$ 8,920</u>	<u>\$ 1,320,036</u>
LIABILITIES AND FUND BALANCE					
LIABILITIES					
Accounts payable	\$ 72,412	\$ 11,490	\$ 84,545	\$ 4,240	\$ 172,687
Total liabilities	72,412	11,490	84,545	4,240	172,687
Fund balance	1,036,276	8,991	97,402	4,680	1,147,349
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 1,108,688</u>	<u>\$ 20,481</u>	<u>\$ 181,947</u>	<u>\$ 8,920</u>	<u>\$ 1,320,036</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
COMBINED STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

	<u>Basic Supervision</u>	<u>Community Corrections</u>	<u>Diversion Program</u>	<u>TAIP</u>	<u>Total</u>
REVENUE					
State aid	\$ 943,861	\$ 507,727	\$ 2,150,275	\$ 96,151	\$ 3,698,014
State aid: SAFFP	12,463	-	-	-	12,463
Community supervision fees	2,018,073	-	-	-	2,018,073
Payments by program participants	374,832	-	14,650	103,601	493,083
Interest income	3,257	-	-	-	3,257
Other revenue	37,844	-	68,380	-	106,224
Total revenue	3,390,330	507,727	2,233,305	199,752	6,331,114
EXPENDITURES					
Salaries and fringe benefits	3,212,437	466,414	1,556,255	171,559	5,406,665
Travel and furnished transportation	39,545	2,551	17,997	1,494	61,587
Contract services	34,021	25,848	1,865	20,197	81,931
Professional fees	109,668	890	10,857	688	122,103
Supplies and operating expenses	52,600	3,033	312,471	359	368,463
Facilities	-	-	123,029	-	123,029
Utilities	22,459	-	60,893	-	83,352
Equipment	43,270	-	57,638	775	101,683
Total expenditures	3,514,000	498,736	2,141,005	195,072	6,348,813
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(123,670)	8,991	92,300	4,680	(17,699)
FUND BALANCE,					
September 1, 2013	1,165,048	-	-	-	1,165,048
INTERFUND TRANSFER IN (OUT)	(5,102)	-	5,102	-	-
FUND BALANCE, August 31, 2014	\$ 1,036,276	\$ 8,991	\$ 97,402	\$ 4,680	\$ 1,147,349

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
ALL COMMUNITY CORRECTIONS PROGRAM FUNDS
COMBINING STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

	<u>Ignition Interlock Caseload</u>	<u>Sex Offender Caseload</u>	<u>Substance Abuse Caseload</u>	<u>Total</u>
REVENUE				
State aid	\$ 249,729	\$ 205,516	\$ 52,482	\$ 507,727
Total revenue	249,729	205,516	52,482	507,727
EXPENDITURE				
Salaries and fringe benefits	239,202	175,375	51,837	466,414
Contract services	-	25,848	-	25,848
Professional services	500	390	-	890
Travel and furnished transportation	2,366	-	185	2,551
Supplies and operating expenses	2,664	-	369	3,033
Total expenditures	244,732	201,613	52,391	498,736
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	4,997	3,903	91	8,991
FUND BALANCE, September 1, 2013	-	-	-	-
FUND BALANCE, August 31, 2014	<u>\$ 4,997</u>	<u>\$ 3,903</u>	<u>\$ 91</u>	<u>\$ 8,991</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
ALL DIVERSION PROGRAM FUNDS
COMBINING STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

	<u>Treatment Center</u>	<u>Needs Caseload</u>	<u>Total</u>
REVENUE			
State aid	\$ 2,097,964	\$ 52,311	\$ 2,150,275
Payments by program participants	14,650	-	14,650
Other	68,380	-	68,380
Total revenue	2,180,994	52,311	2,233,305
EXPENDITURE			
Salaries and fringe benefits	1,499,220	57,035	1,556,255
Travel and furnished transportation	17,869	128	17,997
Contract services	1,865	-	1,865
Professional fees	10,857	-	10,857
Supplies and operating expenses	312,221	250	312,471
Facilities	123,029	-	123,029
Utilities	60,893	-	60,893
Equipment	57,638	-	57,638
Total expenditures	2,083,592	57,413	2,141,005
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	97,402	(5,102)	92,300
FUND BALANCE, September 1, 2013	-	-	-
INTERFUND TRANSFER IN (OUT)	-	5,102	5,102
FUND BALANCE, August 31, 2014	<u>\$ 97,402</u>	<u>\$ -</u>	<u>\$ 97,402</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

