



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER CO#142893

PAGE 1 OF 3

DATE: 04/02/2024

SUBJECT: **RECEIVE AND FILE THE AUDITOR'S REPORT OF THE REVIEW  
OF THE COUNTY CLERK'S RECORDS PRESERVATION FUNDS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court receive and file the Auditor's Report of the Review of the County Clerk's Records Preservation Funds

**BACKGROUND**

In accordance with Local Government Code, the Auditor's Office performed an audit of the County Clerk's Records Preservation Funds. The objective of the audit was to determine whether the County Clerk complied with statutes related to the Records Preservation and Automation Fund and the Records Preservation and Restoration Fund during October 1, 2023, through January 31, 2024.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	Kim Trussell Kimberly Buchanan
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**Kimberly M. Buchanan, CPA**  
Tarrant County Auditor



**Office of the Tarrant County Auditor**  
100 E. Weatherford, Room 506  
Fort Worth, Texas 76196-0103

**Linda R. Castillo**  
First Assistant County Auditor

Phone (817) 884-1205  
Fax (817) 884-1104

March 13, 2024

Mary Louise Nicholson, County Clerk  
The Honorable District Judges  
The Honorable Commissioners Court  
Tarrant County, Texas


Re: Auditor's Report - County Clerk, Records Preservation Funds

In accordance with Local Government Code, the Auditor's Office performed an audit of the County Clerk's Records Preservation Funds. The objective of the audit was to determine whether the County Clerk complied with relevant statutes related to the Records Preservation and Automation Fund 211 and the Records Preservation and Restoration Fund 213 during October 1, 2023, through January 31, 2024.

The Commissioners Court approved an annual budget totaling \$13,702,176 for Fund 211, and expenditures, including payroll, totaled approximately \$439,000 during the review period. The approved annual budget for Fund 213 totaled \$13,037,688, and expenditures, including payroll, totaled approximately \$89,000. As a result of our review, we observed that expenses charged to each fund complied with relevant statutes without exception.

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:*  
Bartosz Lesniewicz, Chief Deputy



Tarrant County 1895 Courthouse

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Mary Louise Nicholson, County Clerk

100 W. Weatherford, Rm.130  
Fort Worth Texas 76196-0401

Date: March 18, 2024

From: Mary Louise Nicholson

To: ~~Kimberly M-Buchanan, Tarrant County Auditor~~

Cc: The Honorable District Judges  
The Honorable Commissioners Court, Tarrant County, Texas

RE: Auditor's Report – County Clerk, Records Preservation Funds


I would like to thank the Auditors' Office for the detailed approach and professionalism in this audit of the County Clerk's preservation Funds. We will continue to comply with all relevant statutes and ensure that all accountability measures are adhered to.

It is the policy of the Tarrant County Clerk's Office to apply its "Records Management and Preservation Fund" (collected from fees described in Texas Local Government Code § 118.011 (b)(2)) for the purposes authorized by Texas Local Government Code § 118.0216 (a) and (d). These include, but are not limited to, all the legitimate records management purposes listed in Texas Local Government Code § 203.003 as applied to records within the custody or purview of the County Clerk.

Court Technology funds (collected as described in Texas Local Government Code § 134.102) shall be administered under the direction of the Tarrant County Commissioners Court for the purposes described in Texas Code of Criminal Procedure Art. 102.0169 (b).

We look forward to the continuing cooperation within the Auditors Staff and our Staff to ensure that all controls and safeguards are always in place.

Sincerely,

  
Mary Louise Nicholson  
County Clerk

Cc: Tarrant County Commissioners Court  
Cc: Tarrant County District Judges