

**FORT BEND COUNTY  
COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT -  
COMMUNITY JUSTICE ASSISTANCE  
DIVISION FUNDED PROGRAM FUNDS**

**ANNUAL FINANCIAL AND  
COMPLIANCE REPORT**

**August 31, 2015**



**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
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## REPORT OF INDEPENDENT AUDITORS

Fort Bend County Council of Judges  
and Michael Enax, Director  
Fort Bend County Community Supervision  
and Corrections Department  
Fort Bend County, Texas

We have audited the accompanying financial statements of the Fort Bend County Community Supervision and Corrections Department (Department), which comprise the combined statement of financial position as of August 31, 2015, and the related combined statements of revenues, expenditures, and changes in fund balances for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 29, 2016.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Texas Department of Criminal Justice – Community Justice Assistance Division (TDCJ-CJAD); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Fort Bend County Council of Judges  
and Michael Enax, Director  
Fort Bend County Community Supervision  
and Corrections Department  
Fort Bend County, Texas

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinion**

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the Department, as of August 31, 2015, and the respective changes in financial position thereof for the year ended, in accordance with the financial reporting provisions of the TDCJ-CJAD as described in Note 1.

### **Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the basis of the financial reporting provisions of the TDCJ-CJAD, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the TDCJ-CJAD. Our opinion is not modified with respect to that matter.

### **Emphasis of Matter**

As discussed in Note 1, the financial statements present the operations of the Department only, and are not intended to present fairly the financial position of Fort Bend County, Texas and the results of its operations in conformity with accounting principles generally accepted in the United States of America.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Department's basic financial statements. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Differences Between Audit Report and CSCD Reports Sent to TDCJ-CJAD are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

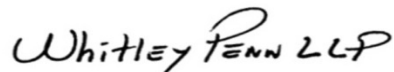
Fort Bend County Council of Judges  
and Michael Enax, Director  
Fort Bend County Community Supervision  
and Corrections Department  
Fort Bend County, Texas

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2016, on our consideration of the Department's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department's internal control over financial reporting and compliance.

**Restriction of Use**

This report is intended solely for the information and use of the management of the Department, others within the organization, and the Texas Department of Criminal Justice - Community Justice Assistance Division and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Whitley Penn LLP". The signature is written in a cursive, flowing style.

Houston, Texas  
January 29, 2016





## **Financial Statements**

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
COMBINED STATEMENT OF FINANCIAL POSITION  
AUGUST 31, 2015

	Basic Supervision	Community Corrections	Diversion Programs	TAIP	Total
<b>ASSETS</b>					
<b>Cash and Investments</b>					
Bank Balances	\$ 917,450	\$ 170,170	\$ 43,063	\$ 98,198	\$ 1,228,881
Total Cash and Investments	<u>917,450</u>	<u>170,170</u>	<u>43,063</u>	<u>98,198</u>	<u>1,228,881</u>
<b>Accounts Receivable</b>					
Community Supervision Fees	179,464	5,106			184,570
Due From Other	<u>2,254</u>				<u>2,254</u>
Total Accounts Receivable	<u>181,718</u>	<u>5,106</u>			<u>186,824</u>
<b>Total Assets</b>	<u>\$ 1,099,168</u>	<u>\$ 175,276</u>	<u>\$ 43,063</u>	<u>\$ 98,198</u>	<u>\$ 1,415,705</u>
<b>LIABILITIES AND FUND BALANCE</b>					
<b>Liabilities</b>					
Accounts Payable	182,133	82,230	43,063	98,198	\$ 405,624
Due To TDCJ-CJAD		<u>93,046</u>			<u>93,046</u>
Total Liabilities	<u>182,133</u>	<u>175,276</u>	<u>43,063</u>	<u>98,198</u>	<u>498,670</u>
Fund Balance	<u>917,035</u>				<u>917,035</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,099,168</u>	<u>\$ 175,276</u>	<u>\$ 43,063</u>	<u>\$ 98,198</u>	<u>\$ 1,415,705</u>

The accompanying notes are an integral part of these financial statements.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
COMBINED STATEMENT OF REVENUE, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED AUGUST 31, 2015

	Basic Supervision	Community Corrections	Diversion Programs	TAIP	Total
<b>REVENUE</b>					
State Aid	\$ 1,106,749	\$ 743,571	\$ 857,703	\$ 480,156	\$ 3,188,179
State Aid: SAFFP	28,391				28,391
Community Supervision Fees	1,951,411				1,951,411
Payment by Program Participants	328,587	69,997			398,584
Interest Income	7,385				7,385
Other Revenue	21,747				21,747
Total Revenue	<u>3,444,270</u>	<u>813,568</u>	<u>857,703</u>	<u>480,156</u>	<u>5,595,697</u>
<b>EXPENDITURES</b>					
Salaries and Fringe Benefits	2,965,634	409,402	1,029,766	80,365	4,485,167
Travel and Furnished Transportation	48,450				48,450
Contract Services for Offenders	173,417	20,832		480,157	674,406
Professional Fees	142,197	5,577	6,433	3,601	157,808
Supplies and Operating Expenses	113,495	115,379			228,874
Equipment	9,236				9,236
Total Expenditures	<u>3,452,429</u>	<u>551,190</u>	<u>1,036,199</u>	<u>564,123</u>	<u>5,603,941</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(8,159)	262,378	(178,496)	(83,967)	(8,244)
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer in		9,128	174,275	83,092	266,495
Transfer out	(78,070)	(188,425)			(266,495)
Total Other Financing Sources (Uses)	<u>(78,070)</u>	<u>(179,297)</u>	<u>174,275</u>	<u>83,092</u>	
<b>Fund Balance 9/1/2014</b>	1,003,264	9,966	4,221	875	1,018,326
Refund Due to TDCJ-CJAD		(93,047)			(93,047)
<b>Fund Balance 8/31/2015</b>	<u>\$ 917,035</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ 917,035</u>

