

CINDY STUART



Clerk of Court & Comptroller
13th Judicial Circuit

An Audit of:

**CLERK TRANSITION
ACTIVITIES**

COUNTY AUDIT DEPARTMENT

REPORT # 398

AUGUST 13, 2021



Dear Clerk Stuart:

August 13, 2021

The Audit Team completed an audit of the Clerk Transition Tasks which were performed by management during the first quarter of this calendar year. For this review, the Audit Team reviewed the overall transition plans and activities and performed limited validation on key transition items.

Overall, the Audit Team determined that key transition activities were sufficiently planned and executed. Specifically, validations confirmed that:

- Management utilized a systematic and thorough process to identify, consider and execute transition tasks across all departments.
- Controls over custody of criminal evidence items were adequate and all criminal evidence tested was accounted for.
- Cash, investments and financial paper were verified as properly conveyed and reconciled.
- Official records were properly cutoff and transferred in sequential order.
- Controls were in place to reasonably ensure that Clerk assets were tracked and accounted for.

The Audit Team also identified some opportunities to improve upon overall efficiency, effectiveness and accountability within these processes throughout the review. These items are included in this report for your consideration.

Sincerely,

Heidi Pinner

Together, we will get to YES!

Heidi Pinner, CIA, CISA, CFE, CRMA
Chief Audit Executive

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
BACKGROUND	1
OBJECTIVE, SCOPE AND METHODOLOGY	1
OVERALL CONCLUSION	2
AUDITED BY	2
CRIMINAL EVIDENCE INVENTORY	3
BANK ACCOUNT TRANSITION & CONTROLS	7
OFFICAL RECORDS TRANSITION	8
FIXED ASSETS INVENTORY	8
APPENDIX - Summary List of Management Transition Tasks	10

Executive Summary

BACKGROUND

The Florida Constitution establishes the office of the Clerk of the Circuit Court as an elected County Officer. The Clerk is the public trustee for the County. The Clerk provides the checks and balances in County government by acting as Clerk of Court, County Recorder, Clerk to the Board, County Comptroller and County Auditor.

The Clerk's office operates primarily in the downtown area of Tampa, with court and official records operations also in Plant City. Prior to the COVID pandemic, satellite offices were also open in the Brandon and South Shore areas.

OBJECTIVE, SCOPE AND METHODOLOGY

The Clerk's senior leadership team utilized the Florida Association of Court Clerk's *Clerk of Courts Financial Checklist for Transition of Office* (the Checklist) to plan and coordinate transition related tasks. Similarly, the Audit Team based its audit methodology on those tasks identified throughout the Checklist.

The objective of the audit was to determine whether or not transition tasks had been sufficiently planned and executed. This included review and confirmation of the Checklist items and limited testing for key transition tasks, including whether or not:

1. Controls over the criminal evidence inventory were adequate and criminal evidence items could be verified.
2. Cash, investments and financial paper were properly conveyed and reconciled.
3. The cutoff and transfer of custody for official records occurred sequentially.
4. Clerk capital assets could be reasonably accounted for and verified.

The Audit Team reviewed compliance with applicable laws, policies and procedures regarding duties of the Clerk and developed an "agreed upon procedures" approach with former Clerk of Court, Pat Frank, incoming Clerk of Court Cindy Stuart and Senior Management within the Clerk's Office.

Validations occurred as of January 5, 2021; however, our review of processes and transactions was not necessarily limited to that period.

OVERALL CONCLUSION

Overall, the Audit Team determined that transition activities had been sufficiently planned and executed and that:

- Management utilized a systematic and thorough process to identify, consider and execute transition tasks across all departments.
- Controls over custody of criminal evidence items were adequate and all criminal evidence tested was accounted for.
- Cash, investments and financial paper were verified as properly conveyed and reconciled.
- Official records were properly cutoff and transferred in sequential order.
- Controls were in place to reasonably ensure that Clerk assets were tracked and accounted for.

Any potential improvement opportunities identified during the audit were communicated to management and are included in the detailed audit comments.

The full transition checklist is included as Appendix A on page 10.

AUDITED BY

Heidi Pinner, CIA, CISA, CFE, CRMA, Chief Audit Executive
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CRIMINAL EVIDENCE INVENTORY

Observations

Criminal evidence is primarily maintained in two inventory locations: one location for sensitive items such as weapons/drugs/ammunition/cash and a second location for other general inventory items like electronics, furniture, documents & photos. Both locations are restricted access areas maintained by Evidence Department staff. To ensure the preservation of the chain of custody and the integrity of the evidence inventory at all times, all validations were performed within the secured evidence areas, with a member of the evidence staff present and in view of security cameras. All items validated were retrieved, reviewed, re-sealed, and re-filed utilizing dual party control.

