

State of Florida
Florida Department of Financial Services

Division of Accounting & Auditing
Bureau of Auditing

Article V Quarterly Audit Report
(January – March 2023)



April 2023

PURPOSE OF REPORT

In accordance with Chapter 2022-156, Laws of Florida, line item 2376, 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 court-related expenditures of the Clerks of the Circuit Court pursuant to sections 28.35 and 28.241, Florida Statutes (F.S.), during the quarter January 1, 2023, to March 31, 2023.

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 conduct follow-up audits of prior audit findings of court-related expenditures of State funds to determine whether corrective actions have been taken.

AUDIT OBJECTIVES

The following objectives have been established for the follow-up audits of court-related expenditures:

- Evaluate the actions taken by the Clerks' offices to correct observations noted in previous reports.

AUDIT FINDINGS

The Department completed nine (9) follow-up audits during this quarter. Below is a summary of the observations associated with these audits. The reports can be found on the DFS Website at: <https://www.myfloridacfo.com/division/aa/local-governments/clerk-of-the-circuit-courts-audits>.

Observations	Status of Corrective Actions
No documented methodology for the allocation of payroll or administrative expenditures.	Levy – No Action Taken St. Johns – No Action Taken Union – No Action Taken Hillsborough – Fully Corrected Gilchrist – Partially Corrected Lee – Fully Corrected
Inconsistent use of the <u>Uniform Accounting System Manual</u> .	Hillsborough – Fully Corrected
Inadequate controls over cash handling, recording and disbursements	Pinellas – Fully Corrected

Unallowable Expenditures	Levy – Fully Corrected St. Johns – Partially Corrected Nassau – Fully Corrected Hillsborough – Fully Corrected Pinellas – Fully Corrected Gilchrist – Fully Corrected Clay – Partially Corrected
No reconciliation of purchasing card statements to supporting documentation	Hillsborough – Fully Corrected
Calculation of employee pay rates	Levy – Fully Corrected
Inconsistent adherence to statutory guidelines for the Public Records Modernization Trust Fund	St. Johns – Fully Corrected
No separation of duties for verification of goods ordered and goods received	Union – No Action Taken Gilchrist – Fully Corrected
Inconsistent adherence to State travel policies	Hillsborough – Fully Corrected

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 Levy, St. Johns, Nassau, Union, Hillsborough, Pinellas, Gilchrist, Lee, and Clay follow-up audits, the Department also initiated the follow-up audit audits for Orange, Baker, Duval, Sarasota, Volusia, Gadsden, Lafayette, and Dixie Counties.

PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD

The Department will finalize the reports for Orange, Baker, Duval, Sarasota, Volusia, Gadsden, Lafayette, and Dixie Counties. The Department is planning to initiate follow-up audits for Manatee, Citrus, Washington, Santa Rosa, Leon, Taylor, Holmes, and Osceola Counties in the next quarter.