



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER CO#144356  
PAGE 1 OF 3  
DATE: 12/3/2024

**SUBJECT: RECEIVE AND FILE THE AUDITOR'S REPORT OF THE CASH AND OTHER REMITTANCES CONTROL REVIEW FOR THE DOMESTIC RELATIONS OFFICE**

**\*\*\* 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 Remittances Control Review for the Domestic Relations Office (DRO).

**BACKGROUND**

In accordance with Local Government Code, the Auditor's Office conducted a surprise cash count at DRO on November 7, 2024. The objectives of the review were to determine whether cash and other remittances reconciled and whether safeguards were in place to protect County funds.

At the time of our count, cash and remittances were reconciled, and controls were adequate to safeguard County funds.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

SUBMITTED BY	Auditor	PREPARED BY:	Kim Trussell
		APPROVED BY:	Kimberly Buchanan

Kimberly M. Buchanan, CPA  
Tarrant County Auditor

Linda R. Castillo  
First Assistant County Auditor



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November 15, 2024

Clint Dupew, Executive Director, Domestic Relations Office  
The Honorable District Judges  
The Honorable Commissioners Court  
Tarrant County, Texas

Re: Auditor's Report –Cash and Other Remittances Control Review, Domestic Relations Office

In accordance with Local Government Code, the Auditor's Office conducted a surprise cash count at the Domestic Relations Office (DRO) on November 7, 2024. The objectives of the review were to determine whether cash and other remittances reconciled and whether safeguards were in place to protect County funds. At the time of our count, cash and remittances reconciled, and controls were adequate to safeguard County funds.

With the introduction of the State Disbursement Unit, Child Support Monitoring Program, and changes in Family Law, a significant shift occurred in the business process requirements of the DRO Child Support Office. To address these process requirements, DRO replaced the 30-year-old legacy system with the Appain system in July 2022. We observed that the policies and procedures have not been updated to address these business process requirements and the new Appain system. We recommend that documented policies and procedures are updated to accurately reflect current practices.

We appreciate the cooperation of the DRO staff during our review. If you have any questions concerning this report, please do not hesitate to call.

Sincerely,

[Redacted Signature]  
Kimberly M. Buchanan, CPA  
Tarrant County Auditor

*Attachment:* Management's response

*Distribution:* Kandice Boutte, Chief of Staff, County Administrator's Office  
Denise Martin, Director, Child Support  
Debbie Conner, Manager, Modifications & Financial Accounting

**CLINT S. DUPEW**  
Executive Director and Attorney

**ANNE A. SMITH**  
Managing Attorney, Legal Support Services  
Child Support Programs

**LYNN RODRIGUEZ**  
Managing Attorney, Legal Support Services  
Self-Represented Programs



**DENISE MARTIN**  
Director, Child Support Services

**EMILIO SALAZAR**  
Director and Attorney, Family Court Services

**TARRANT COUNTY**  
**DOMESTIC RELATIONS OFFICE**

November 18, 2024

Kimberly M. Buchanan, CPA  
Tarrant County Auditor  
100 E. Weatherford  
Fort Worth, Texas 76196-0103

Ms. Buchanan:

First, I would like to express our sincere appreciation to your Audit Team in reviewing the Tarrant County Domestic Relations Office. As always, your team is professional, courteous, and thorough. We have reviewed the cash count report and have no objections.

Additionally, I would also like to thank the members of the Auditor's Office who work closely with and support the Domestic Relations Office on a regular basis. Your support as we the modernization of our daily processes and transition to new technologies is invaluable.

Again, thank you and your team for ensuring that all Tarrant County departments, including, the Domestic Relations Office, are not only compliant but thriving. Your partnership with us is greatly valued as it ensures stronger services to the citizens of Tarrant County. The Domestic Relations Office will do everything possible to ensure we are consistently utilizing best practices.

Sincerely,

Clint S. Dupew  
Executive Director

CC: Chandler Merritt, County Administrator  
Kandice Boutte, Chief of Staff, County Administrator's Office