

**ATTESTATION REPORT
OF
RICHARDSON COUNTY COURT
JANUARY 1, 2018, THROUGH DECEMBER 31, 2019**

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Issued on April 2, 2020

RICHARDSON COUNTY COURT

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RICHARDSON COUNTY COURT

COMMENT AND RECOMMENDATION

During our examination of the Richardson County Court, we noted a certain deficiency and other operational matters that are presented here. The following comment is required to be reported in accordance with *Government Auditing Standards* and is considered to be a material weakness.

This comment and recommendation is intended to improve the internal control over financial reporting or result in operational efficiencies in the following area:

Segregation of Duties and Unresolved Balances

Good internal control includes a plan of organization, procedures, and documentation designed to safeguard assets and to provide reliable financial records. A system of internal control should include a proper segregation of duties, so no one individual is capable of handling all phases of a transaction from beginning to end. Furthermore, good internal control requires balances of the County Court to be reviewed on an ongoing, timely basis to determine what action should be taken to collect and/or resolve those balances.

We noted that the office of the County Court lacked a sufficient segregation of duties, as one person was capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of possible errors or irregularities; however, due to a limited number of personnel, an adequate segregation of duties may not be possible without additional cost. Further, personnel are under the direction of both the Nebraska State Court Administrator and the Presiding Judge. We have included this comment in previous examinations.

During testing, we also noted the following:

- Three of eight overdue balances tested did not have documentation of subsequent action taken by the County Court to ensure collection and/or resolution of the balances in a timely manner. The three balances totaled \$97, and they had not been followed up on by the County Court since 2012, 2015, and 2017. One of the balances, totaling \$41, was not properly outstanding, as a discharge of bankruptcy was filed in 2013.
- During testing of four outstanding balances owed by the County Court, we noted that one balance was not proper. The citation filed in 2016 totaled \$123. The individual paid \$75 in October 2016, leaving a balance still due of \$48. The County Court recorded the citation in the system at \$73, leaving a \$2 overpayment due back to the individual.

Without a regular review of outstanding balances, through a periodic examination of the Overdue Case Account reports and the Monthly Case Balance reports, there is an increased risk of balances not having proper follow-up action taken or having been previously resolved. A similar finding was noted during the previous examination.

We recommend the County Court and the Nebraska State Court Administrator review this situation. As always, the cost of hiring additional personnel versus the benefit of a proper segregation of duties must be weighed. We also recommend the County Court implement an ongoing, timely review of its Overdue Case Account reports and the Monthly Case Balance reports to ensure timely collection and/or resolution of outstanding balances.

County Court's Response: The one balance that was not proper was the Court's fault. That was during the time period the Court was without support staff for 3 1/2 months. On the overdue balances, the Court is now having support staff review those balances weekly.

It should be noted this report is critical in nature, as it contains only our comment and recommendation on the area noted for improvement and does not include our observations on any accounting strengths of the County Court.

RICHARDSON COUNTY COURT

COMMENT AND RECOMMENDATION

(Concluded)

Draft copies of this report were furnished to the County Court to provide management an opportunity to review the report and to respond to the comment and recommendation included in this report. The formal response received has been incorporated into this report. The response has been objectively evaluated and recognized, as appropriate, in the report. A response that indicates corrective action has been taken was not verified at this time, but it will be verified in the next examination.



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RICHARDSON COUNTY COURT

INDEPENDENT ACCOUNTANT'S REPORT

Richardson County Court
Falls City, Nebraska 68355

We have examined the accompanying Schedules of Changes in Assets and Liabilities Arising from Cash Transactions of the Richardson County Court as of and for the calendar years ending December 31, 2018, and December 31, 2019. The County Court's management is responsible for the Schedules based on the accounting system and procedures set forth in Note 1. Our responsibility is to express an opinion on the Schedules based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we perform the examination to obtain reasonable assurance about whether the Schedules are based on the accounting system and procedures set forth in Note 1, in all material respects. An examination involves performing procedures to obtain evidence about the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the Schedules, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions for the calendar years ending December 31, 2018, and December 31, 2019, are based on the accounting system and procedures prescribed by the Nebraska Supreme Court, as set forth in Note 1, in all material respects.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Schedule of Changes in Assets and Liabilities Arising from Cash Transactions; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement. We are also required to obtain and report the views of management concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Schedules are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Schedules or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed a certain finding that is required to be reported under *Government Auditing Standards*, and that finding, along with the views of management, is described in the Comment Section of the report.

The purpose of this report is to express an opinion on the Schedule of Changes in Assets and Liabilities Arising from Cash Transactions, as described in paragraph one above. Accordingly, this report is not suitable for any other purpose. This report is a matter of public record, and its distribution is not limited.

