

HONORABLE RALPH H. WALTON, JR.  
- District Judge -  
355th Judicial District



HONORABLE VINCENT J. MESSINA  
- County Court at Law Judge -

HONORABLE DARRELL COCKERHAM  
- County Judge -  
Hood County, Texas

SHELLI BERRY  
- Chief Juvenile Probation Officer -  
P.O. Box 2081 - Granbury, TX 76048  
(817) 579-3273 ext. 5428

## HOOD COUNTY YOUTH SERVICES 355TH JUDICIAL DISTRICT

Notice of the regular meeting of the Hood County Juvenile Board on Wednesday, March 2, 2016 at 8:00 AM in the Central Jury Room located in the Hood County Justice Center at 1200 W. Pearl St., Granbury, TX. At which meeting, the following subjects will be discussed, and the following matters acted upon:

- I. Call to order
- II. Approve minutes from previous meeting(s).
- III. Review requests for budget line item amendments and consider for approval.
- IV. Review bills presented for payment and take appropriate action.
- V. Ratify current payroll.
- VI. Consider and approve personnel changes, new hires, and terminations.
- VII. Consider the 2014 - 2015 Fiscal Audit & take appropriate action.

ADJOURN

A handwritten signature in black ink, appearing to read "Darrell Cockerham", written over a horizontal line.

DARRELL COCKERHAM, COUNTY JUDGE

Notice of meeting/agenda posted at Hood County Courthouse, 100 E. Pearl St., Granbury, Texas on February 25, 2016 by M. Sutton.

### Notice

#### Policy of Non-Discrimination on the Basis of Disability

County of Hood does not discriminate on the basis of disability in the admission of access to, or treatment or employment in, its programs or activities. Personnel Director, Personnel and Governmental Affairs Dept. 1410 W. Pearl St., Granbury, Texas 76048, phone 817-408-3450 has been designated to coordinate compliance with the non-discrimination requirements in Section 35.107 of the Department of Justice regulations. \*Information concerning the provisions of the Americans with Disabilities Act, and the rights provided there under, is available from the Personnel Director.

Hood County Reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code, §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), and §551.087 (Economic Development).

THE FOLLOWING MEMBERS WERE PRESENT:  
RALPH H. WALTON, JR., DISTRICT JUDGE  
VINCENT MESSINA, COUNTY COURT @ LAW JUDGE  
DARRELL COCKERHAM, COUNTY JUDGE

REGARDING ITEM 1: JUDGE WALTON CALLED THE MEETING TO ORDER  
AT 8:00 A.M. ON THE AFORSAID DATE OF MARCH 2, 2016.

REGARDING ITEM 2: MOTION MADE BY JUDGE MESSINA TO APPROVE  
THE MINUTES OF THE FEBRUARY 17, 2016 MEETING. SECONDED BY  
JUDGE COCKERHAM. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 3:NO ACTION REQUIRED.

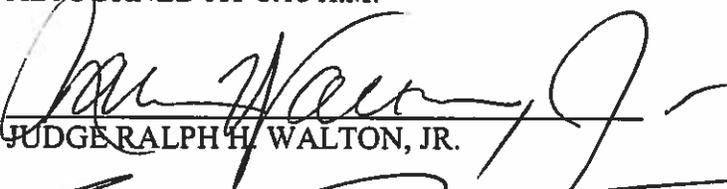
REGARDING ITEM 4: MOTION MADE BY JUDGE WALTON TO APPROVE  
PAYMENT OF THE BILLS FOR THE JUVENILE PROBATION DEPARTMENT.  
SECONDED BY JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 5: MOTION MADE BY JUDGE COCKERHAM TO RATIFY  
PAYROLL FROM FEBRUARY 8, 2016 - FEBRUARY 21, 2016. SECONDED BY  
JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 6: MOTION MADE BY JUDGE MESSINA TO APPROVE  
THE PERSONNEL CHANGES, NEW HIRES AND TERMINATIONS. SECONDED  
BY JUDGE WALTON. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 7: MOTION MADE BY JUDGE WALTON TO APPROVE  
THE 2014 - 2015 FISCAL AUDIT. SECONDED BY JUDGE MESSINA.  
MOTION CARRIED. SEE ATTACHED

ADJOURNED AT 8:15 A.M.

