

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

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

**Article V Quarterly Audit Report**  
**(October – December 2020)**



**January 2021**

## PURPOSE OF REPORT

In accordance with Chapter 2020-21, Laws of Florida, line item 2370, 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 the Circuit Court pursuant to sections (ss.) 28.35 and 29.008, Florida Statutes (F.S.), during the quarter October 1, 2020 to December 31, 2020.

## 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 law<sup>1</sup> 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 expenditures were within the budgeted appropriations.
- Evaluate the accuracy and completeness of expenditures reported on the Clerk of Court Expenditure and Collections Report.
- Evaluate whether court-related expenditures were in compliance with ss. 28.35(3) and 29.008, F.S.
- Evaluate whether court-related expenditures were properly authorized, recorded, and supported.
- 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 the Clerk's methodology for allocating payroll costs between court and non-court related functions.

## AUDIT FINDINGS

The Department completed four (4) audits during this quarter. Below is a summary of the observations associated with these audits. The audit reports can be found on the DFS Website at: <http://www.myfloridacfo.com/Division/AA/AuditsReviews/default.htm>.

<sup>1</sup>Sections 28.35(3) and 29.008, Florida Statutes.

<b>OBSERVATIONS</b>	
<b>Internal Controls</b>	<b>County</b>
1. Meals provided at a conference or convention were requested as part of the employees' reimbursement. (1 instance)	Hendry
2. Absence of payroll authorizations and timesheets (6 instances)	Bay
<b>Unallowable Expenditures</b>	<b>County</b>
1. Subscription to the Wall Street Journal (\$93)	Bay
2. Carpet cleaning (\$125)	Bay
3. Folding table for use by the public (\$217)	Bay
4. Relocation of a department (\$603)	Bay
5. Retirement gifts (\$560)	Bay
6. Computer Software (\$39,092)	Charlotte
7. Copier/Fax (\$3,278)	Charlotte
8. Printer (\$6,787)	Charlotte
9. Laptop (\$841)	Charlotte
<b>Financial Reporting and Recording</b>	<b>County</b>
1. Inconsistent use of the expenditure account codes specified in the <u>Uniform Accounting System Manual</u> .	Seminole
2. No documented methodology for the allocation of payroll or administrative expenditures.	Seminole, Hendry, Bay

For more information on the above counties, see the completed reports at:  
<http://www.myfloridacfo.com/Division/AA/AuditsReviews/default.htm>

## ACTIVITIES FOR THE REPORTING PERIOD

In addition to completing the Seminole, Hendry, Charlotte, and Bay audits, the Department completed a desk audit for Broward County with the draft report in progress.

**PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD**

The Department will finalize the report for Broward County. The Department is planning to conduct desk audits for Jackson, Escambia, Glades, and Highlands Counties in the next quarter.