A handwritten signature in black ink, appearing to read "C. J. Janssen", with a long horizontal flourish extending to the right.

April 2, 2020

Charlie Janssen
Auditor of Public Accounts
Lincoln, Nebraska

RICHARDSON COUNTY COURT
 FALLS CITY, NEBRASKA
SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES
ARISING FROM CASH TRANSACTIONS
AGENCY FUNDS

For the Calendar Year Ended December 31, 2019

	Balance January 1, 2019	Additions	Deductions	Balance December 31, 2019
ASSETS				
Cash and Deposits	\$ 28,285	\$ 278,803	\$ 273,038	\$ 34,050
LIABILITIES				
Due to State Treasurer:				
Regular Fees	\$ 2,747	\$ 38,538	\$ 38,036	\$ 3,249
Law Enforcement Fees	388	3,918	3,998	308
State Judges Retirement Fund	1,861	19,118	19,518	1,461
Court Administrative Fees	1,754	21,093	21,092	1,755
Legal Services Fees	1,529	15,222	15,591	1,160
Due to County Treasurer:				
Regular Fines	6,292	72,189	74,576	3,905
Overload Fines	-	1,700	1,675	25
Regular Fees	717	4,581	4,225	1,073
Petty Cash Fund	50	-	-	50
Municipality Fines	836	9,159	9,249	746
Due to Municipalities:				
Regular Fees	-	128	128	-
Trust Fund Payable	12,111	93,157	84,950	20,318
Total Liabilities	\$ 28,285	\$ 278,803	\$ 273,038	\$ 34,050

The accompanying notes are an integral part of the schedule.

RICHARDSON COUNTY COURT
 FALLS CITY, NEBRASKA
SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES
ARISING FROM CASH TRANSACTIONS
AGENCY FUNDS

For the Calendar Year Ended December 31, 2018

	Balance January 1, 2018	Additions	Deductions	Balance December 31, 2018
ASSETS				
Cash and Deposits	\$ 70,183	\$ 334,281	\$ 376,179	\$ 28,285
LIABILITIES				
Due to State Treasurer:				
Regular Fees	\$ 3,708	\$ 41,082	\$ 42,043	\$ 2,747
Law Enforcement Fees	564	5,429	5,605	388
State Judges Retirement Fund	2,601	24,050	24,790	1,861
Court Administrative Fees	2,522	25,282	26,050	1,754
Legal Services Fees	2,137	20,017	20,625	1,529
Due to County Treasurer:				
Regular Fines	8,938	104,064	106,710	6,292
Overload Fines	2,725	6,825	9,550	-
Regular Fees	480	5,796	5,559	717
Petty Cash Fund	50	-	-	50
Municipality Fines	1,097	16,137	16,398	836
Due to Municipalities:				
Regular Fees	-	277	277	-
Trust Fund Payable	45,361	85,322	118,572	12,111
Total Liabilities	\$ 70,183	\$ 334,281	\$ 376,179	\$ 28,285

The accompanying notes are an integral part of the schedule.

RICHARDSON COUNTY COURT
NOTES TO FINANCIAL SCHEDULES

For the Calendar Years Ending December 31, 2018, and December 31, 2019

1. Criteria

A. Reporting Entity

The Richardson County Court is established by State statute and is administratively operated through the Court Administrator's Office of the Nebraska Supreme Court, which is part of the State of Nebraska reporting entity. The Schedules of Changes in Assets and Liabilities Arising from Cash Transactions of the County Court reflect only the Agency Funds activity of the County Court, including the receipts and their subsequent disbursement to the appropriate entities for which they were collected. The Schedules do not reflect the personal services expenses of the County Court, which are paid by the Nebraska Supreme Court, or the operating expenses, which are paid by Richardson County.

B. Basis of Accounting

The accounting records of the County Court Agency Funds are maintained, and the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions have been prepared, based on the accounting system and procedures prescribed by the Nebraska Supreme Court. Under this system of accounting, fines, fees, and receipts relating to trust funds are shown as additions to assets and as an increase in the related liability when received or collected. Likewise, disbursements are shown as deductions to assets and as a decrease in the related liability when a check is written.

2. Deposits and Investments

Funds held by the County Court are deposited and invested in accordance with rules issued by the Supreme Court, as directed by Neb. Rev. Stat. § 25-2713 (Reissue 2016). Funds are generally consolidated in an interest-bearing checking account; however, the County Court may order certain trust funds to be invested separately. Any deposits in excess of the amount insured by the Federal Deposit Insurance Corporation are required by Neb. Rev. Stat. § 77-2326.04 (Reissue 2018) to be secured either by a surety bond or as provided in the Public Funds Deposit Security Act.