



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER 0

PAGE 1 OF 6

DATE: 2/15/2011

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 2010.

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, 2010.

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

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

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

January 28, 2011

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

RE: Auditor's Report – Commissary Operations for Fiscal Year 2010

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, 2010. Specifically, we reviewed general ledger receipt and disbursement accounts as shown on the attached summary and found that the commissary accounts fairly represent, in all material respects, the Sheriff's commissary operations as of September 30, 2010. Nothing came to our attention that would cause us to believe that the Sheriff's commissary operations do not comply with applicable laws and regulations. Additionally, internal controls over commissary operations appear adequate as of the date of the report.

BACKGROUND

Texas Local Government Code Sec. 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 to the Commission on Jail Standards per Texas Government Code Sec. 511.016.

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 Five Star Correctional Services as the primary vendor. The term of the contract was July 1, 2009 through June 30, 2010 and included four 12-month option years. This vendor terminated the contract effective April 30, 2010. The contract provided the Sheriff's Office the greater of 31.4% of sales (less sales tax and postal sales) or a guaranteed monthly amount of \$83,530.

Upon recommendation by the Sheriff's Office, Commissioners Court approved Keefe Commissary Network as the new primary vendor. The initial contract term is 14 months, May 1, 2010 to June 30, 2011, and includes the option of three additional 12-month terms. The Keefe Commissary Network contract provides the Sheriff's Office the greater of 36.0% of sales (less sales tax and postal sales) or a guaranteed monthly amount of \$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, 2010. 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. Renee Tidwell, CPA
County Auditor

Attachments:

Management's Response from Sheriff Anderson
Commissary Operations - Summary of Cash Receipts and Disbursements, FY 2010
Letter to Texas Commission on Jail Standards dated January 28, 2011

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, 2010**

Receipts:

Commissary Income	\$ 1,058,162	
Interest Income	2,738	
Auction Proceeds	2	
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Total Receipts		\$ 1,060,902

Disbursements:

Salaries & Benefits	\$ 593,760	
Bedding & Clothing	148,908	
Jail Indigent Supplies	81,538	
Personal Hygiene	14,668	
Law Books	13,075	
Supplies	6,929	
Recreation	5,337	
Equipment Maintenance	4,484	
Equipment	4,342	
Professional Services	1,677	
Capital	1,675	
	<hr/>	
Total Disbursements		<u>876,393</u>

Receipts Over Disbursements \$ 184,509

Restated Beginning Fund Balance, October 1, 2009 357,740

Ending Fund Balance, September 30, 2010 \$ 542,249



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

February 2, 2011

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

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



TARRANT COUNTY

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RONALD D. BERTEL, CPA
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January 31, 2011

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 2010

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, 2010. As required by Texas Government Code Sec. 511.016, *Commission on Jail Standards*, attached is a copy of the Auditor's Report of the Commissary Operations dated January 28, 2011.

Upon completion of the FY2010 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 for FY2010

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