



## Ken Burke, CPA

CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
PINELLAS COUNTY, FLORIDA


Clerk of the County Court  
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Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
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### Division of Inspector General

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**Report No. 2015-07**

**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  
Nancy Dickman, Manager, Clerk's Tyrone Branch

**SUBJECT:** Unannounced Audit of the Clerk's Tyrone Branch Notary Journals, Imprest  
and Witness Funds

**DATE:** March 12, 2015

This letter serves to inform you that the Division of Inspector General has completed an unannounced audit of the Clerk's Tyrone Branch Notary Journals, Imprest and Witness Funds located at 1800 66<sup>th</sup> Street North, St. Petersburg. We audited the Notary Journals, Imprest and Witness Funds on March 5, 2015.

The primary purpose of unannounced audits is to:

1. Sample Notary Journals to ascertain that Notaries are logging Notary Acts, completing all Notary Journal fields, and not improperly using Deputy Clerk stamps in lieu of Notary stamps in accordance with established policies and procedures.
2. Reconcile the funds and ascertain that the appropriate internal controls, safeguards, and policies and procedures are being followed, safeguarding the county funds under your departmental control.



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Inspectors General

David Bateman, Director, Court and Operational Services

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The audit did not note any non-compliance issues in regards to existing documented policies and procedures for Notaries, Imprest and Witness Funds. Notary Journals were properly documented. All funds reconciled to the authorized amounts and were accounted for. The department's internal controls and safeguarding of Imprest and Witness Funds are adequate.

We appreciate your staff's cooperation during this audit.