The accompanying notes are an integral part of these financial statements.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
ALL COMMUNITY CORRECTIONS FUNDS  
FOR THE YEAR ENDED AUGUST 31, 2015

	Pretrial Intervention	Non-English Speaking Caseload	Sex Offender Caseload	Total All CCP Funds
<b>REVENUE</b>				
State Aid	\$ 312,839	\$ 198,925	\$ 231,807	\$ 743,571
Payments by Program Participants	69,997			69,997
Total Revenue	<u>382,836</u>	<u>198,925</u>	<u>231,807</u>	<u>813,568</u>
<b>EXPENDITURES</b>				
Salaries and Fringe Benefits	80,298	141,100	188,004	409,402
Contract Services for Offenders			20,832	20,832
Professional Fees	2,346	1,492	1,739	5,577
Supplies and Operating Expenses	50,252	55,957	9,170	115,379
Total Expenditures	<u>132,896</u>	<u>198,549</u>	<u>219,745</u>	<u>551,190</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	249,940	376	12,062	262,378
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer in			9,128	9,128
Transfer out	(167,235)		(21,190)	(188,425)
Total Other Financing Sources (Uses)	<u>(167,235)</u>		<u>(12,062)</u>	<u>(179,297)</u>
<b>Fund Balance 9/1/2014</b>	8,214	1,752		9,966
Refund Due to TDCJ-CJAD	(90,919)	(2,128)		(93,047)
<b>Fund Balance 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
ALL DIVERSION FUNDS  
FOR THE YEAR ENDED AUGUST 31, 2015

	Felony Drug Court	Mental Health Initiative Caseload	Special Sanctions Court	Substance Abuse Aftercare Caseload	Substance Abuse Treatment Caseload	Total All DP Funds
<b>REVENUE</b>						
State Aid	\$ 88,490	\$ 237,849	\$ 327,230	\$ 93,113	\$ 111,021	\$ 857,703
Total Revenue	<u>88,490</u>	<u>237,849</u>	<u>327,230</u>	<u>93,113</u>	<u>111,021</u>	<u>857,703</u>
<b>EXPENDITURES</b>						
Salaries and Fringe Benefits	136,433	240,451	392,668	135,485	124,729	1,029,766
Professional Fees	664	1,784	2,454	698	833	6,433
Total Expenditures	<u>137,097</u>	<u>242,235</u>	<u>395,122</u>	<u>136,183</u>	<u>125,562</u>	<u>1,036,199</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(48,607)	(4,386)	(67,892)	(43,070)	(14,541)	(178,496)
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer in	48,607	4,386	67,892	43,070	10,320	174,275
Total Other Financing Sources (Uses)	<u>48,607</u>	<u>4,386</u>	<u>67,892</u>	<u>43,070</u>	<u>10,320</u>	<u>174,275</u>
<b>Fund Balance 9/1/2014</b>					4,221	4,221
<b>Fund Balance 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE  
FOR THE YEAR ENDED AUGUST 31, 2015  
BASIC SUPERVISION

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 1,106,749	\$ 1,106,749	\$
State Aid: SAFPF	25,000	28,391	3,391
Community Supervision Fees	1,940,000	1,951,411	11,411
Payment by Program Participants	306,000	328,587	22,587
Interest Income	6,921	7,385	464
Other Revenue	25,952	21,747	(4,205)
Total Revenue	<u>3,410,622</u>	<u>3,444,270</u>	<u>33,648</u>
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	3,031,782	2,965,634	66,148
Travel and Furnished Transportation	54,000	48,450	5,550
Contract Services for Offenders	257,750	173,417	84,333
Professional Fees	193,378	142,197	51,181
Supplies and Operating Expenses	767,092	113,495	653,597
Utilities	8,000		8,000
Equipment	9,600	9,236	364
Total Expenditures	<u>4,321,602</u>	<u>3,452,429</u>	<u>869,173</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(910,980)	(8,159)	902,821
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer out	(92,284)	(78,070)	14,214
Total Other Financing Sources (Uses)	<u>(92,284)</u>	<u>(78,070)</u>	<u>14,214</u>
<b>FUND BALANCE 9/1/2014</b>	<u>1,003,264</u>	<u>1,003,264</u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$ 917,035</u>	<u>\$ 917,035</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE**  
**FOR THE YEAR ENDED AUGUST 31, 2015**  
**COMMUNITY CORRECTIONS - PRETRIAL INTERVENTION**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 312,839	\$ 312,839	\$
Payment by Program Participants	<u>58,000</u>	<u>69,997</u>	<u>11,997</u>
Total Revenue	<u>370,839</u>	<u>382,836</u>	<u>11,997</u>
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	80,531	80,298	233
Professional Fees	2,346	2,346	
Supplies and Operating Expenses	<u>50,252</u>	<u>50,252</u>	
Total Expenditures	<u>133,129</u>	<u>132,896</u>	<u>233</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	237,710	249,940	12,230
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer out	<u>(245,924)</u>	<u>(167,235)</u>	<u>78,689</u>
Total Other Financing Sources (Uses)	<u>(245,924)</u>	<u>(167,235)</u>	<u>78,689</u>
<b>FUND BALANCE 9/1/2014</b>	8,214	8,214	
Refund Due to TDCJ-CJAD	<u></u>	<u>(90,919)</u>	<u>(90,919)</u>
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE**  
**FOR THE YEAR ENDED AUGUST 31, 2015**  
**COMMUNITY CORRECTIONS - NON-ENGLISH SPEAKING CASELOAD**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 198,925	\$ 198,925	\$
Total Revenue	<u>198,925</u>	<u>198,925</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	143,177	141,100	2,077
Professional Fees	1,492	1,492	
Supplies and Operating Expenses	<u>56,008</u>	<u>55,957</u>	51
Total Expenditures	<u>200,677</u>	<u>198,549</u>	<u>2,128</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(1,752)	376	2,128
<b>FUND BALANCE 9/1/2014</b>			
Refund Due to TDCJ-CJAD	1,752	1,752	
		<u>(2,128)</u>	<u>(2,128)</u>
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.



