



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER 0

PAGE 1 OF 6

DATE: 2/2/2010

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

**\*\*\* 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 Fiscal Year 2009.

**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, 2009.

Furthermore, the Auditor's report was forwarded to the Texas Commission on Jail Standards, as required by statute.

**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

817/884-1205

Fax 817/884-1104

**S. RENEE TIDWELL, CPA**  
COUNTY AUDITOR

**RONALD D. BERTEL, CPA**  
FIRST ASSISTANT COUNTY AUDITOR

November 6, 2009

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

RE: Auditor's Report – Commissary Operations for Fiscal Year 2009

## 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, 2009. Specifically, we reviewed general ledger receipt and disbursement accounts as shown on the attached summary and found that the commissary accounts fairly represents, in all material respects, the Sheriff's commissary operations as of September 30, 2009. Furthermore, nothing came to our attention that would cause us to believe the Sheriff's commissary financial operations were not in compliance with applicable laws and regulations. Additionally, internal controls over commissary operations appear adequate as of the date of the report.

## BACKGROUND

Local Government Code states that the Sheriff or his designee shall accept new bids for commissary suppliers every five years. Upon recommendation by the Sheriff's Office, the Tarrant County Commissioners Court approved Five Star Correctional Services as the primary vendor in July 2009. The term of the contract is July 1, 2009 to June 30, 2010 and includes four 12-month option years. The contract provides the Sheriff's Office the greater of 31.4% of sales (less sales tax and postal sales) or a guaranteed annual amount totaling \$1,002,360 to be prorated and paid on a monthly basis.

Texas Local Government Code Sec. 351.0415 requires that the County Auditor verify the accuracy of the jail commissary accounts and report the findings to the Commissioners Court annually. The auditor is also required to provide a copy of the audit to the Commission on Jail Standards per Texas Government Code, Chapter 511.

**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, 2009. 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, FY 2009  
Management's response  
Letter to Texas Commission on Jail Standards dated January 11, 2010

**Distribution:**

Bob Knowles, Executive Chief Deputy  
David Alvey, Sergeant

James Skidmore, Chief Deputy  
Eddie Herriage, Lieutenant

**Team:**

Kim Trussell, Audit Manager  
Frank Mazza, Audit Supervisor

Larry Baum, Senior Auditor  
Angela Tran-Le, Internal Auditor

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

**Summary of Cash Receipts and Disbursements  
for fiscal year ending September 30, 2009**

**Receipts:**

Commissary Income	\$ 892,592	
Interest Income	4,527	
Auction Proceeds	168	
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<b>Total Receipts</b>		\$ 897,287

**Disbursements:**

Salaries & Benefits	\$ 556,827	
Bedding & Clothing	93,169	
Jail Indigent Supplies	79,846	
Capital	18,008	
Recreation	16,024	
Personal Hygiene	14,720	
Law Books	13,721	
Supplies	7,848	
Professional Services	6,213	
Equipment Maintenance	2,850	
Equipment	1,151	
	<hr/>	
<b>Total Disbursements</b>		<hr/> 810,377

Receipts Over (Under) Disbursements	\$ 86,910
Beginning Fund Balance, October 1, 2008	<hr/> 274,635
Ending Fund Balance, September 30, 2009	<hr/> <hr/> \$ 361,545



# 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 25, 2010

**TO:** Renee Tidwell, Auditor

**FROM:** Sheriff Dee Anderson

**REFERENCE:** Reply to Commissary Audit

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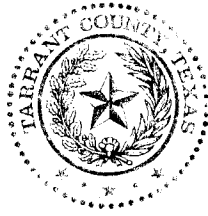
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The Tarrant County Sheriff's Office is in receipt of the recent audit findings for our Commissary, and we are in agreement with all findings.

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



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RONALD D. BERTEL, CPA  
FIRST ASSISTANT COUNTY AUDITOR  
rbertel@tarrantcounty.com

January 11, 2010

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

Re: Auditor's Report - Commissary Operations for Fiscal Year 2009

Dear Mr. Munoz:

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, 2009. 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 November 6, 2009.

Upon completion of the FY2009 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

SRT/kt

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