

Leslie Wilks, M.Jur., CPA, CFE
First Assistant County Auditor



Glenn Holloway, CPA, CIA, CFE
Chief Assistant County Auditor – Audit Division

Sharon Brantley Smith, MBA, CIA, CFE
Chief Assistant County Auditor – Harris Health

MICHAEL POST, CPA, CIA
HARRIS COUNTY AUDITOR

June 12, 2026

Dear Jonathan Fombonne, Harris County Attorney:

The Harris County Auditor's Office Audit Division has completed a Closeout Audit of the Harris County Attorney's Office for the six months ended, January 8, 2026. The results of our audit are included in the attached report.

We appreciate the time and attention provided by your team. Please expect an email request to complete our Post Engagement Survey. We look forward to your feedback. If you have any questions, please contact me or Glenn Holloway, Chief Assistant County Auditor, 713-274-5673.

Sincerely,

A handwritten signature in blue ink that reads "Michael Post". The signature is written in a cursive style with a long horizontal stroke at the end.

Michael Post
County Auditor

Attachment

Report Copies:

District Judges
County Judge Lina Hidalgo
Commissioners:
Lesley Briones
Rodney Ellis
Adrian Garcia
Tom Ramsey
Erica Lee Carter



Internal Audit Report
Harris County Attorney's Office
Christian Menefee Closeout

June 12, 2026

Executive Summary

OVERALL CONCLUSION

Based on the procedures performed, the Harris County Attorney's Office generally complied with County procedures for the areas under review. However, controls over purchase card transactions, regarding the payment of sales tax, need improvement. This observation was discussed with management, and a management action plan has been developed, which will address the observation identified by July 17, 2026.

SCOPE AND OBJECTIVE

Pursuant to the Harris County Road Law, Section 10, the objectives of the engagement were to determine whether:

- A sample of the department's capital assets existed;
- A sample of the department's purchase card expenditures complied with County policy;
- A sample of the department's bank account reconciliations were completed timely and accurately;
- Bank account signatory rights for the former leader were appropriately removed;
- Physical and systems access for the former leader were appropriately disabled, and assigned non-capital assets were properly returned; and
- Petty cash and change funds reconciled to the imprest balances authorized by Commissioners Court, and the balances were accurately recorded in the County's financial system (PeopleSoft/STARS).

SUMMARY OF AUDIT OBSERVATION

- Sales tax paid on purchase card transactions

The audit observation, management's action plan to address the observation, and background information regarding this audit are discussed in more detail on the following pages. The audit observation is ranked based on the likelihood and impact of the risk to the County.

AUDIT OBSERVATION

OBSERVATION #1: Sales Tax Paid on Purchase Card Transactions **[MODERATE]**

What is the Observation: Sales tax was inappropriately paid on 10 of 35 (29%) purchase card transactions selected for testing. The total amount of sales tax paid was \$273.

Why it Happened: Purchase cardholders within the County Attorney's Office have not received adequate training regarding the County's sales tax exemption requirements. In addition, review procedures did not effectively identify and correct sales tax charges.

Why it Matters: Noncompliance with the County's tax-exempt status results in unnecessary expenditure of public funds.

What is Expected: The Harris County Purchase Card Policies and Procedures Manual states: "Harris County is exempt from sales taxes. Assure that sales taxes are not added to the purchase. You must require that the vendor remove any sales tax before completing the transaction. If you are executing an online transaction, you must review the transaction before submission. If the vendor refuses to honor the County's tax-exempt status, you may not use the purchase card for the purchase. The one exception to this requirement is hotel occupancy taxes, which are allowable charges to the purchase card. Tax Exemption Certificates are provided in Appendix E. If tax is erroneously included, cardholders must work with the vendor to correct the purchase amount. If tax is charged to the purchase card, the cardholder must supply written justification."

What Actions are Suggested:

1.a. Provide training to purchase cardholders on the sales tax exemption requirements outlined in the Harris County Purchase Card Policies and Procedures Manual.

1.b. Improve review processes to ensure sales tax is not charged on future transactions. This should include timely identification of improperly charged tax and the requirement that cardholders promptly coordinate with vendors to obtain refunds or corrections.

MANAGEMENT'S ACTION PLAN

Responsible Party: Jaime McMinn and Nia Austin

1.a. Sales tax exemption training will be provided to purchase cardholders to reinforce compliance with the Harris County Purchase Card Policies and Procedures Manual.

1.b. Review processes will be improved to ensure sales tax is not paid. Any instances of improperly paid tax will be promptly identified, and cardholders will coordinate with vendors to secure timely refunds or corrections.

Targeted Completion Date: July 17, 2026



BACKGROUND

The objective of closeout audits is to provide the newly elected or appointed official reasonable assurance that assets are accounted for as part of the transition, pursuant to Harris County Road Law.

The Harris County Road Law was originally passed in 1913 as a Special Law by the 33rd Legislature pursuant to Texas Constitution Article VIII. Section 10, Chapter 17 states that “Upon the death, resignation or retirement of any officer or employee, the Auditor shall require an accounting of all property of every kind of the County or its political subdivisions of which he has custody, possession, control or supervision...”

Pursuant to a County Attorney Opinion dated July 12, 2016, “the Harris County Auditor has the duty and the power to conduct a separation audit for every officer or employee of Harris County who terminates employment by death, resignation or retirement to account for all Harris County property within the employee’s custody, possession, control or supervision. It is within the discretion of the Auditor as to the scope of the detail and documentation necessary in each case.”

County Attorney’s Office Department Metrics

Adjusted Budget (as of 04/03/26)	Fiscal Year 2026 (Department 510)					
	General Fund	\$42,314,279				
	All Other Funds	\$115,396,406				
Staffing (as of 04/03/26)	Total Positions	392	Positions Not Filled	31	Grant Funded Positions	0
Purchase Cards (07/01/25 - 01/08/26)	Quantity	11	Transactions	164	Expenses	\$64,092
Cash Accounts	Description	Quantity		Limit		
	Bank Accounts	6		N/A		
	Petty Cash	1		\$500		
	Change Fund	1		\$800		
Open Purchase Orders (as of 04/03/26)	Fund	Quantity	Remaining Balance			
	General Fund	39	\$529,840			
	All Other Funds	233	\$4,349,789			
Paid Invoices (07/01/25 - 01/08/26)	Fund	Quantity	Total			
	General Fund	153	\$521,010			
	All Other Funds	1,158	\$5,137,960			
Capital Assets	Number of Assets	12	Total Costs			
			\$4,815,828			



ACCOUNTABILITY

We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing. As the engagement's scope did not include a detailed examination of all transactions, there is a risk that fraud, errors, or omissions were not detected during this engagement. The official, therefore, retains the responsibility for the accuracy and completeness of their financial records and for ensuring sufficient controls are in place to detect and prevent fraud, errors, or omissions.