**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE**  
**FOR THE YEAR ENDED AUGUST 31, 2015**  
**COMMUNITY CORRECTIONS - SEX OFFENDER CASELOAD**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 231,807	\$ 231,807	\$
Total Revenue	<u>231,807</u>	<u>231,807</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	188,776	188,004	772
Contract Services for Offenders	25,280	20,832	4,448
Professional Fees	1,739	1,739	
Supplies and Operating Expenses	<u>9,170</u>	<u>9,170</u>	
Total Expenditures	<u>224,965</u>	<u>219,745</u>	<u>5,220</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	6,842	12,062	5,220
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	14,348	9,128	(5,220)
Transfer out	<u>(21,190)</u>	<u>(21,190)</u>	
Total Other Financing Sources (Uses)	<u>(6,842)</u>	<u>(12,062)</u>	<u>(5,220)</u>
<b>FUND BALANCE 9/1/2014</b>	<u>                    </u>	<u>                    </u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE**  
**FOR THE YEAR ENDED AUGUST 31, 2015**  
**DIVERSION GRANT PROGRAM - FELONY DRUG COURT**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 88,490	\$ 88,490	\$
Total Revenue	88,490	88,490	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	141,526	136,433	5,093
Professional Fees	664	664	
Total Expenditures	142,190	137,097	5,093
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(53,700)	(48,607)	5,093
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	53,700	48,607	(5,093)
Total Other Financing Sources (Uses)	53,700	48,607	(5,093)
<b>FUND BALANCE 9/1/2014</b>			
	\$	\$	\$
<b>FUND BALANCE 8/31/2015</b>			
	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE**  
**FOR THE YEAR ENDED AUGUST 31, 2015**  
**DIVERSION GRANT PROGRAM - MENTAL HEALTH INITIATIVE CASELOAD**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 237,849	\$ 237,849	\$
Total Revenue	237,849	237,849	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	240,016	240,451	(435)
Professional Fees	1,784	1,784	
Total Expenditures	241,800	242,235	(435)
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(3,951)	(4,386)	(435)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	3,951	4,386	435
Total Other Financing Sources (Uses)	3,951	4,386	435
<b>FUND BALANCE 9/1/2014</b>			
<b>FUND BALANCE 8/31/2015</b>			
	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE  
FOR THE YEAR ENDED AUGUST 31, 2015  
DIVERSION GRANT PROGRAM - SPECIAL SANCTIONS COURT

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 327,230	\$ 327,230	\$
Total Revenue	<u>327,230</u>	<u>327,230</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	430,701	392,668	38,033
Professional Fees	2,454	2,454	
Total Expenditures	<u>433,155</u>	<u>395,122</u>	<u>38,033</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(105,925)	(67,892)	38,033
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	105,925	67,892	(38,033)
Total Other Financing Sources (Uses)	<u>105,925</u>	<u>67,892</u>	<u>(38,033)</u>
<b>FUND BALANCE 9/1/2014</b>	<u>                    </u>	<u>                    </u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE  
FOR THE YEAR ENDED AUGUST 31, 2015**  
**DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE AFTERCARE CASELOAD**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 93,113	\$ 93,113	\$
Total Revenue	93,113	93,113	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	137,190	135,485	1,705
Professional Fees	698	698	
Total Expenditures	137,888	136,183	1,705
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(44,775)	(43,070)	1,705
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	44,775	43,070	(1,705)
Total Other Financing Sources (Uses)	44,775	43,070	(1,705)
<b>FUND BALANCE 9/1/2014</b>			
<b>FUND BALANCE 8/31/2015</b>	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT**  
**INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE**  
**FOR THE YEAR ENDED AUGUST 31, 2015**  
**DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE TREATMENT CASELOAD**

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 111,021	\$ 111,021	\$
Total Revenue	<u>111,021</u>	<u>111,021</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	131,840	124,729	7,111
Professional Fees	833	833	
Total Expenditures	<u>132,673</u>	<u>125,562</u>	<u>7,111</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(21,652)	(14,541)	7,111
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	17,431	10,320	(7,111)
Total Other Financing Sources (Uses)	<u>17,431</u>	<u>10,320</u>	<u>(7,111)</u>
<b>FUND BALANCE 9/1/2014</b>	<u>4,221</u>	<u>4,221</u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
INDIVIDUAL STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET, ACTUAL, AND VARIANCE  
FOR THE YEAR ENDED AUGUST 31, 2015  
TREATMENT ALTERNATIVE TO INCARCERATION

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUE</b>			
State Aid	\$ 480,156	\$ 480,156	\$
Total Revenue	<u>480,156</u>	<u>480,156</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	82,540	80,365	2,175
Contract Services for Offenders	514,158	480,157	34,001
Professional Fees	<u>3,601</u>	<u>3,601</u>	
Total Expenditures	<u>600,299</u>	<u>564,123</u>	<u>36,176</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(120,143)	(83,967)	36,176
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	<u>119,268</u>	<u>83,092</u>	<u>(36,176)</u>
Total Other Financing Sources (Uses)	<u>119,268</u>	<u>83,092</u>	<u>(36,176)</u>
<b>FUND BALANCE 9/1/2014</b>	<u>875</u>	<u>875</u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The accompanying notes are an integral part of these financial statements.

# NOTES TO THE FINANCIAL STATEMENTS

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Reporting Entity

The accompanying financial statements include the revenue of the Fort Bend County Community Supervision and Corrections Department (CSCD) related to the receipt of funds administered by the Community Justice Assistance Division of the Texas Department of Criminal Justice from State Appropriations for the Basic Supervision Fund, Community Corrections Program Funds, Diversion Program Grant Funds, Treatment Alternative to Incarceration Program Grant Funds, local fees collected for the use of the CSCD, and the expenditure of those funds.

