



Interoffice Memorandum

TO: Jonnah Williams, Auditor II
Anthony Nicks, County Auditor

FROM: LeNora Ponzo, Chief Clerk, State Court

CC: Fred C. Eady, Chief Judge, State Court

DATE: September 12, 2019

SUBJECT: Management's Response to Follow-Up of State Court Treasury Division's Cash Handling Procedures

Please see the management response to the 2019 Follow-Up of State Court Treasury Division's Cash Handling Procedures are below. If any additional information is needed, please do not hesitate to contact me.

1. Audit Concern 1 – Untimely Recovery of Returned Checks - IMPLEMENTED

- This process has been streamlined and is managed by Sonya Jones, Accounting Manager. We have in compliance with all law and procedures governed around the collection of returned items, including the processing and collecting of returned item fees. An electronic log of items returned has been established and will be tracked weekly by the assistant supervisor in the Division.

2. Audit Concern 2 – Manual Search for Outstanding Items in Odyssey – PARTIALLY IMPLEMENTED

- In consultations with Tyler, Fulton County IT and State Court, we are continuing in our engagement to create a necessary report for all reconciliations. Tyler Technologies has provided a temporary fix, a Custom Report, and should deliver a permanent solution by the end of Q4.

3. Audit Concern 3 – Failure to Indicate Management Review and Approval – IMPLEMENTED

- This process has been fully implemented. The 7 accounts where a signature was omitted were reviewed and human error caused the signature to be omitted during the review process. While these accounts maintain a balance they are not active accounts that incur monthly transactions.