  
\_\_\_\_\_  
JUDGE RALPH H. WALTON, JR.

  
\_\_\_\_\_  
JUDGE VINCENT MESSINA

  
\_\_\_\_\_  
JUDGE DARRELL COCKERHAM

CERTIFICATION FOR THE PAYMENT OF BILLS

THE STATE OF TEXAS

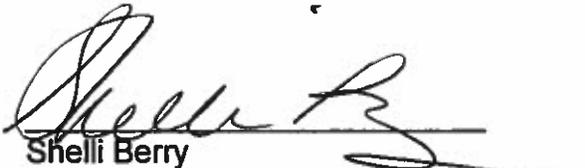
COUNTY OF HOOD

To certify the authorization for payment of bills as presented and made a part of the minutes of Hood County Juvenile Board on this 2nd day of March,

2016 with the following exceptions: None.

(list, if any)

CERTIFIED BY CHIEF ADMINISTRATIVE OFFICER

  
Shelli Berry



Hood County, TX

# Check Register

Packet: APPKT01175 - 03/02/2016 JUVENILE PROBATION

By Vendor Name

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GEN DISB-GENERAL DISBURSEMENT</b>						
006745	HOOD COUNTY SHERIFF - TRANSPOR	02/26/2016	Regular	0.00	48.06	
009876	NESTLE WATERS NORTH AMERICA	02/26/2016	Regular	0.00	8.57	
010086	STAPLES ADVANTAGE	02/26/2016	Regular	0.00	75.86	
003003	TEXAS ASSOCIATION OF COUNTIES	02/26/2016	Regular	0.00	693.50	
000115	WAL-MART COMMUNITY BRC	02/26/2016	Regular	0.00	9.36	

**Bank Code GEN DISB Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	835.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>5</b>	<b>5</b>	<b>0.00</b>	<b>835.35</b>

**HOOD COUNTY JUVENILE BOARD  
JUVENILE PROBATION PAYROLL**

Payroll from February 8 through February 21, 2016

Paid on February 26, 2016

Total Payroll - Fund 56	\$	<u>8,275.41</u>
Total Employees Paid		5

Motion Made by Board Member

Arnold Cochran

To ratify Payroll as presented.

Seconded by Board Member

[Signature]

All voted AYE, motion carried.

Approved this 2nd day of March, 2016

Juvenile Probation Director

[Signature]

Treasurer

Kathu Davis

Auditor

Stan McBoon



## HOOD COUNTY PERSONNEL AND RISK MANAGEMENT

THE ATTACHED PERSONNEL CHANGES HAVE BEEN APPROVED BY THE JUVENILE BOARD ON  
March 2, 2016

Richard Ayin  
PERSONNEL DIRECTOR

Stan Wilson  
AUDITOR

David Beckman  
COUNTY JUDGE

Joe Ward  
DISTRICT JUDGE

Steve R.  
JUVENILE PROBATION DIRECTOR

[Signature]  
COUNTY COURT AT LAW JUDGE



February 17, 2016

Members of the Board  
Hood County Juvenile Probation Board  
Hood County, Texas:

We have audited the financial statements of the Hood County Juvenile Probation Department (the Department) for the year ended August 31, 2015 in conformity with the Texas Juvenile Justice Department (TJJD) financial reporting requirements, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 20, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended August 31, 2015. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We do not believe that there are any sensitive estimates affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit. Management of the Department did a commendable job in preparing for the audit. They prepared the requested schedules and documents in a timely manner and were available for questions at all times.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements detected as a result of audit procedures.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated February 17, 2016.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Department's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the use of the judges and management of the Hood County Juvenile Probation Department and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Daniel Kinard & Co., PC*  
Certified Public Accountants