BASIC SUPERVISION

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 943,861	\$ 943,861	\$ -
State aid: SAFPF	12,463	12,463	-
Community supervision fees	2,018,073	2,018,073	-
Payments by program participants	374,832	374,832	-
Interest income	2,400	3,257	857
Other revenue	36,308	37,844	1,536
Total revenue	3,387,937	3,390,330	2,393
EXPENDITURES			
Salaries and fringe benefits	3,423,239	3,212,437	210,802
Travel and furnished transportation	60,000	39,545	20,455
Contract services	38,200	34,021	4,179
Professional fees	138,287	109,668	28,619
Supplies and operating expenses	755,976	52,600	703,376
Utilities	37,000	22,459	14,541
Equipment	57,410	43,270	14,140
Total expenditures	4,510,112	3,514,000	996,112
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(1,122,175)	(123,670)	998,505
FUND BALANCE, September 1, 2013	1,165,048	1,165,048	-
INTERFUND TRANSFER IN (OUT)	(42,873)	(5,102)	37,771
FUND BALANCE, August 31, 2014	\$ -	\$ 1,036,276	\$ 1,036,276

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

**COMMUNITY CORRECTION PROGRAM
IGNITION INTERLOCK CASELOAD**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 249,729	\$ 249,729	\$ -
Total revenue	<u>249,729</u>	<u>249,729</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	242,321	239,202	3,119
Travel and furnished transportation	3,272	2,366	906
Supplies and operating expenses	2,664	2,664	-
Professional Services	<u>1,472</u>	<u>500</u>	<u>972</u>
Total expenditures	<u>249,729</u>	<u>244,732</u>	<u>4,997</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	4,997	4,997
FUND BALANCE, September 1, 2013	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, August 31, 2014	<u>\$ -</u>	<u>\$ 4,997</u>	<u>\$ 4,997</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

**COMMUNITY CORRECTION PROGRAM
SEX OFFENDER CASELOAD**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 205,516	\$ 205,516	\$ -
Total revenue	205,516	205,516	-
EXPENDITURES			
Salaries and fringe benefits	177,884	175,375	2,509
Contract services	26,955	25,848	1,107
Professional services	677	390	287
Total expenditures	205,516	201,613	3,903
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	3,903	3,903
FUND BALANCE, September 1, 2013	-	-	-
FUND BALANCE, August 31, 2014	<u>\$ -</u>	<u>\$ 3,903</u>	<u>\$ 3,903</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

**COMMUNITY CORRECTION PROGRAM
SUBSTANCE ABUSE CASELOAD**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 52,482	\$ 52,482	\$ -
Total revenue	52,482	52,482	-
EXPENDITURES			
Salaries and fringe benefits	51,928	51,837	91
Travel and furnished transportation	185	185	-
Supplies and operating expenses	369	369	-
Total expenditures	52,482	52,391	91
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	91	91
FUND BALANCE, September 1, 2013	-	-	-
FUND BALANCE, August 31, 2014	<u>\$ -</u>	<u>\$ 91</u>	<u>\$ 91</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

**DIVERSION PROGRAM
CENTRAL TEXAS TREATMENT CENTER**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 2,097,964	\$ 2,097,964	\$ -
Payments by program participants	14,650	14,650	-
Other	68,380	68,380	-
Total revenue	<u>2,180,994</u>	<u>2,180,994</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	1,536,278	1,499,220	37,058
Travel and furnished transportation	24,500	17,869	6,631
Contract services	5,500	1,865	3,635
Professional fees	32,650	10,857	21,793
Supplies and operating expenses	320,538	312,221	8,317
Facilities	131,050	123,029	8,021
Utilities	73,220	60,893	12,327
Equipment	81,855	57,638	24,217
Total expenditures	<u>2,205,591</u>	<u>2,083,592</u>	<u>121,999</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	<u>(24,597)</u>	<u>97,402</u>	<u>121,999</u>
FUND BALANCE, September 1, 2013	-	-	-
INTERFUND TRANSFER IN (OUT)	<u>24,597</u>	<u>-</u>	<u>(24,597)</u>
FUND BALANCE, August 31, 2014	<u>\$ -</u>	<u>\$ 97,402</u>	<u>\$ 97,402</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