The Fort Bend County Community Supervision and Corrections Department, a special purpose district of State government, was organized to provide certain adult probation services to judicial districts. (*Note: CSCDs are specialized local entities and not departments of any county nor are they a department of the TDCJ-CJAD.*)

### Basis of Accounting

Since the Department receives funding from State government, it must comply with requirements of the State. Therefore, the financial statements were prepared using the basis of accounting prescribed by the TDCJ-CJAD, a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Basis of accounting refers to the time at which revenues and expenditures are recognized in the accounts and reported in the statements. The accounts of Fort Bend County CSCD are organized on the basis of fund accounting, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in a fund based upon the source of the funds and the purposes for which they may be spent and the means by which the spending activities are controlled for the specific activities in accordance with laws, regulations or other restrictions. Revenues and expenditures are accounted for using either the cash basis of accounting or the modified accrual basis of accounting until the last quarter when the modified accrual basis of accounting must be used.

The modified accrual basis of accounting is followed in that revenues are recorded when susceptible to accrual; i.e., earned, measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues received by October 31, 2015 for financial activity performed by August 31, 2015, are considered available. Also purchases for which the commitment has been established by August 31, 2015, are considered liabilities regardless of whether possession of these goods has been received by August 31, 2015 provided that the liability purchase is received and is paid by October 31, 2015. Exception to this method of accounting is the recording of refunds to the State as reductions of Fund Balance.

Funds of the Fort Bend County CSCD are grouped into the agency fund type for the purpose of operation on the Fort Bend County, Texas accounting system. Accounting agency funds are accounts established for deposit and disbursement of funds which are not controlled through the Fort Bend County, Texas budget process and are held in purely a custodial capacity.



## **Budgets (Accounting and Legal Compliance)**

The budgets governing the funding to the programs are prepared at the beginning of each biennium and approved by the district judges and the criminal court-at-law judges with jurisdiction over the department in an open meeting and by the Texas Department of Criminal Justice – Community Justice Assistance Division. Only budget adjustment requests, at year-end, received by September 30, 2015 will be reviewed and approved/disapproved by TDCJ-CJAD. TDCJ-CJAD will not accept budget adjustments after September 30, 2015 for the previous fiscal year. Only budget adjustments approved by TDCJ-CJAD should be referred to in performing the financial audit.

## **Encumbrance Accounting**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized. All encumbrances not liquidated by October 31, 2015 became part of the subsequent year's budget.

## **Compensated Absences**

All full-time employees accumulate vacation benefits in varying annual number of days up to a maximum of twenty days a year. Accumulated vacation exceeding twenty days lapses on December 31 of each year.

Compensatory time exceeding 80 hours is paid to nonexempt employees. In the event of termination, an employee is paid for all maximum allowable accumulation of vacation and compensatory time.

Sick leave benefits are earned by all full-time employees at a rate of eight days per year and may be accumulated without limit. Upon retirement, an employee may be eligible to receive a payment for up to one-half of their unused sick leave balance, not to exceed a maximum of \$5,000. In the event of any termination other than retirement, an employee is not paid for any unused sick leave.

The liability amount at August 31, 2015 for compensated absences was \$147,409.

## **2. FUNDING SOURCES – STATE AID**

### **Basic Supervision Funds**

The state funding is a per capita allocation based on statistics from the previous full calendar year. The per capita formula includes calendar year misdemeanor placements, direct felony and felony pre-trial cases. Funding is first allocated to misdemeanor placements for 182 days. The remaining funding is allocated to felons under direct community supervision and pre-trial supervision based on the CSCD's share of the state total population of direct and pre-trial felons. Basic Supervision is distributed only to CSCDs.

### **Community Corrections (CC) Program Funds**

This appropriation line item is allocation based. The funding is based on two equally assigned factors: the percentage of the state's population residing in the counties served by the department and the percentage of all felony defendants in the state under direct community supervision by the department. CSCDs are the only entities eligible for CC funds.

## **Diversion Program (DP) Grant Funds**

This discretionary appropriation line item funding is awarded on a competitive basis. The priorities for distribution are determined biennially. All requests are reviewed by TDCJ-CJAD staff, approved by management, and then presented to the Judicial Advisory Council.

**Substance Abuse Felony Punishment Facility (SAFPF) Funding:** Aftercare caseloads are funded on a per case basis and must meet specific supervision requirements. Funding for SAFPF aftercare caseloads is allocated by TDCJ-CJAD through the DP line item but is budgeted and reported by CSCDs as state aid under Basic Supervision.

**Dedicated Salary Funding:** Funds were appropriated by the 81<sup>st</sup> Legislature specifically for community supervision officers and direct care staff salary increases of 3.5% of the salaries as of August 31, 2009 for FY 2010 and another 3.5% increase as of August 31, 2009 salaries for FY 2011. To date, the dedicated salary funding amounts are the same as in FY 2011. Appropriations of the Dedicated Salary are allocated by TDCJ-CJAD through DP line item but are budgeted and reported by CSCDs as state aid under Basic Supervision.

**High/Medium Reduction Caseload Funding:** Appropriations of the High/Medium Reduction Caseload funding are allocated by TDCJ-CJAD through the DP line item but are budgeted and reported by CSCDs as state aid under Basic Supervision.

## **Treatment Alternative to Incarceration Programs (TAIP) Grant Funds**

The Treatment Alternative to Incarceration Program provides a continuum of substance abuse treatment services and accountability programming for individual offenders, subject to TAIP funding and guidelines. Services include assessment, screening and referral to treatment services.