The Audit Team extracted data for the civil and criminal evidence inventory records within the court case maintenance system, *Odyssey*, as of the close of business January 4, 2021. This data was analyzed and a total population of 128,027 unique criminal evidence items were identified. From this population, a random, statistically significant sample of 1,059 items was selected to determine, with 95% confidence and a 3% margin, whether or not all items:

- A. Could be located in their expected location.
- B. Matched the item description recorded in the inventory record/case file.
- C. Were appropriately sealed and marked.

RESULTS:

All 1,059 items were located. The Audit Team also observed that sufficient physical security controls and process controls have been implemented to reasonably ensure the safeguarding of the evidence inventory.

KEY POINTS

341,786

TOTAL EVIDENCE
ITEMS

128,027

CRIMINAL EVIDENCE
ITEMS

100%

ITEMS LOCATED
(from sample)

OTHER OBSERVATIONS

During the data analysis and inventory validation, the Audit Team also observed some opportunities for improvement. Evidence Data Sheets (EDS) are utilized by Clerk staff to document the custody of evidence items entered into the court record during court proceedings. The EDS details all items admitted as evidence, identifies the item description and correlates the item to the exhibit number utilized in court. Once the case is concluded, the information on the EDS is input into the case maintenance system by evidence staff, and a unique barcode number is generated for each evidence item. The EDS remains with the evidence items and is also scanned into the electronic case record. Evidence items themselves are, whenever possible, sealed within envelopes so that identifying marks can be recorded and then the envelopes are heat sealed within plastic to preserve them from damage. Each sealed item of evidence is then grouped and stored, typically within bins, by case number. The status of each evidence item (active, returned, reused, destroyed) and the location of the item (room, rack, row, box) is recorded in the electronic case record.

Recommendation 1: Correct observed data entry errors.

During the evidence testing, eight (8) sample items had an observed data entry error such as an incomplete/inaccurate description or reference within the case management system. While these errors should be corrected, they each appeared to be incidental in nature and did not compromise the integrity of the evidence item itself. For each of these instances, the EDS had been maintained and included all of the original evidence information as recorded in the courtroom.

Recommendation 2: Ensure all items are identified by visible unique bar codes.

Thirty-three (33) of the items in the sample (3%) were not labeled with a unique barcode number. For inventory purposes, the Audit Team was able to confirm these items through a combination of the case number and exhibit information on the maintained EDS. Each of these items had also been appropriately assigned a unique barcode number in the system but labels were not generated or applied to the item itself.

The Audit Team also observed that the ink on many of the barcode stickers placed on the evidence items has faded over time, making the barcode numbers difficult or impossible to read. Management should consider replacing faded barcode stickers with a more permanent non-fading sticker or explore other non-ink options for items going forward.

Recommendation 3: Define a standard for, or discontinue the use of, the deleted flag in *Odyssey*.

In order to isolate the population of evidence items in active inventory, the audit team analyzed various fields within the extracted data. One of the data fields observed by the Audit Team was a “deleted” flag which is available as a checkbox within *Odyssey* for each evidence item. These evidence items with the “deleted” option flagged did not have a location noted and were therefore excluded from the population for purposes of validation.

Checking the “deleted” check box for a particular item functions similar to an archive option in the system and makes the item no longer displayed as an active inventory item. The deleted flag does not delete the item from the system but does remove it from the primary view within the case record. Marking an item as deleted also does not change the item’s status (Active, Destroyed, Exhibit Reused, etc.). Items marked as deleted exist within all of the available statuses. The Audit Team isolated data patterns for the various items and asked management to research 18 items based on these patterns. The patterns included:

- 175 items flagged as deleted, with an inactive status and no location. We inquired with management on two sample items with this pattern and both were attributed to data conversion errors. The items were destroyed prior to the conversion to the *Odyssey* system in 2014 and should have been marked as destroyed/returned instead of deleted.
- 1,315 items were flagged as deleted but had a status of “Exhibit Reused” with no location. Inquiries with management on several of these items indicated the status and location information were appropriate but the deleted flag should not have been utilized.
- Over 500 items were flagged as deleted and had either “error wrong code,” “error duplicate,” or “entered in error” noted in the item description. These items had various statuses/location combinations. Inquiries with management indicate that these items appear to be primarily a result of errors made when entering the item into inventory. Once a unique barcode has been generated for an item, certain data entry errors would require the item to be re-entered entirely to correct the inventory record. Ultimately, the Audit Team and department managers determined that the conversion error “clean-up” and updates made for various other circumstances have not been consistent and clarity is needed for how or if the deleted option should be utilized.

