



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER CO#124892

PAGE 1 OF 4

DATE: 04/04/2017

SUBJECT: **RECEIVE AND FILE THE AUDITOR'S REPORT OF THE COUNTY CLERK'S
PASSPORT OPERATIONS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court receive and file the Auditor's Report of the County Clerk's Passport Operations for the five (5) months ended February 28, 2017.

BACKGROUND:

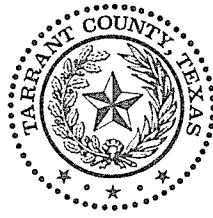
In accordance with the Local Government Code, the Auditor's Office reviewed financial related transactions for the County Clerk's passport operations for the five (5) months ended February 28, 2017. The objective of the review was to determine whether controls were adequate to reasonably ensure that County related passport fees were assessed, receipted, and recorded.

FISCAL IMPACT:

There is no direct fiscal impact associated with this item.

SUBMITTED BY: Auditor's Office

PREPARED BY: S. Renee Tidwell
APPROVED BY:



TARRANT COUNTY

**TARRANT COUNTY ADMINISTRATION BUILDING - ROOM 506
100 E. WEATHERFORD
FORT WORTH, TEXAS 76196-0103
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**S. RENEE TIDWELL, CPA
COUNTY AUDITOR
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**CRAIG MAXWELL
FIRST ASSISTANT COUNTY AUDITOR
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March 24, 2017

The Honorable Mary Louise Garcia, County Clerk
The Honorable District Judges
The Honorable Commissioners Court
Tarrant County, Texas

Re: Auditor's Report – County Clerk's Passport Operations

SUMMARY

In accordance with the Local Government Code, we reviewed financial related transactions for the County Clerk's passport operations for the five months ended February 28, 2017. The objective of our review was to determine whether controls were adequate to reasonably ensure that County related passport fees were assessed, receipted, and recorded. According to Dallas Passport Office personnel, transmittal sheets are considered confidential and can only be released to a certified passport acceptance agent. As a result, our review was limited and excluded controls over the application transmittal process and fees remitted to the U.S. Department of State. During our review, we observed that County related passport fees were properly assessed, receipted, and recorded.


BACKGROUND

The County Clerk, as a *probationary* passport acceptance agent, began processing applications for United States passports August 2016. At the end of each day, the applications along with the checks made payable to U.S. Department of State are mailed to the National Passport Processing Center. The County Clerk also collects an execution and a passport photo fee, which is set by the Commissioners Court. During the five months ending February 28, 2017, the County Clerk collected revenue related to passport and photo fees totaling approximately \$125,000.

CLOSING REMARKS

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

Sincerely,

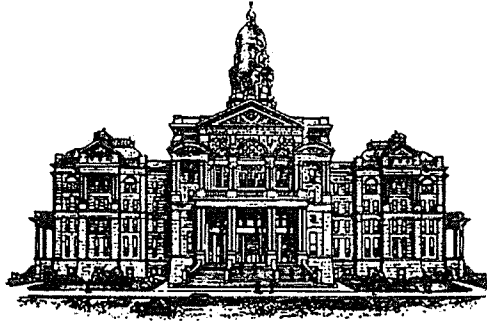


S. Renee Tidwell, CPA
County Auditor

Attachment: Management's response

Distribution: Christie Reyenga, Assistant Manager

Audit Team: Kim Buchanan, Audit Manager
Maki Ogata, Senior Internal Auditor



Mary Louise Garcia
County Clerk

TARRANT COUNTY COURTHOUSE

100 W. WEATHERFORD
Fort Worth Texas 76196-0401

Date: March 24, 2017

From: Mary Louise Garcia, Tarrant County Clerk

To: Kim Trussel, Audit Manager

Reference: County Clerk, Passport Operations Response

I would like to thank the Auditor's Office for their approach, professionalism, and cooperation during this audit review. We hold our responsibility for the Passport Office to a very high standard to ensure the safeguard of the public's money and confidential information. We will continue to do so as we push forward with this service.

Respectfully,

A large grey rectangular box redacting the signature of Mary Louise Garcia.

Mary Louise Garcia, County Clerk