**3. FUNDS COLLECTED BY THE CSCD FROM SOURCES OTHER THAN TDCJ-CJAD WHICH ARE REQUIRED TO BE REPORTED ON THE TDCJ-CJAD QUARTERLY FINANCIAL REPORTS**

<b>Source</b>	<b>Amount Received</b>	<b>Restrictions for use</b>	<b>Expended In Accordance With Restriction</b>
Supervision Fees	\$1,951,411	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Program Participant Fees, including Pre-Trial Diversion/Intervention Fees	\$398,584	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Interest Income	\$7,385	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Card Replacement Fees	\$3,328	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
State Percent of Restitution Paid	\$1,972	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Auction Proceeds	\$7,562	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Insurance Reimbursements	\$8,843	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes
Subpoena Fees	\$42	<i>Financial Management Manual for TDCJ-CJAD Funding</i> restrictions	Yes

**4. FUNDS COLLECTED BY THE CSCD FROM SOURCES OTHER THAN TDCJ-CJAD WHICH ARE NOT REQUIRED TO BE REPORTED ON THE TDCJ-CJAD QUARTERLY FINANCIAL REPORTS**

<b>Source</b>	<b>Amount Received</b>	<b>Restrictions for use</b>	<b>Expended In Accordance With Restriction</b>	<b>Fund Balance at August 31, 2015</b>
Victim Restitution	\$618,961	Government code 76.013, paid directly to victim within certain timelines	Yes	\$12,414
Personal Bond, Pretrial Bond, Surety Bond, Bail, and Certain Other Supervision	\$526,384	Article 17.40 of the Code of Criminal Procedure / Senate Bill (SB) 880 in the 82 <sup>nd</sup> Legislature	Yes	\$716,919
Supervision Fee for Sex Offenders	\$6,492	Article 42.12, Section 19(f) of the Code of Criminal Procedure	Yes	\$0
Crime Victims' Compensation Fund	\$14,886	Article 42.12, Section 11 (a) (18) of the Code of Criminal Procedure	Yes	\$0
Electronic Monitoring Deposit	\$90,100	Local Government Code, Chapter 113, Section 113.022	Yes	\$83,900
District Appointed Attorney Fees	\$73,185	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
District Court Costs	\$184,951	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
District Court Fees and Fines	\$302,833	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
District Time Payment	\$15,895	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Crime Stoppers	\$35,060	Texas Code of Criminal Procedure, Article 42.12, Section 11 (b) (1) (C)	Yes	\$0
Miscellaneous Other Fees	\$53,708	Texas Code of Criminal Procedure, Article 42.12, Section 11 (b) (1) (C)	Yes	\$0
Office of the Governor CJD Drug Court Grant	\$117,851	CJD Grant Guidelines	Yes	\$0
Office of the Governor CJD VOCA Grant	\$35,540	CJD Grant Guidelines	Yes	\$0
Drug Court Program Fee	\$33,452	Article 102.0178 of the Code of Criminal Procedure	Yes	\$20,829
Local Businesses	\$8,000	Local Government Code, Chapter 113, Section 113.022	Yes	\$0
Private Donations	\$600	Local Government Code, Chapter 113, Section 113.022	Yes	\$1,831

## 5. CASH, PETTY CASH AND INVESTMENTS

Collection or clearing accounts are trust funds and must be covered by pledged collateral to cover the estimated highest daily balance of funds operated in conjunction with or through the county depository by the CSCD. Collection accounts must be transferred to the county treasury within the time frames listed in Local Government Code 113.022. All CSCD funds must be in the county treasury (the county's bank account) and must be disbursed by the County Treasurer. (Government code 509.011 (c) and Local Government Code 140.003 (f)).

Fort Bend County CSCD does not maintain petty cash accounts.

During the year ended August 31, 2015, the CJAD Programs' investments consisted entirely of demand deposits in Prosperity Bank. The carrying value, which approximated market value, of the CJAD Programs' cash and cash equivalents at year-end was \$1,228,881.

## 6. EXCESS OF EXPENDITURES OVER BUDGETS IN INDIVIDUAL PROGRAMS

Mental Health Initiative Caseload had excess Salaries and Fringe Benefits of \$435 or 0.2% of budget as a result of not accounting for one days accrued pay.

No line item expenditure exceeded \$15,000 or 15% of the TDCJ-CJAD approved line item budget.

## 7. ACCOUNTS RECEIVABLE AND/OR PAYABLE AND/OR INTERFUND TRANSFERS RECEIVABLE AND/OR PAYABLE AT AUGUST 31, 2015

Fort Bend County CSCD had Accounts Receivable totaling \$186,824 at August 31, 2015. Fees related to August activity deposited with the County Treasurer in September amounted to \$184,570, while the remaining \$2,254 resulted from other miscellaneous revenues.

Fort Bend County CSCD had Accounts Payable totaling \$405,624 at August 31, 2015. \$221,623 resulted from vendor invoices for services rendered and goods encumbered by August 31, 2015, but paid between September 1, 2015 and October 31, 2015, while the remaining \$184,001 resulted from accrued payroll.

## 8. VENDOR CONTRACTS FOR OFFENDER SERVICES

Vendors providing offender services with contracts and/or payments totaling more than \$100,000 are listed below.

<u>Vendor name</u>	<u>Valid Contract(s)</u>	<u>Amount Paid</u>
*Fort Bend Regional Council on Substance Abuse	Yes	\$278,116
*Turning Point	Yes	\$348,505

\*These payments were funded with TDCJ-CJAD funds as well as other sources.

## 9. COMMITMENTS AND CONTINGENCIES

Not applicable.

## 10. PRIOR PERIOD ADJUSTMENTS AND REFUNDS

Not Applicable.

## **11. SUBSEQUENT EVENTS**

Not applicable.

