



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER CO#142892

PAGE 1 OF 3

DATE: 04/02/2024

SUBJECT: **RECEIVE AND FILE THE AUDITOR'S REPORT OF THE CASH
AND OTHER ASSET CONTROLS REVIEW FOR THE TARRANT
COUNTY MEDICAL EXAMINER**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court receive and file the Auditor's Report of the Cash and Other Asset Controls Review for the Tarrant County Medical Examiner.

BACKGROUND

In accordance with the Local Government Code, the Auditor's Office performed a surprise cash count at the Tarrant County Medical Examiner's office on February 13, 2024. The objectives of the review were to determine whether (1) cash and remittances were accurately recorded and properly reconciled to the respective accounts, and (2) adequate controls were in place to prevent potential fraud and abuse of county funds.

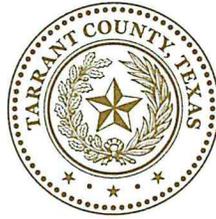
No overages/shortages were identified during the count and controls to safeguard county assets were adequate.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	Julie Hillhouse Kimberly M. Buchanan
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Kimberly M. Buchanan, CPA
Tarrant County Auditor



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100 E. Weatherford, Room 506
Fort Worth, Texas 76196-0103

Linda R. Castillo
First Assistant County Auditor

Phone (817) 884-1205
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February 26, 2024

Dr. Kendall Crowns, Chief Medical Examiner
The Honorable District Judges
The Honorable Commissioners Court
Tarrant County, Texas

Re: Auditor's Report – Cash and Other Asset Controls Review, Tarrant County Medical Examiner

In accordance with Local Government Code, the Auditor's Office conducted a surprise cash count of the Tarrant County Medical Examiner on February 13, 2024.

The objectives of our review were to determine whether:

- Cash and other remittances were accurately recorded and properly reconciled to the respective accounts, and
- Adequate controls were in place to prevent potential fraud and abuse of county funds.

No overages/shortages were identified during the count and controls to safeguard county assets were adequate.

We appreciate the cooperation of your staff during the review. If you have any questions, please do not hesitate to call.

Sincerely,


Kimberly M Buchanan, CPA
Tarrant County Auditor

Attachment: Management's response

Distribution: Arshad Majid, Director, Technical & Administrative
Kelly Clark, Business & Technical Operations, Manager



OFFICE OF CHIEF MEDICAL EXAMINER AND FORENSIC LABORATORIES

200 Feliks Gwozdz Place • Fort Worth, Texas 76104
817.920.5700 phone • 817.920.5713 fax

March 5, 2024

Kimberly M. Buchanan, CPA
County Auditor
100 E. Weatherford Street
Fort Worth, Texas 76196

Dear Ms. Buchanan,

We thank your Audit Team for their review of the Tarrant County Medical Examiner's Office this past February 2024. My Technical & Administrative Director, Arshad Majid, JD MBA and our staff report that they greatly enjoyed working with your office.

I was pleased to review your satisfactory Cash Count Report and have no objections to it.

Thank you for continuing to encourage best practices for all Tarrant County departments, including the Tarrant County Medical Examiner's Office.

Please do not hesitate to contact me or our Technical & Administrative Director, if you become aware of any areas of improvement.

Sincerely,

A black rectangular box redacting the signature of Kendall V. Crowns, MD.

Kendall V. Crowns, MD
Chief Medical Examiner