



## Office of Pasco County Clerk & Comptroller

### INTRAOFFICE MEMORANDUM

**DATE:** September 29, 2020

**TO:** Nikki Alvarez-Sowles, Esq.  
Clerk & Comptroller

**FROM:** Patrice Monaco-McBride, CIG, CIGA, CGFO  
Inspector General

**DEPARTMENT:** INSPECTOR GENERAL

**SUBJECT:** Consulting Engagement #2020-11- Juror Bag Cash Counts

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As requested by the Chief Operations Officer, the Department of Inspector General (IG) performed a consulting engagement of the juror bag change funds issued to the Criminal Courts Department. The overall agreed upon objective was to determine that cash funds existed and pending reimbursement receipts did not exist.

On September 22, 2020, the IG conducted unannounced cash counts of the juror change funds located in the Dade City and New Port Richey. The change funds verified were summarized below:

Department	# of Drawers	Total Amount
Criminal- Dade City	8	\$ 3,000.00
Criminal- New Port Richey	13	7,500.00
Total	21	\$ 10,500.00

The IG concluded and verified that the change funds existed and there were no pending reimbursement receipts at the time of the unannounced cash counts. The change funds were properly secured and accounted for in the general ledger. There were no findings as a result of this engagement.

We appreciate the cooperation and professional courtesy received from Clerk teammates during this engagement.

Please let us know if you wish to discuss any of the information provided.

cc: Kimberly Thompson, COO  
Leonard Mattison, Director

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