

# TOWN OF SMYRNA, TENNESSEE

## Schedule of Findings and Recommendations

June 30, 2007

### Prior Year Reportable Conditions

- 01-01 Current procedures related to bonds held for court offenses were weak which has resulted in an inability to reconcile the bonds held liability to detail records.

Status: The condition continues to exist. A point of sale recording system has been implemented which improved coding of receipts. However there continues to be no procedures in place to reconcile bonds held and bond forfeitures to detail lists. There appears to be a lack of understanding of required accounting procedures related to court receipts and inadequate communications between court personnel and finance personnel. For several years, amounts have been recorded to court related liability accounts with no review to assure amounts are correct or are remitted to the proper agency.

Recommendation: We recommend that personnel with the town get training in all responsibilities related to court collections and remittance requirements. From the training, it should be assured that the court's software will provide the necessary data to account for collections and make timely remittances. We also recommend that communication between the court offices and the finance department be improved so each may be better aware of their responsibilities.

Response: The Court has compiled a detailed master list of all bond forfeitures. This includes the bond amount, bonding agency or defendant, and whether or not it was refunded or remitted to the proper entities.