**DIVERSION PROGRAM
SPECIAL NEEDS CASELOAD**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 52,311	\$ 52,311	\$ -
Total revenue	52,311	52,311	-
EXPENDITURES			
Salaries and fringe benefits	57,132	57,035	97
Travel and furnished transportation	476	128	348
Supplies and operating expenses	250	250	-
Total expenditures	57,858	57,413	445
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(5,547)	(5,102)	445
FUND BALANCE, September 1, 2013	-	-	-
INTERFUND TRANSFER IN (OUT)	5,547	5,102	(445)
FUND BALANCE, August 31, 2014	\$ -	\$ -	\$ -

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
INDIVIDUAL STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET, ACTUAL AND VARIANCE
FOR THE YEAR ENDED AUGUST 31, 2014**

**TREATMENT ALTERNATIVES FOR INCARCERATION PROGRAMS
SUBSTANCE ABUSE TREATMENT**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUE			
State aid	\$ 96,151	\$ 96,151	\$ -
Payments by program participants	103,601	103,601	-
Total revenue	199,752	199,752	-
EXPENDITURES			
Salaries and fringe benefits	171,631	171,559	72
Travel and furnished transportation	1,494	1,494	-
Contract services	37,320	20,197	17,123
Professional services	688	688	-
Supplies and operating expenses	500	359	141
Equipment	848	775	73
Total expenditures	212,481	195,072	17,409
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(12,729)	4,680	17,409
FUND BALANCE, September 1, 2013	-	-	-
INTERFUND TRANSFER IN (OUT)	12,729	-	(12,729)
FUND BALANCE, August 31, 2014	<u>\$ -</u>	<u>\$ 4,680</u>	<u>\$ 4,680</u>

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
NOTES TO FINANCIAL STATEMENTS**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statements include the revenue of the Williamson 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 (TDCJ-CJAD) from State Appropriations for the Basic Supervision Fund, Community Corrections Program Funds, Diversion Program Grant Funds, Treatment Alternatives to Incarceration Program Grant Funds, local fees collected for the use of the CSCD, and the expenditure of those funds.

The Williamson 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 CSCD receives funding from the State government, it must comply with the 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 the 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.

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
NOTES TO FINANCIAL STATEMENTS**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Basis of Accounting – Continued

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.

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.

Encumbrance Accounting

The CSCD does not use encumbrance accounting.

Compensated Absences

Employees of the CSCD earn compensated absences as follows:

Vacation

<u>Experience</u>	<u>Per pay period accrual</u>	<u>Maximum Accrual</u>
0 but less than 5 years:	3.08 hours per two week pay period	120 hours
5 but less than 10 years:	4.62 hours per two week pay period	180 hours
10 + years or more:	6.16 hours per two week pay period	240 hours

The liability related to compensated absences at August 31, 2014 is \$301,266.

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
NOTES TO FINANCIAL STATEMENTS**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Compensated Absences – Continued

Sick Leave

Employees earn 4 hours of sick leave per pay period. The maximum accrual limit is 480 hours. Employees do not receive compensation for unused sick leave time.

All earned compensated absences are recorded by the CSCD.

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
NOTES TO FINANCIAL STATEMENTS**

NOTE 2. FUNDING SOURCES – STATE AID – CONTINUED

Diversion Program Funds – Continued

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 of the 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 the DP line item but are budgeted and reported by CSCDs as state aid under Basic Supervision.

