

**State of Florida**  
**Florida Department of Financial Services**

**Division of Accounting & Auditing**  
**Bureau of Auditing**

**Article V Quarterly Audit Report**  
**(October - December 2016)**



**January 2017**

## PURPOSE OF REPORT

In accordance with Chapter 2016-66, Laws of Florida, line item 2313, 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 all court related expenditures of the clerks of court pursuant to sections 28.241 and 28.35, F.S., during the quarter October 1, 2016 to December 31, 2016.

## CHIEF FINANCIAL OFFICER'S AUTHORITY

Section 17.03, Florida Statutes (F.S.), provides that the Chief Financial Officer, using generally accepted auditing procedures for testing or sampling, shall examine, audit and settle all accounts, claims and demands whatsoever, against the state, arising under any law or resolution of the Legislature, and issue a warrant directing the payment out of the State Treasury of such amount as he or she allows.

Section 28.35(2)(e), F.S., provides that the Department of Financial Services, Bureau of Auditing (Bureau), will conduct an audit of the Clerks of Court (Clerk) by examining court related expenditures. The Bureau will audit court related expenditures of State funds to determine compliance with Section 28.35(3) (a), F.S., 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 whether the Clerk used other funding sources (from the County or any of the 10% of fines from the Modernization Trust Fund (TF)) to subsidize the court related budget and/or expenditures.
- Evaluate whether expenditures were within the budgeted appropriations.
- Evaluate the accuracy and completeness of expenditures reported on the Court Expenditures and Clerks' Trust Fund Collections Tracking Reports.
- Evaluate whether court related expenditures are in compliance with section 28.35(3) (a) and 28.37(2), F.S.
- Evaluate whether court-related expenditures are properly authorized, recorded, and supported.
- Evaluate whether Clerk's salary and total payroll costs are within the applicable caps established by the Florida Legislative Committee on Intergovernmental Relations.
- Evaluate whether court-related salary expenditures are properly authorized, recorded, and supported.

## AUDIT FINDINGS

The Department completed one (1) audit during this quarter. Below is a summary of the observations and recommendations associated with this audit. The audit report can be found on the DFS Website at: <http://www.myfloridacfo.com/Division/AA/AuditsReviews/default.htm>.

### PALM BEACH COUNTY CLERK OF COURT

On December 19, 2016, the Department released its report (Report 2016-08) on the audit conducted on the Palm Beach County Clerk of Court. Based upon its review of Palm Beach County, the Department found the Clerk's budgeting practices and expenditure of State funds to be efficient and accurate. There were no recommendations.

## ACTIVITIES FOR THE REPORTING PERIOD

The Department completed a cash analysis for the City of Opa-Locka during the reporting period. The report was released in mid-November, and the Article V team resumed its normal audit activities.

In addition to completing the Palm Beach County review, the Department completed field work for Polk and Brevard Counties. The team completed the review for DeSoto County and is working on the draft report. The draft report for Collier County has been completed and submitted for review.

## PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD

The Department will finalize the reports for Polk, Brevard, and DeSoto Counties.

The Department is planning to conduct audits for Gulf, Alachua, and Martin counties in the next quarter.