



Audit Department

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Jeremiah P. Carroll II, CPA, Director • Charles W. Kendall, CPA, Audit Manager



June 30, 2008

Virginia Valentine
Clark County Manager
500 South Grand Central Parkway, 6th Floor
Las Vegas, Nevada 89106

Dear Ms. Valentine:

Pursuant to Audit Department policy, we performed follow-up procedures on significant findings from the Las Vegas Justice Court Revenue Collections Audit. This follow-up letter should be read in conjunction with the original audit. The follow-up procedures performed included interviews with responsible parties and an examination of related documentation. This follow-up engagement does not represent a complete reexamination of the audit.

The auditor's role in follow-up reviews is to compile corrective actions taken from effected Department/Division management, assess whether these responses are adequate or not adequate to correct reported deficiencies, and relay those findings to management.

It is the Department/Division management's responsibility to decide if any appropriate action should be taken in response to reported audit findings. It is also their responsibility to assume the risk by not correcting a reported condition because of cost or other consideration.

The results of our follow-up review showed that of the seven recommendations to our findings, four (or 57 percent) were fully implemented, one (or 14 percent) was partially implemented, and two (or 29 percent) were not implemented. The recommendations not implemented were related to the storage of checks and money orders received in the mail, but not processed and a second verification of cash turned in at the end of the day.

The assistance and cooperation of Justice Court staff is recognized and sincerely appreciated.

Sincerely,

/s/ Jeremiah P. Carroll

Jeremiah P. Carroll II, CPA
Audit Director

**LAS VEGAS JUSTICE COURT
REVENUE COLLECTIONS AUDIT
FINDINGS, RECOMMENDATIONS, AND CORRECTIVE ACTION TAKEN**

Item	Audit Finding	Recommendation	Corrective Action Taken			
			Fully Implemented	Partially Implemented	Alternate Means Employed	Not Implemented
Bail and Fine Mail Payments						
1	Unprocessed mail is stored in wire baskets on a back desk unsecured throughout the day and night. The mail can contain checks and sometimes cash for payment of traffic violations.	We recommend that mail is processed on the day it is received and deposited in a timely manner. If that is not possible, any unprocessed mail should be secured.				X
Keys to Cash Drawers						
2	Keys to the cash drawers are not always kept with the cashier at all times.	We recommend that the funds and collections be properly safeguarded at all times. Supervisors need to stress the importance of keeping the cash drawers secured at all times.	X			
Bank Bag Keys						
3	For the Criminal Division, the keys to the locked bank bags are maintained in a small box within an unlocked cabinet that is accessible to everyone.	We recommend that the bank bag keys be assigned to each cashier with the understanding that the key is to stay with them at all times.	X			
Safe Combinations and Security						
4	The combinations to the safes in Court Education, Traffic, and the Criminal/Civil Divisions have not been changed for several years.	We recommend that the combinations to all safes be safeguarded and changed on a regular basis.		X		

Item	Audit Finding	Recommendation	Corrective Action Taken			
			Fully Implemented	Partially Implemented	Alternate Means Employed	Not Implemented
5	End-of-Day Closing Procedures The cash turned in at the end of the day is not verified by a second individual. Additionally, the cashier does initial or sign the documentation to attest to the amount of cash turned in.	We recommend that the cashiers document their end-of-day counts. We suggest that they initial or sign the documentation to attest to their results. We further suggest that a supervisor verify the cash totals remitted and initial or sign the documentation as well.				X
6	Courtroom Banks Controls over the cash received in the courtroom are weak. The receipting function is a manual process and so it would be possible for the clerk to issue a manual receipt, provide one copy to the defendant, destroy the second copy, and pocket the money.	We recommend that all manual receipts are accounted for on a daily basis by the finance staff.	X			
7	Document and Check Security Within the civil/criminal area, there are several shelves with civil documents waiting for input in the CourtView system. Attached to these documents are checks/money orders that are not secured in any way.	We recommend that all checks and money orders be stamped with a restrictive endorsement immediately upon acceptance and deposited the same day. Additionally, the documents need to be stored in a secured location.	X			