Treatment Alternatives 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

During 2014, the CSCD collected funds from sources other than TDCJ-CJAD, which are required to be reported on the TDCJ-CJAD quarterly financial reports:

<u>Source</u>	<u>Amount Received</u>	<u>Restriction for Use</u>	<u>Expended in Accordance with Restriction</u>
Community supervision fees	\$ 2,018,073	Financial Management Manual for TDCJ-CJAD Funding restrictions	Yes
Program participation funds fees	493,083	Financial Management Manual for TDCJ-CJAD Funding restrictions	Yes
Interest income	3,257	Financial Management Manual for TDCJ-CJAD Funding restrictions	Yes
Other revenue	106,224	Financial Management Manual for TDCJ-CJAD Funding restrictions	Yes

**WILLIAMSON 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

During 2014, the CSCD collected funds from sources other than TDCJ-CJAD, which are not required to be reported on the TDCJ-CJAD quarterly financial reports:

<u>Source</u>	<u>Amount Received</u>	<u>Restriction for Use</u>	<u>Expended in Accordance with Restriction</u>
Victim restitution	\$ 389,930	directly to victim within certain	Yes
Criminal fees	81,655	Local Government Code Chapter 113, Section 113.022	N/A
Court fees	1,601,358	Local Government Code Chapter 113, Section 113.022	N/A
Pretrial bond fees	73,140	Local Government Code Chapter 113, Section 113.022	N/A
Sex offender fees	7,110	Local Government Code Chapter 113, Section 113.022	N/A
Crime victims' compensation fund	1,369	Local Government Code Chapter 113, Section 113.022	N/A

NOTE 5. CASH, PETTY CASH, AND INVESTMENTS

Cash

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 Williamson County depository by the CSCD. Collection accounts must be transferred to the CSCD district account within the time frames listed in Local Government Code 113.022. All CSCD funds must be in the Williamson County treasury and must be disbursed by the County Treasurer (Government Code 509.011 9C and Local Government Code 140.003 (f)).

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
NOTES TO FINANCIAL STATEMENTS**

NOTE 5. CASH, PETTY CASH, AND INVESTMENTS – CONTINUED

Petty Cash

Petty Cash totaled \$500 as of August 31, 2014. The CSCD's central office maintains a cash drawer of \$100, which is used only to make correct change for cash payments received. The cash drawer is reconciled daily with excess receipts being deposited into the CSCD's cash account. The CSCD's Central Texas Treatment Center (the Center) maintains a cash drawer of \$400, which is used for resident needs and minor facility purchases.

Investments

Upon direction of the CSCD, the Williamson County Treasurer in the capacity of the Williamson County Investment Officer invests idle funds in certain investments in compliance with the Texas Public Funds Investment Act as amended in 2011 and in conjunction with the Williamson County Investment Policy.

NOTE 6. EXCESS OF EXPENDITURES OVER BUDGETS IN INDIVIDUAL PROGRAMS

There are no excess of expenditures over budgets in the individual programs as of August 31, 2014.

NOTE 7. INTERFUND TRANSFERS RECEIVABLE AND PAYABLE AT AUGUST 31, 2014

There are no interfund transfers receivable and payable at August 31, 2014.

NOTE 8. VENDOR CONTRACTS FOR OFFENDER SERVICES

There are no vendor contracts or payments to vendors for offender services that exceed \$100,000 as of August 31, 2014.

NOTE 9. COMMITMENTS AND CONTINGENCIES

There were no commitments and contingencies as of August 31, 2014.

NOTE 10. PRIOR PERIOD ADJUSTMENTS

There were no instances of prior period adjustments in individual programs.

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
NOTES TO FINANCIAL STATEMENTS**

NOTE 11. SUBSEQUENT EVENTS

The CSCD has evaluated subsequent events through March 26, 2015, which is the date the combined financial statements were available to be issued, and determined that no events have occurred subsequent to August 31, 2014 that warrant additional disclosure.

