

# Sheriff

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**Morris A. Young**

**Gadsden County**

P.O. BOX 1709  
QUINCY, FLORIDA 32353-1709

August 18, 2008

Mr. Richard Law, CPA  
Law, Redd, Crona & Munroe  
2727 Apalachee Parkway  
Tallahassee, Florida 32301

Dear Mr. Law:

After reviewing the management letter comments regarding the audit performed by your firm for the fiscal year end September 30, 2007, we would like to respond as follows:

The Gadsden County Sheriff's Office main emphasis is the business as a whole which focuses on a proactive approach that not only addresses the issues in the management letter but focuses on additional goals as well.

The Sheriff's Office fiscal operation staff continues to evaluate and direct a major overhaul of its financial business operations infrastructure. This will greatly impact how the Gadsden County Sheriff's Office conducts business.

Steps that have either been implemented or are in the process of implementation thus far:

- Timely bank reconciliations
- Monthly financial statements that incorporate all sources of income
- Filing systems implemented for all of the funding sources and vendors
- Project tracking spreadsheets for each source of funding
- New personnel added with education and experience in the area of accounting
- Implementation of a new computerized accounting system
- Calendar of due dates established that address timing issues of required reports
- Executive monthly summaries
- Comprehensive tracking of grant funding requirements and programmatic reporting
- Meetings to establish relationships with funding agencies such as the Gadsden County Board of County Commissioners, the Gadsden County Clerk's Office and state agencies that foster better communication and efficient use of time.
- Standardize journal entries
- Training on specific regulations of governing entities
- Segregation of duties and functions
- Written desk procedures
- Cross training of finance employees
- Written clarification of issues regarding payroll and personnel duties
- Proper documentation for travel expenses reimbursement (state-approved travel authorization form)
- Budgetary approval from the Board of County Commissioners for contracts and grants directly remitted to the Sheriff's Office.

Mr. Richard Law  
August 18, 2008  
Page 2

Below is our response to the areas of concern addressed in the management letter.

**Internal Control Findings**

***Finding:***

Recommendation that the fixed asset system be updated as assets are received and disposed and staff be fully trained on the fixed assets module. Also, a complete physical inventory is conducted every two years.

**Management's Response:**

Fixed assets are currently being recorded when received and disposed. Fixed asset policies and procedures are near completion and are in the process of being implemented. A complete physical inventory is being conducted.

**Compliance Findings:**

***Finding:***

The semi-annual reports required to be filed with the Florida Department of Law Enforcement regarding forfeited property or proceeds from the sale of forfeited property were not filed timely.

**Management's Response:**

Effective July 1, 2006, the semi-annual reports were no longer required to be filed with the Florida Department of Law Enforcement in accordance with Section 20 of Chapter 2006-176, Laws of Florida.

***Finding:***

The Sheriff over expended his budget, which is a violation of Chapters 30.49(2) and 129, *Florida Statutes*.

***Management Response:***

The Special Officers' Fund was overspent and is being addressed in an effort to correct this matter.

**Finding:**

Signed travel authorization forms provided by the Department of Financial Services are utilized to support all travel expenses.

**Management Response:**

Signed travel authorization forms are being used for all travel expenses.

**Finding:**

The Sheriff did not obtain budgetary approval from the Board of County Commissioners for intergovernmental revenues as required by Section 30.49, Florida Statutes.

**Management Response:**

The Sheriff submitted a written request for budgetary approval for intergovernmental revenues (grants and contracts) to the Board of Commissioners. However, the Sheriff did not obtain a written approval for all inter governmental revenues as required by Section 30.49, Florida Statutes.

**Recommendation:**

Budget documents and the year-end report are submitted to the Board of County Commissioners within the timeframe established by *Florida Statutes*. These documents should be in the form and contain appropriate disclosures as required by *Florida Statutes*. All amounts received and expended in the General Fund should be included in the Sheriff's budget adopted by the Board of County Commissioners.

**Management Response:**

All subsequent budget requests made by my office to the Gadsden County Commission for expenditures to carry out the powers and duties of my office have been made in the appropriate form pursuant to Florida Statute 30.49. These requests have been done in a manner that should prevent a reoccurrence of over-expenditure. We are also taking measures to ensure that the necessary documents are submitted to the Board of County Commissioners in a timely manner.

Mr. Richard Law  
August 18, 2008  
Page 4

**Finding:**

Recommendation that the Sheriff remit collections of towing and impound fees to the Board of County Commissioners law enforcement trust fund in accordance with Florida Statutes.

**Management Response:**

In accordance with a written opinion from the Florida Department of Law Enforcement, the towing and impound fees are generated as program generated income as part of the Justice Assistance Grant and are not required to be remitted to the Board of County Commissioners Law Enforcement Trust fund.

**Policies and Procedures Manual**

**Finding:**

The accounting policies and procedures (e.g. procedures related to processing cash receipts, procurement, payroll, disbursements and financial management, etc.) are not documented in the form of an accounting manual.

**Management Response:**

The new accounting policies and procedures are in the stage of being developed. The policies and procedures will document the new internal financial system processes and specify the internal control features.

**Finding:**

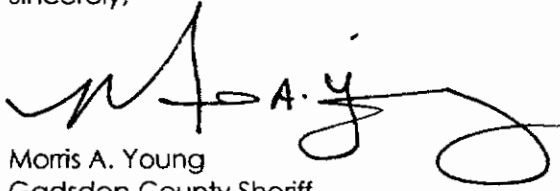
To ensure that documents are maintained, checks are used in sequence, check numbers in the general ledger are the same as on the face of the checks and that pay rates are appropriately documented and timesheets properly signed and approved.

**Management Response:**

The Sheriff's Office continue to implement processes to address the issues that documents are maintained, checks are used in sequence, check numbers in the general ledger are the same as on the face of the checks, that pay rates are appropriately documented and timesheets properly signed and approved. All invoices are now matched to the appropriate check number and recorded on the invoice along with the date and general ledger account numbers. This process allows tracking from the general ledger to the source document and visa versa. All check numbers are verified as to sequential order and verified with the general ledger. The Personnel Office is addressing the issue of pay rates and time sheet to make sure there is proper documentation.

The finance department is working to make a comprehensive improvement to the operations and reporting functions of this department. It is the intention of this administration to establish a financial system that not only has accountability on all levels but also enables planning for future public safety issues as Gadsden County continues to grow. This is a comprehensive effort to becoming proactive instead of reactive with regard to the financial activities of the sheriffs department. We thank you and your staff for the recommendations made in the audit report and we look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. A. Young', with a large, stylized flourish at the end.

Morris A. Young  
Gadsden County Sheriff

MAY: kp