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Report No. 2014-10

TO: David Bateman, Director
Court and Operational Services

FROM: Hector Collazo, Jr., Inspector General/Chief Audit Executive 
Division of Inspector General

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller
Claretha Harris, Chief Deputy Director, Finance Division
Alan Hebdon, Manager, St. Petersburg Branch

SUBJECT: Unannounced Audit of the St. Petersburg Branch Change and Jury Funds

DATE: April 24, 2014

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of the St. Petersburg Branch Change and Jury funds located at 545 1st Avenue North, St. Petersburg. We audited these funds on April 16, 2014.

The primary purpose of unannounced audits is to reconcile the funds to ensure that the appropriate internal controls, safeguards, and policies and procedures are being followed, safeguarding the county funds under your departmental control.

This unannounced audit reconciled to the authorized amounts and all funds were accounted for. The department's internal controls and safeguarding of the Change and Jury funds are adequate. The audit did not note any non-compliance issues in regards to existing documented policies and procedures for Change and Jury funds. We appreciate your staff's cooperation during this audit.



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