SUPPLEMENTARY SCHEDULES

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

BASIC SUPERVISION

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 943,861	\$ 943,861	\$ -
SAFPP payments	12,463	12,463	-
Community supervision fees	2,018,073	2,018,073	-
Payments by program participants	374,832	374,832	-
Interest income	3,257	3,257	-
Other revenue	37,844	37,844	-
	<u>3,390,330</u>	<u>3,390,330</u>	<u>-</u>
Total revenue	3,390,330	3,390,330	-
EXPENDITURES			
Salaries and fringe benefits	3,212,437	3,212,437	-
Travel and furnished transportation	39,545	39,545	-
Contract services	34,021	34,021	-
Professional fees	109,668	109,668	-
Supplies and operating expenses	52,600	52,600	-
Utilities	22,459	22,459	-
Equipment	43,270	43,270	-
	<u>3,514,000</u>	<u>3,514,000</u>	<u>-</u>
Total Expenditures	3,514,000	3,514,000	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES			
	(123,670)	(123,670)	-
FUND BALANCE, September 1, 2013			
	1,165,048	1,165,048	-
INTERFUND TRANSFER IN (OUT)			
	(5,102)	(5,102)	-
FUND BALANCE, August 31, 2014			
	<u>\$ 1,036,276</u>	<u>\$ 1,036,276</u>	<u>\$ -</u>

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

**COMMUNITY CORRECTION PROGRAM
IGNITION INTERLOCK CASELOAD**

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 249,729	\$ 249,729	\$ -
Total revenue	249,729	249,729	-
EXPENDITURES			
Salaries and fringe benefits	239,202	239,202	-
Travel and furnished transportation	2,366	2,366	-
Professional Fees	500	500	-
Supplies & Operating Expenditures	2,664	2,664	-
Total expenditures	244,732	244,732	-
EXCESS REVENUE OVER (UNDER) EXPENDITURES	4,997	4,997	-
FUND BALANCE, September 1, 2013	-	-	-
FUND BALANCE, August 31, 2014	\$ -	\$ -	\$ -

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

**COMMUNITY CORRECTION PROGRAM
SEX OFFENDER CASELOAD**

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 205,516	\$ 205,516	\$ -
Total revenue	205,516	205,516	-
EXPENDITURES			
Salaries and fringe benefits	175,375	175,375	-
Contract services	25,848	25,848	-
Professional Fees	390	390	-
Total expenditures	201,613	201,613	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,903	3,903	-
FUND BALANCE, September 1, 2013	-	-	-
FUND BALANCE, August 31, 2014	<u>\$ 3,903</u>	<u>\$ 3,903</u>	<u>\$ -</u>

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

**COMMUNITY CORRECTION PROGRAM
SUBSTANCE ABUSE CASELOAD**

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 52,482	\$ 52,482	\$ -
Total revenue	52,482	52,482	-
EXPENDITURES			
Salaries and fringe benefits	51,837	51,837	-
Travel and furnished transportation	185	185	-
Supplies and operating expenses	369	345	24 A
Facilities	-	24	(24) A
Total expenditures	52,391	52,391	-
EXCESS REVENUE OVER (UNDER) EXPENDITURES			
	91	91	-
FUND BALANCE, September 1, 2013			
	-	-	-
FUND BALANCE, August 31, 2014			
	\$ 91	\$ 91	\$ -

A This was an oversight. The first quarter Substance Abuse Caseload program operating expenditures was inadvertently reported as facilities expenditures. The \$24 should have been reported as (R) supplies and operating expenditure instead of (S) facilities expenditure.

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

**DIVERSION PROGRAM
CENTRAL TEXAS TREATMENT CENTER**

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 2,097,964	\$ 2,097,964	\$ -
Payments by program participants	14,650	14,650	-
Other revenue	68,380	68,380	-
	<u>2,180,994</u>	<u>2,180,994</u>	<u>-</u>
Total revenue	2,180,994	2,180,994	-
EXPENDITURES			
Salaries and fringe benefits	1,499,220	1,499,220	-
Travel and furnished transportation	17,869	17,869	-
Contract services	1,865	1,865	-
Professional fees	10,857	10,857	-
Supplies and operating expenses	312,221	312,221	-
Facilities	123,029	123,029	-
Utilities	60,893	60,893	-
Equipment	57,638	57,638	-
	<u>2,083,592</u>	<u>2,083,592</u>	<u>-</u>
Total expenditures	2,083,592	2,083,592	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES			
	97,402	97,402	-
FUND BALANCE, September 1, 2013			
	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, August 31, 2014			
	<u>\$ 97,402</u>	<u>\$ -</u>	<u>\$ -</u>