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
BASIC SUPERVISION  
FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 1,106,749	\$ 1,106,749	\$
State Aid: SAFPF	28,391	28,391	
Community Supervision Fees	1,951,411	1,951,411	
Payment by Program Participants	328,587	328,587	
Interest Income	7,385	7,385	
Other Revenue	21,747	21,747	
Total Revenue	<u>3,444,270</u>	<u>3,444,270</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	2,965,634	2,965,634	
Travel and Furnished Transportation	48,450	48,450	
Contract Services for Offenders	173,417	173,417	
Professional Fees	142,197	142,197	
Supplies and Operating Expenses	113,495	113,495	
Equipment	9,236	9,236	
Total Expenditures	<u>3,452,429</u>	<u>3,452,429</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(8,159)	(8,159)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer out	(78,070)	(78,070)	
Total Other Financing Sources (Uses)	<u>(78,070)</u>	<u>(78,070)</u>	
<b>FUND BALANCE 9/1/2014</b>	<u>1,003,264</u>	<u>1,003,264</u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$ 917,035</u>	<u>\$ 917,035</u>	<u>\$</u>

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
COMMUNITY CORRECTIONS - PRETRIAL INTERVENTION  
FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 312,839	\$ 312,839	\$
Payment by Program Participants	69,997	69,997	
Total Revenue	<u>382,836</u>	<u>382,836</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	80,298	80,298	
Professional Fees	2,346	2,346	
Supplies and Operating Expenses	50,252	50,252	
Total Expenditures	<u>132,896</u>	<u>132,896</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	249,940	249,940	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer out	(167,235)	(167,235)	
Total Other Financing Sources (Uses)	<u>(167,235)</u>	<u>(167,235)</u>	
<b>FUND BALANCE 9/1/2014</b>	8,214	8,214	
Refund Due to TDCJ-CJAD	(90,919)	(90,919)	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>



FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
COMMUNITY CORRECTIONS - NON-ENGLISH SPEAKING CASELOAD  
FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 198,925	\$ 198,925	\$
Total Revenue	<u>198,925</u>	<u>198,925</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	141,100	141,100	
Professional Fees	1,492	1,492	
Supplies and Operating Expenses	<u>55,957</u>	<u>55,957</u>	
Total Expenditures	<u>198,549</u>	<u>198,549</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	376	376	
<b>FUND BALANCE 9/1/2014</b>			
	1,752	1,752	
Refund Due to TDCJ-CJAD	<u>(2,128)</u>	<u>(2,128)</u>	
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
 CORRECTIONS DEPARTMENT  
 SCHEDULE OF DIFFERENCES BETWEEN  
 AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
 COMMUNITY CORRECTIONS - SEX OFFENDER CASELOAD  
 FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 231,807	\$ 231,807	\$
Total Revenue	<u>231,807</u>	<u>231,807</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	188,004	188,004	
Contract Services for Offenders	20,832	20,832	
Professional Fees	1,739	1,739	
Supplies and Operating Expenses	<u>9,170</u>	<u>9,170</u>	
Total Expenditures	<u>219,745</u>	<u>219,745</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	12,062	12,062	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	9,128	9,128	
Transfer out	<u>(21,190)</u>	<u>(21,190)</u>	
Total Other Financing Sources (Uses)	<u>(12,062)</u>	<u>(12,062)</u>	
<b>FUND BALANCE 9/1/2014</b>			
	<u>                    </u>	<u>                    </u>	
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
DIVERSION GRANT PROGRAM - FELONY DRUG COURT  
FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 88,490	\$ 88,490	\$
Total Revenue	<u>88,490</u>	<u>88,490</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	136,433	136,433	
Professional Fees	664	664	
Total Expenditures	<u>137,097</u>	<u>137,097</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(48,607)	(48,607)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	48,607	48,607	
Total Other Financing Sources (Uses)	<u>48,607</u>	<u>48,607</u>	
<b>FUND BALANCE 9/1/2014</b>			
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
DIVERSION GRANT PROGRAM - MENTAL HEALTH INITIATIVE CASELOAD  
FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 237,849	\$ 237,849	\$
Total Revenue	<u>237,849</u>	<u>237,849</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	240,451	240,451	
Professional Fees	1,784	1,784	
Total Expenditures	<u>242,235</u>	<u>242,235</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(4,386)	(4,386)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	4,386	4,386	
Total Other Financing Sources (Uses)	<u>4,386</u>	<u>4,386</u>	
<b>FUND BALANCE 9/1/2014</b>			
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
 CORRECTIONS DEPARTMENT  
 SCHEDULE OF DIFFERENCES BETWEEN  
 AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
 DIVERSION GRANT PROGRAM - SPECIAL SANCTIONS COURT  
 FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 327,230	\$ 327,230	\$
Total Revenue	<u>327,230</u>	<u>327,230</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	392,668	392,668	
Professional Fees	2,454	2,454	
Total Expenditures	<u>395,122</u>	<u>395,122</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(67,892)	(67,892)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	67,892	67,892	
Total Other Financing Sources (Uses)	<u>67,892</u>	<u>67,892</u>	
<b>FUND BALANCE 9/1/2014</b>			
	<u>                    </u>	<u>                    </u>	
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE AFTERCARE CASELOAD  
FOR THE YEAR ENDED AUGUST 31, 2015**

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 93,113	\$ 93,113	\$
Total Revenue	<u>93,113</u>	<u>93,113</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	135,485	135,485	
Professional Fees	698	698	
Total Expenditures	<u>136,183</u>	<u>136,183</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(43,070)	(43,070)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	43,070	43,070	
Total Other Financing Sources (Uses)	<u>43,070</u>	<u>43,070</u>	
<b>FUND BALANCE 9/1/2014</b>			
<b>FUND BALANCE 8/31/2015</b>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>

**FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
DIVERSION GRANT PROGRAM - SUBSTANCE ABUSE TREATMENT CASELOAD  
FOR THE YEAR ENDED AUGUST 31, 2015**

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 111,021	\$ 111,021	\$
Total Revenue	<u>111,021</u>	<u>111,021</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	124,729	124,729	
Professional Fees	833	833	
Total Expenditures	<u>125,562</u>	<u>125,562</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(14,541)	(14,541)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	10,320	10,320	
Total Other Financing Sources (Uses)	<u>10,320</u>	<u>10,320</u>	
<b>FUND BALANCE 9/1/2014</b>	<u>4,221</u>	<u>4,221</u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>

