

State of Florida
Florida Department of Financial Services

Division of Accounting & Auditing
Bureau of Auditing

Article V Quarterly Audit Report
(April – June 2024)



July 2024

PURPOSE OF REPORT

In accordance with Chapter 2024-25, Laws of Florida, line item 2438, please allow this report to serve as the Department of Financial Services (DFS) quarterly report to summarize the efforts made by our office to audit court-related expenditures of the Clerks of the Circuit Court pursuant to sections 28.35 and 28.241, Florida Statutes (F.S.), during the quarter April 1, 2024, to June 30, 2024.

CHIEF FINANCIAL OFFICER’S AUTHORITY

Section 28.35(2)(e), F.S., provides that the DFS, Bureau of Auditing (Bureau), will conduct an audit of the Clerks of the Circuit Court (Clerk) by examining court-related expenditures. The Bureau will audit court-related expenditures of State funds to determine compliance with State law¹ and whether the expenditures were properly authorized, recorded, and supported.

AUDIT OBJECTIVES

The following objectives have been established for the audit of court-related expenditures:

- Evaluate the actions taken by the Clerks’ offices to correct observations noted in previous reports.
- Evaluate whether court-related expenditures comply with State laws.²
- Evaluate whether court-related expenditures are properly authorized, recorded, and supported.
- Evaluate whether expenditures are within the budgeted appropriations.
- Evaluate the accuracy and completeness of expenditures reported on the Clerk of Court Expenditures and Collections Reports.
- Evaluate whether the Clerk’s salary and total payroll costs were within the applicable caps established by the Florida Legislature’s Office of Economic and Demographic Research.
- Evaluate whether ten percent of all court-related fines collected are deposited into the fines and forfeiture fund and used exclusively for court-related functions³.
- Evaluate the Clerk’s methodology for allocating payroll costs between court and non-court-related functions.

AUDIT RECOMMENDATIONS

The Department completed four (4) audits during this quarter. Below is a summary of the recommendation associated with these audits. The reports can be found on the DFS Website at: <https://www.myfloridacfo.com/division/aa/local-governments/clerk-of-the-circuit-courts-audits>.

¹Sections 28.35(3)(a) and 28.37(5), Florida Statutes.

²Sections 28.35(3), 28.37(6), and 29.008, Florida Statutes.

³Section 28.37(6), Florida Statutes.

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Prior Audit Recommendations	Status of Corrective Actions
Status of Prior Audit Recommendations - Highlands	Three (3) of the three (3) recommendations were implemented.
Status of Prior Audit Recommendations - Jackson	Two (2) of the four (4) recommendations were implemented. One (1) was partially implemented. One (1) was not implemented.
Status of Prior Audit Recommendations - Escambia	Two (2) of the two (2) recommendations were not implemented.
Status of Prior Audit Recommendations - Glades	One (1) of the two (2) recommendations was partially implemented. One (1) was not implemented.

Recommendations	County
Purchasing policy needs enhancement to include detailed procurement and purchasing guidelines.	Jackson
No documented methodology for allocating personnel and administrative expenditures between court and non-court related accounts.	Jackson, Glades, and Escambia
Does not use the Uniform Accounting System Manual classification of accounts.	Glades
Unallowable expenditures related to s. 29.008(1)(f)1, and 2, F. S.	Jackson and Escambia
Internal controls related to bank reconciliations could be improved.	Jackson and Escambia
None	Highlands
Unallowable expenditures related to s. 29.008(1)(f)1, and 2, F. S.	Jackson and Escambia
Internal controls related to bank reconciliations could be improved.	Jackson and Escambia

For more information on the above counties, see the completed reports at:

<https://www.myfloridacfo.com/division/aa/local-governments/clerk-of-the-circuit-courts-audits>.

ACTIVITIES FOR THE REPORTING PERIOD

The Department completed compliance audits for Escambia, Glades, Highlands, and Jackson Counties. The Department initiated the compliance audits for Okaloosa, Seminole, and Walton Counties.

PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD

The Department will finalize the reports for Okaloosa, Seminole, and Walton Counties. The Department is planning to initiate compliance audits for Hardee, Hendry, and Franklin Counties in the next quarter.