

# Transitional Internal Audit of Recorder's Court

October 22, 2024

Presented by:  
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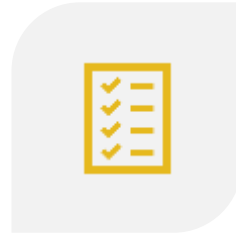
# AUDIT AUTHORIZATION

The audit was authorized by City Council on October 8, 2019

# AUDIT PROCESS



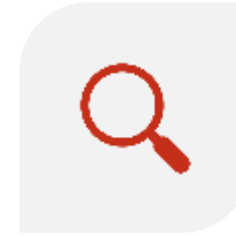
01. AUTHORIZATION OF AUDIT



02. DEVELOPMENT OF AUDIT PROGRAM



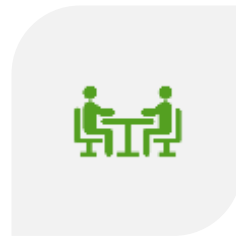
03. ENTRANCE CONFERENCE WITH AUDITEE



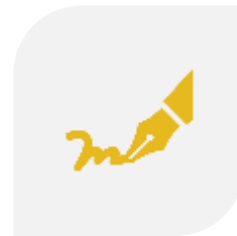
04. CONDUCT OF FIELDWORK



05. PREPARATION OF DRAFT AUDIT REPORT



06. EXIT CONFERENCE WITH AUDITEE



07. AUDITEE RESPONSE



08. PREPARATION OF FINAL AUDIT REPORT

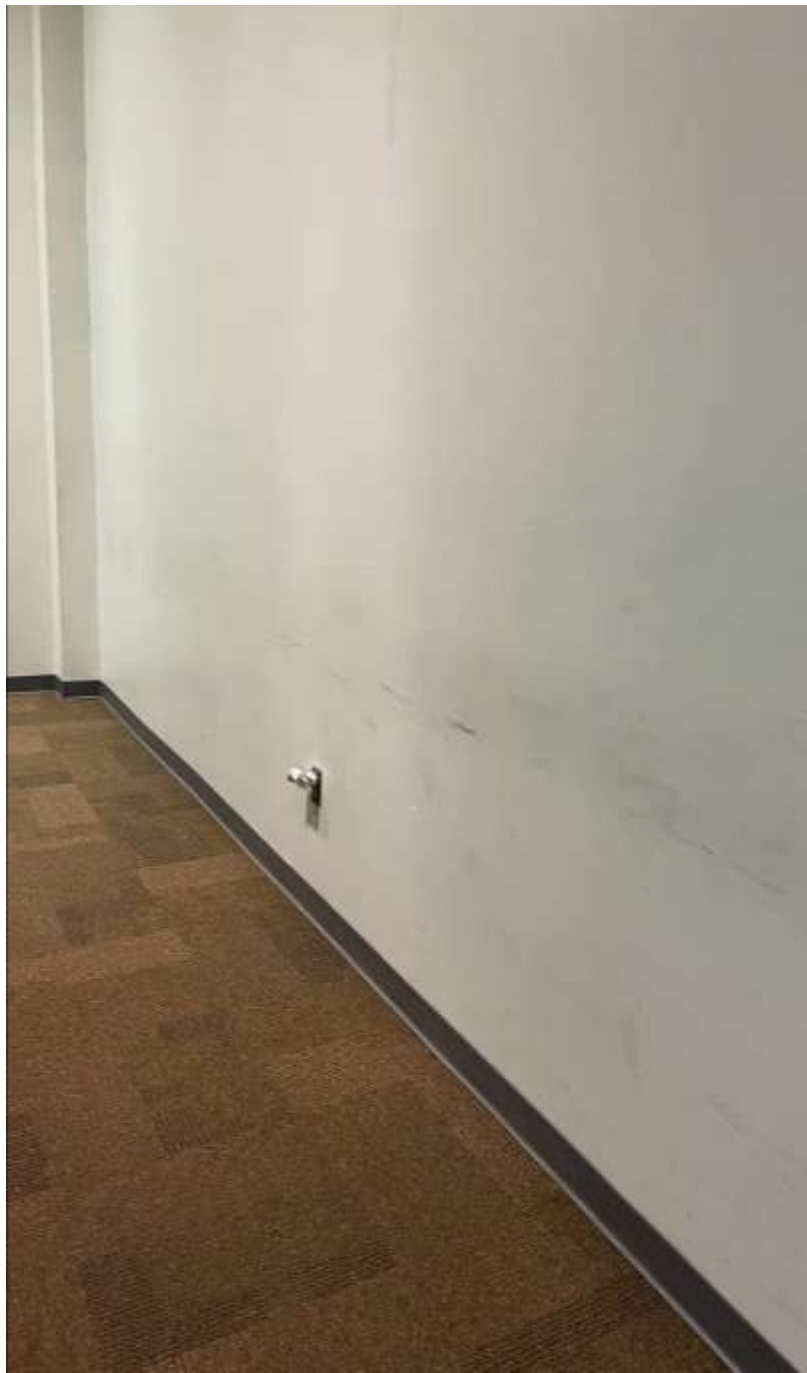
# AUDIT SCOPE

01. Budgetary Performance
02. Policies and Procedures
03. Payroll
04. Internal Controls
05. Casework Handling Processes
06. Customer Service/Interactions
07. Court Session Observation
08. Facilities Maintenance & Upkeep



# Audit Recommendations

- ▶ Recommend routine landscaping for lawn. Walkways and parking lot to be treated as needed.
- ▶ Recommend repainting courtrooms, replacing courtroom seating and carpet, replacing lighting in the bathrooms, replace lightbulbs in outdoor lampposts.
- ▶ Recommend audio equipment be installed in courtrooms to ensure ADA compliance.
- ▶ Recommend maintenance to be performed on HVAC unit.
- ▶ Recommend budget increase to accommodate facilities maintenance.





# Audit Recommendations

- ▶ Recommend the Judge, DA, public defender, and in-court clerk should all use city issued laptops to access pertinent case details before and during every hearing.
- ▶ Recommend advocating to arrange an extensive in-person meeting with Tyler IT representative(s) to develop system issue fixes.
- ▶ Recommend potentially considering software alternatives which are evidently more effective and efficient when utilized in other county court systems if technological issues with Tyler persist beyond a reasonable timeframe.



# Team RC

Special  
Thanks to  
the Team!





# Questions and Answers

