

State of Florida
Florida Department of Financial Services

Division of Accounting & Auditing
Bureau of Auditing

Article V Quarterly Audit Report
(October 2024 – December 2024)



January 2025

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. This summarizes our efforts 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 October 1, 2024, to December 30, 2024.

CHIEF FINANCIAL OFFICER'S AUTHORITY

Section (s.) 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 (10) percent of all court-related fines collected are deposited into the fines and forfeiture fund and used exclusively for court-related functions.³
- Evaluate the Clerk's methodology for allocating payroll costs between court and non-court-related functions.

AUDIT RECOMMENDATIONS

The Bureau completed three (3) audits during this quarter. Below is a summary of the recommendations 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.

Status of Prior Audit Recommendations	Status of Corrective Actions
Hardee	One (1) of the four (4) recommendations was implemented.
Franklin	One (1) previous recommendation was not implemented.
Hamilton	One (1) previous recommendation was implemented.

Recommendations	County
No documented methodology for allocating personnel expenditures between court and non-court related accounts.	Hardee Franklin
General ledger expenditures did not agree with totals report to the Florida Clerks of court Operations Corporation (CCOC).	Hardee
Unallowable expenditures related to county funding according to s. 29.008, F.S.	Hardee Hamilton
Bank signature cards were not updated timely.	Hardee
The Clerk's office had no written purchasing policy.	Hardee Hamilton
Travel expenditures were not in compliance with s. 112.061, F.S.	Hardee Franklin Hamilton

For more information on the above counties, see the completed reports at:
<https://www.myfloridacfo.com/division/aa/audits-reports>.

ACTIVITIES FOR THE REPORTING PERIOD

Completed Compliance Audits:

- Hardee
- Franklin
- Hamilton

Initiated Compliance Audits:

- Gulf
- Marion
- Washington

PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD

The Bureau will finalize the reports for Gulf, Marion, and Washington Counties. We plan to initiate compliance audits for St. Lucie and Indian River Counties in the next quarter.