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

**DIVERSION PROGRAM
SPECIAL NEEDS CASELOAD**

	<u>Audit</u>	<u>Per CSCD Report</u>	<u>Difference</u>
REVENUE			
State aid	\$ 52,311	\$ 52,311	\$ -
Total revenue	52,311	52,311	-
EXPENDITURES			
Salaries and fringe benefits	57,035	57,035	-
Travel and furnished transportation	128	128	-
Supplies and operating expenses	250	250	-
Total expenditures	57,413	57,413	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(5,102)	(5,102)	-
FUND BALANCE, September 1, 2013	-	-	-
INTERFUND TRANSFER IN (OUT)	5,102	5,102	-
FUND BALANCE, August 31, 2014	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
SCHEDULE OF DIFFERENCES BETWEEN
AUDIT REPORT AND CSCD REPORTS
FOR THE YEAR ENDED AUGUST 31, 2014**

**TREATMENT ALTERNATIVES FOR INCARCERATION PROGRAMS
SUBSTANCE ABUSE TREATMENT**

	Audit	Per CSCD Report	Difference
REVENUE			
State aid	\$ 96,151	\$ 96,151	\$ -
Payments to participants	103,601	103,601	-
Total revenue	199,752	199,752	-
EXPENDITURES			
Salaries and fringe benefits	171,559	171,559	-
Travel and furnished transportation	1,494	1,494	-
Contract services	20,197	20,197	-
Professional Fees	688	688	-
Supplies and operating expenses	359	359	-
Equipment	775	775	-
Total expenditures	195,072	195,072	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	4,680	4,680	-
FUND BALANCE, September 1, 2013	-	-	-
FUND BALANCE, August 31, 2014	\$ 4,680	\$ 4,680	\$ -

COMPLIANCE SECTION



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*

Williamson County Community
Supervision and Corrections Department
Williamson County, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of the Williamson 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 March 26, 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 opinion 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Williamson County Community
Supervision and Corrections Department
Williamson County, Texas

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Department's combined financial statements are free of material misstatement, we performed tests of its compliance with certain provision 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

This 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.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Houston, Texas
March 26, 2015

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

Findings and Questioned Costs

<u>Contract Number</u>	<u>Findings/Noncompliance</u>	<u>Questioned Costs</u>
Current year findings	No instances of noncompliance were noted	N/A
Status of Prior Year findings	No instances of noncompliance were noted	N/A

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**FISCAL YEAR 2014 TDCJ-CJAD COMPLIANCE CHECKLIST
FOR THE YEAR ENDED AUGUST 31, 2014**

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>	<u> </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>	<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 2014 is October 31, 2014.
<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.

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**FISCAL YEAR 2014 TDCJ-CJAD COMPLIANCE CHECKLIST
FOR THE YEAR ENDED AUGUST 31, 2014**

X ___ 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 *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 all of the CSCD's funds and collections deposited in the county treasury (county's bank account)? (*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.

X ___ 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.

X ___ 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.

X ___ Did the Fiscal Officer follow the applicable laws, guidelines, and duties as specified on Pages 31-35 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.

X ___ 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 35-36) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

___ X 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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**FISCAL YEAR 2014 TDCJ-CJAD COMPLIANCE CHECKLIST
FOR THE YEAR ENDED AUGUST 31, 2014**

- | | |
|--------------|---|
| <u>X</u> ___ | 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? (<i>FMM</i> Page 26) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs. |
| <u>X</u> ___ | 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 <i>Financial Management Manual for TDCJ-CJAD Funding</i> ? (<i>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 idle funds, if any, invested? (<i>FMM</i> Page 7) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs. |
| <u>X</u> ___ | 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. |
| <u>X</u> ___ | 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? (<i>FMM</i> Page 28) 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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**FISCAL YEAR 2014 TDCJ-CJAD COMPLIANCE CHECKLIST
FOR THE YEAR ENDED AUGUST 31, 2014**

 X ___ ___ ___
 vendor payments and compliance with contracts? (*FMM* 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.

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

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**FISCAL YEAR 2014 TDCJ-CJAD COMPLIANCE CHECKLIST
FOR THE YEAR ENDED AUGUST 31, 2014**

_____ 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.

**WILLIAMSON COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

**FISCAL YEAR 2014 TDCJ-CJAD COMPLIANCE CHECKLIST
FOR THE YEAR ENDED AUGUST 31, 2014**

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.

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