

AUDITOR'S REPORT

HARRIS COUNTY TREASURER'S OFFICE ORLANDO SANCHEZ CLOSEOUT PROCEDURES AS OF DECEMBER 31, 2018



February 8, 2019

**Michael Post, C.P.A., M.B.A.
Harris County Auditor**

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MICHAEL POST, C.P.A., M.B.A.
HARRIS COUNTY AUDITOR

February 8, 2019

Mr. Dylan Osborne
Harris County Treasurer
1001 Preston, Rm 652
Houston, TX 77002

RE: County Treasurer Orlando Sanchez Closeout Procedures as of December 31, 2018

With the change in officials within the Treasurer's Office (Office), the Auditor's Office - Audit Services Department performed closeout procedures in accordance with the Harris County Road Law. Although you were not the office holder during the period subject to our procedures, we are addressing this Auditor's Report to you as the current office holder.

We performed procedures to determine whether:

1. Petty Cash and Change Funds at the Office reconciled to the imprest balances authorized by Commissioners Court, and the balances were accurately recorded in the County's Financial System.
2. Capital Assets existed.
3. Procurement and travel cards assigned to the Office were in the Office's possession and were used to make appropriate County purchases in accordance with County policy.

The engagement process included providing you with a combined engagement and scope letter and conducting an entrance conference with your personnel. The purpose of the letter and conference was to explain the process, identify areas of concern, and describe the procedures to be performed. A draft report was provided to you and your personnel for review.

The work performed required our staff to exercise judgment in completing the scope procedures. As the procedures were not a detailed inspection 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.

Mr. Dylan Osborne
Harris County Treasurer

The enclosed Auditor's Report does not include any issues or recommendations as none were identified during our procedures. We appreciate the time and attention provided by you and your staff during this engagement.

Sincerely,



Michael Post
County Auditor

cc: District Judges
County Judge Lina Hidalgo
Commissioners:
 R. Jack Cagle
 Rodney Ellis
 Adrian Garcia
 Steve Radack
Kim Ogg
Vince Ryan
William J. Jackson

TABLE OF CONTENTS

OVERVIEW	4
RESULTS	4

OVERVIEW

The objective of this engagement was to perform procedures in accordance with the Harris County Road Law (Section 10, Chapter 17, Special Laws, Acts of the 33rd Legislature, Regular Session, 1913, as amended by Chapter 422, Acts of the 66th Legislature, 1979).

As excerpted below:

“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 ...”

RESULTS

Based on the procedures performed, in accordance with the Harris County Road Law, the petty cash and change funds at the Office reconciled to the imprest balances authorized by Commissioners Court, and the balances were accurately recorded in the County’s Financial System. In addition, the capital assets assigned to the Office existed. Furthermore, the procurement and travel cards assigned to the Office were in the Office’s possession and were used to make appropriate County purchases in accordance with County policy. No issues were identified.