**HOOD COUNTY JUVENILE PROBATION DEPARTMENT**

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**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED AUGUST 31, 2015**

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**HOOD COUNTY  
JUVENILE PROBATION DEPARTMENT**

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## INDEPENDENT AUDITOR'S REPORT

Members of the Board  
Hood County Juvenile Probation Board  
Hood County, Texas

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Texas Juvenile Justice Department Grant Funds of Hood County Juvenile Probation (the Department), which comprise the statement of revenues, expenditures and changes in fund balance by contract – budget and actual (regulatory basis) for the year ended August 31, 2015 and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with financial reporting provisions of the Texas Juvenile Justice Department. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the revenue earned and expenditures incurred compared to budgeted revenues and expenditures of the Department's Texas Juvenile Justice Department Grant Funds for the year ended August 31, 2015 in accordance with the financial reporting provisions of the Texas Juvenile Justice Department as described in Note 1.

### *Basis of Accounting*

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the financial reporting provisions of the Texas Juvenile Justice Department, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Texas Juvenile Justice Department. Our opinion is not modified with respect to that matter.

### *Emphasis of Matter*

As discussed in Note 1, the financial statements present the results of operations of the Department's Texas Juvenile Justice Department Grant Funds only and are not intended to present fairly the results of operations of the County in conformity with accounting principles generally accepted in the United States of America.

### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 17, 2016, on our consideration of the Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department's internal control over financial reporting and compliance.

### *Restriction on Use*

This report is intended solely for the information and use of management of Hood County, others within the Department and the Texas Juvenile Justice Department and is not intended to be and should not be used by anyone other than these specified parties.

*Davis Kinard & Co., PC*  
Certified Public Accountants

Abilene, Texas  
February 17, 2016

FINANCIAL STATEMENTS

**HOOD COUNTY JUVENILE PROBATION DEPARTMENT  
TEXAS JUVENILE PROBATION COMMISSION GRANT FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE BY CONTRACT (BUDGET AND ACTUAL) -  
REGULATORY BASIS  
FOR THE YEAR ENDED AUGUST 31, 2015**

	State Aid - A-2015-111			Commitment Reduction Prog - C-2015-111		
	Final Budget	Actual	Variance	Final Budget	Actual	Variance
<b>Revenue</b>						
Receipts from TJJD	\$ 310,445	\$ 310,445	\$ -	\$ 26,720	\$ 26,720	\$ -
<b>Total revenue</b>	<u>310,445</u>	<u>310,445</u>	<u>-</u>	<u>26,720</u>	<u>26,720</u>	<u>-</u>
<b>Expenditures</b>						
Salaries and fringe benefits	310,445	268,178	42,267	-	-	-
External contracts	-	-	-	26,720	9,183	17,537
<b>Total expenditures</b>	<u>310,445</u>	<u>268,178</u>	<u>42,267</u>	<u>26,720</u>	<u>9,183</u>	<u>17,537</u>
Excess revenues over (under) expenditures	-	42,267	42,267	-	17,537	17,537
Fund balance beginning of the year	-	-	-	-	-	-
Refund due to TJJD	-	(42,267)	(42,267)	-	(17,537)	(17,537)
Fund balance end of the year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Additional information:**

Refunds paid to the TJJD subsequent to 8/31/15:

10/5/2015	\$ <u>42,267</u>	\$ <u>17,537</u>
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The accompanying notes are an integral part of this statement.

Mental Health - N-2015-111

<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
\$ 33,724	\$ 33,724	\$ -
<u>33,724</u>	<u>33,724</u>	<u>-</u>
-	-	-
<u>33,724</u>	<u>5,735</u>	<u>27,989</u>
<u>33,724</u>	<u>5,735</u>	<u>27,989</u>
-	27,989	27,989
-	-	-
<u>-</u>	<u>(27,989)</u>	<u>(27,989)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

\$ 27,989

**HOOD COUNTY JUVENILE PROBATION DEPARTMENT**  
**NOTES TO FINANCIAL STATEMENTS**

**Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Entity

The Texas Juvenile Justice Department Grant Funds of Hood County (the Funds) were established to account for juvenile probation services funded by the Texas Juvenile Justice Department (TJJD) in Hood County. The combined financial statements present only the activity of the Funds and do not include the activity of Hood County (the County).