FORT BEND COUNTY COMMUNITY SUPERVISION AND  
CORRECTIONS DEPARTMENT  
SCHEDULE OF DIFFERENCES BETWEEN  
AUDIT REPORT AND CSCD REPORTS AS SUBMITTED TO TDCJ-CJAD  
TREATMENT ALTERNATIVE TO INCARCERATION  
FOR THE YEAR ENDED AUGUST 31, 2015

	Audit	Per CSCD Quarterly Report	Difference
<b>REVENUE</b>			
State Aid	\$ 480,156	\$ 480,156	\$
Total Revenue	<u>480,156</u>	<u>480,156</u>	
<b>EXPENDITURES</b>			
Salaries and Fringe Benefits	80,365	80,365	
Contract Services for Offenders	480,157	480,157	
Professional Fees	3,601	3,601	
Total Expenditures	<u>564,123</u>	<u>564,123</u>	
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>			
	(83,967)	(83,967)	
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in	83,092	83,092	
Total Other Financing Sources (Uses)	<u>83,092</u>	<u>83,092</u>	
<b>FUND BALANCE 9/1/2014</b>	<u>875</u>	<u>875</u>	
<b>FUND BALANCE 8/31/2015</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>



**REPORT OF INDEPENDENT AUDITORS ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Fort Bend County Council of Judges  
and Michael Enax, Director  
Fort Bend County Community Supervision  
and Corrections Department  
Fort Bend County, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Fort Bend County Community Supervision and Corrections Department (Department), as of and for the year ended August 31, 2015, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements, and have issued our report thereon dated January 29, 2016.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Fort Bend County Council of Judges  
and Michael Enax, Director  
Fort Bend County Community Supervision  
and Corrections Department  
Fort Bend County, Texas

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Department's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the Department, others within the organization, and the Texas Department of Criminal Justice-Community Justice Assistance Division and is not intended to be and should not be used by anyone other than these specified parties.

*Whitley Penn LLP*

Houston, Texas  
January 29, 2016

**FORT BEND COUNTY COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended August 31, 2015**

**I. Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weakness (es) identified?	No
Significant deficiency (ies) identified that are not considered to be material weaknesses?	None reported
Noncompliance material to the financial statements noted?	No

**II. Financial Statement Findings**

None Noted

**III. Program Findings and Questioned Costs**

None Noted

**IV. Status of Prior Year Findings**

None Noted

**Fiscal Year 2015 TDCJ-CJAD Compliance Checklist**

Indicate whether these compliance requirements have been met by answering “Yes,” “No,” or “NA” (Not Applicable): (Note: The first eighteen (18) checklist items are to be answered “Yes” or “No” only.)

YES	NO	N/A	
<u>X</u>	___		Is separate accountability maintained for TDCJ-CJAD funds; i.e., fund accounting of self-balancing funds? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are Revenues and Expenditures reported to TDCJ-CJAD in agreement with, or reconcilable to, the funding recipient’s accounting records and with audited expenditures in each budget category? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are TDCJ-CJAD funds and locally generated revenues expended in accordance with the <i>Financial Management Manual for TDCJ-CJAD Funding (FMM)</i> , TDCJ-CJAD Standards, TDCJ-CJAD Field Correspondence, TDCJ-CJAD Policy Statements, Standard and Special Grant Conditions, and applicable laws? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are proper cutoff procedures observed at the end of each fiscal period? The cutoff date for revenues recognition and expenditures payments of FY 2015 is October 31, 2015.
<u>X</u>	___		Is the modified accrual basis of accounting used in preparing the fourth quarter reports for submission to TDCJ-CJAD? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
___	<u>X</u>		Are any TDCJ-CJAD funds used to pay judges’ salaries (unless specifically approved by TDCJ-CJAD in a Program Budget; i.e., DWI Courts), community justice council members’ salaries, or other court-related expenses? If any of these salaries or expenses are paid, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are expenditures and revenues supported by adequate documentation? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are all employees with access to funds covered by a surety bond? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Does the CSCD have an existing policy on budget approval, operate by the policy, and the policy has been approved in an open meeting by the judges charged with oversight of the CSCD (Government Code, Section 76.002, and the <i>Financial Management Manual for TDCJ-CJAD Funding (FMM Pages 8-10)</i> ). If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are all of the CSCD’s funds and collections deposited in the county treasury (county’s bank account)? ( <i>FMM Pages 7-8; Government Code, Section 509.011; Local Government Code, Section 140.003 (f); and Attorney General’s Opinion DM-257, dated September 15, 1993</i> ) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are all of the CSCD’s funds and collections disbursed by the county treasurer on behalf of the CSCD? ( <i>FMM Pages 7-8; Government Code, Section 509.011; Local Government Code, Section 140.003 (f); and Attorney General’s Opinion DM-257,</i>

			dated September 15, 1993) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are all of the CSCD's funds and collections deposited in the county treasury (county's bank account) within the time period required by Local Government Code 113.022? ( <i>FMM</i> Pages 7-8) If not, explain in the Notes to the Financial Statements and include in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Did the Fiscal Officer follow the applicable laws, guidelines, and duties as specified on Pages 31-35 of the <i>Financial Management Manual for TDCJ-CJAD Funding</i> ? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Were purchasing laws, including required competitive bidding, followed as directed in accordance with the same procedures applicable to a county? (Texas Local Government Code Section 140.003 and Chapter 262, <i>FMM</i> Pages 35-36) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
___	<u>X</u>		Were there any instances of fraud, non-compliance, waste, or abuse noted by the auditor (Chapter 4, Item 4.25 <i>Government Auditing Standards</i> )? If yes, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Are locally generated funds, and other collections, documented with a proper receipt system, and can they be traced to probationers' accounts, bank deposits and statements? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Is <u>equipment</u> physically inventoried and adequately supported with an inventory form? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___		Is surplus <u>equipment</u> disposed of in accordance with TDCJ-CJAD guidelines? ( <i>FMM</i> Page 24) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
___	___	<u>X</u>	Was an explanation given in the Schedule of Differences for any changes or adjustments that were made to Revenues and Expenditures (by either the CSCD or the Independent Auditor) that adjusted the previous amounts reported to TDCJ-CJAD? If not, explain in the Schedule of Differences, Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
___	___	<u>X</u>	Are expenditures that benefit both juveniles and adults prorated on an equitable basis? Is determination of the method of prorating such expenditures supported by adequate documentation, including an annual time study? ( <i>FMM</i> Page 26) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___	___	If the CSCD determines that an increase or decrease in revenue or expenditures is required, were budget adjustments submitted to TDCJ-CJAD, <b>by September 30, 2015</b> , and in accordance with the <i>Financial Management Manual for TDCJ-CJAD Funding</i> ? ( <i>FMM</i> Pages 8-10) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___	___	Are all non-TDCJ-CJAD funded program fees expended in accordance with applicable limitations; i.e., civil fees, Federal grants, bond fees, sex offender fees, crime victims compensation fund fees, etc.? If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.
<u>X</u>	___	___	Are Victim Restitution Funds accounted for in accordance with Texas Government

