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Report No. 2015-44

TO: Constance Daniels, 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
Sandra Tuller, Manager, Records and Information Management
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SUBJECT: Follow-Up Audit of the Clerk's Records and Information Management
Mid-County Office Notary Journals and Imprest Funds

DATE: December 22, 2015

This letter serves to inform you that the Division of Inspector General has completed a follow-up audit of the Clerk's Records and Information Management Mid-County Office Notary Journals and Imprest Funds located at 14155 49th Street North, Clearwater. We had audited the Notary Journals and Imprest Funds on May 12, 2015.

The objective of our review was to determine the implementation status of our previous recommendations.

Of the three recommendations contained in the original audit Report No. 2015-16, we determined that all have been implemented. The recommendations and their status are presented in this follow-up review.

We appreciate the cooperation demonstrated by the staff of Records and Information Management during this review.



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Our audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and the *Principles and Standards for Offices of Inspector General*, and accordingly, included such tests of records and other auditing procedures as we considered necessary in the circumstances.

1. Entire Change Fund Was Not Counted Twice Daily.

The change fund was not counted twice daily. The office has two drawers comprising the change fund, and only one of the two drawers was counted twice daily. The second drawer is a backup cash drawer for a separate cashier and is used only when the main cashier is absent. When it was not used, it was not counted twice daily.

Management was not aware of the Clerk's Vault Fund Balancing Procedure No. 2.41 for change funds. Cash fund policies and procedures are controls that are designed to safeguard cash. Non-compliance with policies and procedures can increase the risk of misuse of these funds.

The Clerk's Accounting Policies and Procedures Manual, Court and Operational Services Division, Procedure No. 2.41, also states that each morning and evening the vault funds will be counted and balanced.

We recommended the custodian and cashier count the entire change fund each morning and evening when balancing the vault funds in accordance with the Clerk's Accounting Vault Fund Balancing Procedure No. 2.41.

Status:

Implemented. The entire change fund is now being counted twice each day, once in the morning and again in the evening.

2. Vault Fund Balance Sheet Was Not Used To Balance The Change Fund Daily.

The Vault Fund Balance Sheet, referenced in the Clerk's Vault Fund Balancing Procedure No. 2.41, was not used in the Mid-County Office to balance the change fund daily. Instead, the office used an alternate form.

Management was not aware of the Clerk's Vault Fund Balancing Procedure No. 2.41 that states the vault funds will be balanced using the Vault Fund Balance Sheets. Cash fund policies and procedures are controls that are designed to safeguard cash. Non-compliance with policies and procedures can increase the risk of misuse of these funds.

The Clerk's Accounting Policies and Procedures Manual, Court and Operational Services Division, Procedure No. 2.41, states that each morning and evening the vault funds will be counted and balanced using the Vault Fund Balance Sheets. The procedure also shows an example of the Vault Fund Balance Sheet form in Exhibit 3-K of the manual.

We recommended the cashier and custodian use the Vault Fund Balance Sheet to comply with the Clerk's Accounting Vault Fund Balancing Procedure No. 2.41.

Status:

Implemented: The Vault Fund Balance Sheet is now in use at the 49th Street office.

3. An Alternate Notary Log Was Used Instead Of The Clerk's Notary Journal Form.

The Records and Information Management office was using a different notary journal format than the standard Notary Journal used by other Clerk's locations. As a result, they were not including all information required on the standard Notary Journal.

The Notary Journal used by the Notary at the Records and Information Management office was missing the following eight fields for documentation:

- A. Type of Notarial Act
- B. Expiration dates for Identification
- C. Additional Comments section
- D. Signer's right thumbprint option
- E. Witness Signatures, when applicable
- F. Signer's representative capacity
- G. Fee charge
- H. Receipt number

Management was not aware of the standard Notary Journal form being used at other Clerk's locations. The notary journal/log that had been used by the Notary at this location did not contain all of the fields necessary (missing 8 fields above) to accurately complete the Notary Journal and may not have provided the required information needed for future reference.

The standard Notary Journal being used by the Clerk's locations includes all fields deemed by Clerk's management to be complete records for notarial acts. The Notary Journals are ordered on-line on the Clerk's Printing Services intranet site. The Clerk's Notary Policy refers to the "Governor's Reference Manual For Notaries" on the Clerk's intranet site.

We recommended Management use the Clerk's Notary Journal supplied by Clerk's Printing Services.

Status:

Implemented: The Clerk's Notary Journal is now in use.