The Funds provide separate accountability as required under the State Financial Assistance Contract, by TJJD. The Funds are used to account for each separate program, matching funds and all related expenditures incurred.

Basis of Accounting

The financial statements were prepared in conformity with the accounting practices prescribed by the TJJD, which prescribes policies and procedures for county probation departments, which is a comprehensive basis of accounting other than generally accepted accounting principles. These accounting practices include the following:

- The financial statements are reported using the accrual basis of accounting. Revenues are recorded when all eligibility requirements have been met and expenditures are recognized when incurred.
- The accompanying financial statements do not represent financial statements prepared in accordance with provisions for governmental funds as prescribed by the Government Accounting Standards Board.
- The accompanying financial statements are prepared in a format to facilitate uniform financial reporting by county probation departments.

**Note 2: RECONCILIATION OF ACCRUED INTEREST**

	Interest Earned TJJD Funds	Interest Earned Title IV-E Funds	Total Interest
Beginning Balance, September 1, 2014	\$ -	\$ -	\$ -
Interest earned on funds received from the period of 9/1/14 - 8/31/15	104	-	104
Total interest at August 31, 2015	<u>104</u>	<u>-</u>	<u>104</u>
Minus interest expenditures in FY 2015	(104)	-	(104)
Ending Balance, August 31, 2015	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Note 3: OPERATING COST FOR A SECURE JUVENILE FACILITY OPERATED BY YOUR COUNTY**

The Hood County Juvenile Probation Department does not operate a secure juvenile facility.

**HOOD COUNTY JUVENILE PROBATION DEPARTMENT**  
**NOTES TO FINANCIAL STATEMENTS**

**Note 4: FEDERAL FINANCIAL ASSISTANCE**

The Texas Juvenile Probation Commission administers, along with the Texas Department of Family and Protective Services, the Title IV-E Program (CFDA 93.658). TJJD disburses funds to Hood County Juvenile Probation Department on a cost reimbursement basis. No revenue was received for the Title IV -E Program in the year ended August 31, 2015.

**Note 5: FINANCIAL MATCH REQUIREMENTS**

To receive TJJD state funds, the juvenile probation departments are required to certify that the amount of local or county funds expended for juvenile services is at least equal to or greater than the amount spent in the 2006 county fiscal year excluding construction and capital outlay expenses. A confirmation of local funds for the year ending August 31, 2015 is required and presented below:

Local Funding Expended (less construction and capital outlay)

FY 2015	\$ 259,377
FY 2006	\$ 225,074

Hood County Juvenile Probation Department certified the financial match requirements were fulfilled in FY 2015.

OTHER INFORMATION REQUIRED BY GAO

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Members of the Board  
Hood County Juvenile Probation Board  
Hood County, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Texas Juvenile Justice Department Grant Funds of Hood County Juvenile Probation Department as of and for the year ended August 31, 2015, and the related notes to the financial statements, and have issued our report thereon dated February 17, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Hood County Juvenile Probation Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hood County Juvenile Probation Department's internal control. Accordingly, we do not express an opinion on the effectiveness of Hood County Juvenile Probation Department's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Hood County Juvenile Probation Department's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Dennis Kinard & Co., PC*  
Certified Public Accountants

Abilene, Texas  
February 17, 2016

**HOOD COUNTY JUVENILE PROBATION DEPARTMENT**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**For the Year Ended August 31, 2015**

There were no findings or questioned costs in the current year.

**HOOD COUNTY JUVENILE PROBATION DEPARTMENT**  
**SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**  
**For the Year Ended August 31, 2015**

There were no findings or questioned costs in the prior year.