



WEAVER  
AND  
TIDWELL

CERTIFIED PUBLIC  
ACCOUNTANTS  
AND CONSULTANTS

January 26, 2007

The Honorable County Judge and Commissioners Court  
Tarrant County, Texas

In planning and performing our audit of the financial statements of Tarrant County, Texas as of and for the year ended September 30, 2006, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control. However, we noted certain matters involving the internal control and its operation that we believe can be improved to increase the operating efficiency of the County. The following matters are presented for your consideration.

### Property Taxes

*Observation:* While performing audit procedures on the County's property tax receivable and revenue balances, we noted that delinquent property taxes are allocated between the general and debt service funds according to the current year's property tax allocation ratio.

*Recommendation:* The County should allocate delinquent property taxes between the general and debt service funds using the allocation ratios in effect during the year in which the related taxes were levied.

*Response:* The County has developed a procedure to allocate delinquent property taxes by the original tax levy distribution.

### IT Operations

*Observation:* No formal procedure for new hires, transfers and terminations was noted in place and IT is not always notified upon termination of employees for removal of access to key financial systems. Our procedures revealed three terminated employees retained access within Active Directory (Network).

*Recommendation:* Management should consider creating policy and procedure guidance on new hires, transfers and terminations processes. Procedures implemented should ensure the removal of employee network and application access as soon as an employee is terminated. User IDs may be de-activated if additional time is required to extract data from an employee's workstation prior to formal deletion of an account. In addition, a notification procedure should be in place for HR or functional

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department to inform IT of any employee's termination, transfer or other similar change of status. The same template used for notification of new hires and transfers could be used as a checklist for ensuring user accounts are inactivated or deleted upon an employees separation of employment from Tarrant County.

*Response:* IT Security will help HR expand their process to notify IT of the employee add, move, or change of employment status. This will include prompt notification of the employee change of status to enable IT to follow its policies and procedures for rapid account change.

*Observation:* No formal physical security policies and procedures exist.

*Recommendation:* As a best practice, management should consider documenting physical security policies and procedures.

*Response:* IT Security will work with Facilities to strengthen the policies for physical security of County sites that require security of electronic communications devices. Facilities Management manages the access control systems and is therefore the prime owner of all policies and processes for all Tarrant County facilities.

*Observation:* A Formal IT Disaster Recovery Plan has not been created.

*Recommendation:* As a best practice, a formal disaster recovery plan should be created and tested on a periodic basis. A formal and documented plan ensures management and employees know what to do in the event of a disaster or other major event or outage.

*Response:* IT has requested funding in the 2008 fiscal year budget to develop and begin a disaster recovery and business continuity plan in concert with the directives of Commissioners Court.

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This report is intended solely for information and use of management.

Thank you for allowing us to serve you this year. We appreciate the cooperation and assistance received during the audit and look forward to serving you in the future. At your request, we are available to assist you in further discussion and implementation of any of the above suggestions.

Yours truly,

*Weaver and Tidwell, L.L.P.*

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BKJ/plh