



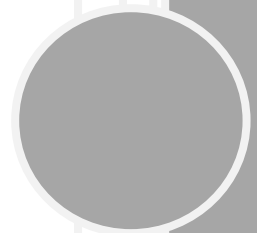
# AUDIT REPORT

DALLAS COUNTY

FEDERAL FORFEITURE - CONSTABLE PCT 3 - FY2022

Darryl D. Thomas  
Dallas County Auditor

ISSUED: 1/25/2023  
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# Federal Forfeiture - Constable Pct 3 - FY2022

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This report is intended for the information and use of the agency/department. While we have reviewed internal controls and financial reports, this review will not necessarily disclose all matters of a material weakness. It is the responsibility of the department to establish and maintain effective internal control over compliance with the requirements of laws, regulations, and contracts applicable to the department



**DALLAS COUNTY**  
COUNTY AUDITOR

**MANAGEMENT LETTER**

Honorable Benjamin Joe Adamcik  
Constable Precinct No. 3  
Dallas, Texas

Attached is the County Auditor's final report entitled "**Federal Forfeiture - Constable Pct 3 - FY2022**" Report. In order to reduce paper usage, a hard copy will not be sent through in house mail except to the auditee.

In you prefer that released reports be emailed to a different (or additional) recipient, please inform me of the name and the change will be made.

Respectfully,

*Darryl D. Thomas*

Darryl D. Thomas  
County Auditor

## EXECUTIVE SUMMARY

A review of fiscal year 2022 Constable Precinct No. 3's use of Federal Forfeiture funds was performed according to requirements contained in the Guide to Equitable Sharing for State and Local Law Enforcement Agencies (Department of Justice) and the Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Department of Treasury). **The Federal Equitable Sharing audit includes a review of the shared funds and property received from federal agencies and federal forfeiture expenditures by Dallas County agencies during the term of the Honorable Benjamin Joe Adamcik.** Internal Control weaknesses which need consideration by management are:

### **Summary of Significant Observations:**

- None identified

### **Repeat observations from Previous Audits:**

- Seven items that were not located in prior audits remain missing during FY2022.

**Only those weaknesses which have come to our attention as a result of the audit have been reported. It is the responsibility of the department management to establish and maintain effective internal control over compliance with the requirement of laws, regulations, and contracts applicable to the department.**

## INTRODUCTION

**Dallas County Auditor's Office mission is to provide responsible, progressive leadership by accomplishing the following:**

- Comply with applicable laws and regulations
- Safeguard and monitor the assets of the County utilizing sound fiscal policies
- Assess risk and establish and administer adequate internal controls
- Accurately record and report financial transactions of the County
- Ensure accurate and timely processing of amounts due to County employees and vendors
- Set an example of honesty, fairness and professionalism for Dallas County government
- Provide services with integrity
- Work in partnership with all departments to resolve all issues of the County
- Strive to utilize the latest efficient and effective technology in the performance of tasks
- Provide technical support and training in the development, implementation, and maintenance of information systems
- Hold ourselves accountable to the citizens of the County at all times
- Be responsive to the elected officials and department heads of Dallas County

The objectives of this audit are to:

1. Ensure compliance with statutory requirements
2. Evaluate internal controls
3. Verification of accuracy and completeness of reporting
4. Review controls over safeguarding of assets

This audit covered the period of October 1, 2021 through September 30, 2022

The audit procedures will include interviews with key process owners, observation of transactions processing, data analysis, and sample testing of transactions. The main system used will also be reviewed and incorporated as part of the testing of transactions.



DETAILS

**Inventory Review**

A review of 90 items purchased with Federal Forfeiture funds revealed: 10 items could not be located during inventory. Seven out of ten items remain missing from prior audits. **Status: One inventory item was located by Constable staff on 10/28/2022.**

Capital and non-capital property should be tracked according to UGMS 2 CFR Section 200.313 and property should be maintained according to Dallas County Code Chapter 90 Article III. A lack of supervisory review and improper record-keeping of inventory has resulted in decreased inventory controls and incomplete records for forfeiture equipment.

**Recommendation**

Inventory Review

Management should:

- Periodically conduct physical inventory of forfeiture equipment.
- Maintain a proper record of forfeiture equipment.
- Brief the Commissioner's Court on the missing items.

**Management Action Plan**

Constable Precinct 3 Administration have put in place quality controls for forfeiture equipment:

- Administration keeps a log of all forfeiture equipment
- Equipment is handled by Chief Deputy and Lieutenant
- Quarterly checks to make sure equipment is accounted for.

**Auditors Response**

None

cc: Darryl Martin, Commissioners Court Administrator