Code, Section 76.013, and are unclaimed funds tracked for the required five-year period prior to sending to the State Comptroller? (*FMM* Page 28) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X     \_\_\_     \_\_\_  
Have TDCJ-CJAD policies regarding contracts with vendors been followed, which includes maintaining a Contract Monitoring Plan (policy) to monitor vendor payments and compliance with contracts? (*CMM* and Pages 10-11 of these Guidelines) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X     \_\_\_     \_\_\_  
Does the CSCD have a policy regarding eligibility for employee salary merit increases, if merit or one-time increases are given? (*FMM* Page 46) If such increases are given without a written policy, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

\_\_\_     \_\_\_     X  
If the CSCD allows offenders to pay a fee or donate goods to a local food bank in lieu of performing community service restitution (CSR) work hours, does the CSCD have a written **CSR Policy** stating this fact? (TDCJ-CJAD Policy Statement No. CJAD-PS-08) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

\_\_\_     \_\_\_     X  
Are petty cash funds (not change funds) authorized by the county auditor or fiscal officer? (*FMM*, Pages 7-8, 20 and 34) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

\_\_\_     \_\_\_     X  
Are petty cash funds used only for specific purposes for allowable items as listed in the *Financial Management Manual for TDCJ-CJAD Funding* and expended only for emergency situations authorized by a written policy and approved by the CSCD director? (*FMM*, Pages 7-8, 20 and 34) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

\_\_\_     \_\_\_     \_\_\_  
Are Personal Bond, Pre-Trial Bond, Surety Bond, Bail and Certain Other Supervision expenses relating to CSCD employees supervising these cases paid from the administrative fees (and not from state-funded budgets) set in Article 76.015(c) of the Texas Government Code, as amended; i.e., salaries, fringe benefits, travel, supplies, equipment, etc., paid from these fees? If a CSCD employee (or more than one employee where cumulative time is not over 10% of one full-time equivalent position) spends no more than 10% of his/her time on the Bond/Other Supervision Program activities, separation of expenses is considered immaterial and is not required. However, all revenue generated from these fees must be accounted for separately in a local budget. Is this being properly captured? (*FMM* Pages 20-21 and TDCJ-CJAD Policy Statement No. CJAD-PS-09) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X     \_\_\_     \_\_\_  
With prior TDCJ-CJAD approval, CSCDs may use Basic Supervision, CC, DP, or TAIP funds as required cash matching for grants from other governmental agencies, non-profit organizations, or private foundations, etc., for the purpose of expanding an existing program. Was cash matching properly authorized, budgeted, and expended? (*FMM* Pages 21-22) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X     \_\_\_     \_\_\_  
The Texas Code of Criminal Procedure, Article 42.12, Section 19 (e) requires as a condition of probation that certain sex offenders pay \$5.00 per month during the period of supervision. These fees are in addition to court costs or any other fee imposed on the offender as court ordered. Are these fees collected and accounted for by the CSCD and remitted to the State Comptroller? (*FMM* Page 27) If fees are collected, include them in the Note to the Financial Statements for funds not

required to be budgeted. If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

Article 42.12, Section 11 (a) (18), Code of Criminal Procedure authorizes the court to order a defendant, as a condition of community supervision, to reimburse the Crime Victims' Compensation Fund for any amounts paid from that fund to a victim of the defendant's offense or, if no reimbursement is required, make one payment to the fund in an amount not to exceed \$50 if the offense is a misdemeanor or not to exceed \$100 if the offense is a felony. If these fees were collected, were they remitted to the State Comptroller in compliance with the timelines outlined by the State Comptroller's Office? (*FMM* Pages 28-29) If these fees are collected, include in the Note to the Financial Statements for funds not required to be budgeted. If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X      \_\_\_      \_\_\_

Were pretrial diversion/intervention fees properly collected and accounted for as payments by program participants? (*FMM* Pages 28-29, Government Code, Section 76.015 (c), Texas Code of Criminal Procedure, Article 102.012) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X      \_\_\_      \_\_\_

Is there proper identification on motor vehicles that are issued exempt license plates? (*FMM* Pages 29-30, Transportation Code, Chapter 721) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X      \_\_\_      \_\_\_

Is the transactions' administrative fee, if collected, accounted for on a consistent basis? (*FMM* Page 30) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

\_\_\_      \_\_\_      X

If there were negative fund balances in programs, were they covered by interfund transfers as described in the *Financial Management Manual for TDCJ-CJAD Funding*? (*FMM* Pages 33-34) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

X      \_\_\_      \_\_\_

Do action plans exist for all significant findings from previous audits, if applicable, and are action plans current? (Chapter 4, Item 4.05, *Government Auditing Standards*) If not, explain in the Notes to the Financial Statements or in the Schedule of Findings and Questioned Costs.

\_\_\_      \_\_\_      X