Recommendation 4: Ensure exhibit statuses in *Odyssey* are being used appropriately.

The Audit Team identified 192 items with an active *Odyssey* status but no physical Rack-Row-Box (RRB) location listed. The Audit Team asked management to research each of these items for accuracy. Per management review, 129 of these items were checked out to other departments or agencies, 5 had been released to law enforcement, and the remaining items were either errors, incorrect statuses or residual data inconsistencies from a 2006 full physical inventory count and remediation process.

Recommendation 5: Evidence records and other case items stored in the evidence locations should be reviewed and destroyed timely.

A 2016 audit of the Criminal Evidence inventory processes identified adequate controls in place for evidence inventory but also noted that 21% of the inventory items tested were held beyond the eligible destruction date and that there was not a method to consistently track destruction dates.

Recommendations made during the 2016 audit included improvements such as performing more frequent evidence disposals, formalizing written policies and procedures, increasing physical security controls for a door, and remediating the data conversion errors identified in the *Odyssey* data.

Management implemented corrective actions for these recommendations which included: scheduling evidence disposals quarterly, updating policies and procedures, modifying the door, and making updates to conversion errors when noted during routine operations.

The evidence population has increased significantly since the last audit. Based on this growth and the observations/inquires made during the Clerk transition inventory validation, there appears to be further opportunity to prioritize the destruction of obsolete items in both the criminal and civil evidence inventories. Maintaining inventory items beyond the required retention period utilizes more resource time to track and monitor, occupies more physical space and may limit the department's ability to implement potential time/resource saving inventory management strategies. Keeping inventory at a more manageable level could also increase the department's ability to perform more holistic and/or frequent inventory validations.

KEY POINTS

All accounts were transitioned successfully.

Reconciliation controls appear effective and were performed timely.

BANK ACCOUNT TRANSITION & CONTROLS

A verification was performed to confirm that all of the Board of County Commissioners (BOCC) and Clerk of Court & Comptroller (COCC) bank accounts were properly transitioned to the new Clerk as of January 5, 2021. All accounts were successfully transferred to Cindy Stuart, Clerk of Court & Comptroller, from the preceding Clerk, Pat Frank.

Hillsborough County Clerk of Court & Comptroller Schedule of Cash and Investments In the Possession or Under the Control of the Clerk of the Court & Comptroller As of January 5, 2021	
<u>Clerk of Court Accounts</u>	
Jury/Witness Account	\$147,441.07
Child Support Account	353,141.17
Payroll Account	0.00
Transportation Surtax Account	939.18
Support ACH DOR Sweep Account	57,027.94
Tax Deposit Account (aka Sweep)	1,849.43
Consolidated Account (Wells Fargo)	40,082,717.98
Florida Prime State Board of Administration Account	<u>26,004,601.43</u>
Total Funds	\$66,647,718.20

<u>Ex officio Clerk of the Board of County Commissioners</u>	
Disbursement Account	\$0.00
Gallagher Bassett Services Account	994,022.86
ACH Settlement Account	5,786,857.77
Internet Collections Account	715,910.91
Utilities (Deposit) Account	0.00
Payroll Account	0.00
Deposit Account	0.00
SBA Florida Prime Pooled Investment Account	1,000,243,960.04
Cigna Account	3,145,861.52
Concentration Account	<u>8,695,890.92</u>
Total Funds	\$1,019,582,504.02

A verification was performed to confirm that all bank reconciliations were performed on Clerk-owned bank accounts as part of the new Clerk’s transition into office. All Clerk-owned

bank accounts ending 12/31/2020 and additional activity up through 1/5/2021 were successfully reconciled without exception. These bank accounts included the following:

- CLERK: Jury/witness, child support, payroll, transportation surtax, support ACH DOR Sweep, tax deposit, Consolidated, & SBA Agency.
- BOCC: Account Disbursement, Gallagher Basset, ACH Settlement, Internet, Utilities, Payroll, Deposit, Florida Prime SBA (pooled investment BOCC), CIGNA BOCC, & Concentration BOCC.

The Audit Team did not identify any exceptions or further improvement opportunities.

OFFICIAL RECORDS TRANSITION

The Audit Team confirmed that the last official record recorded under the preceding clerk and the first official record recorded under the new duly sworn clerk were sequential in numbering. Both instrument and receipt numbers were sequential. The last official record recorded under Pat Frank was Instrument 2021002968 on 1/4/2021 with receipt number 4714156. The first official record recorded under Cindy Stuart was Instrument 2021002969 dated 1/5/2021 with receipt number 4714157.

FIXED ASSETS INVENTORY

There were 1,508 items included in the fixed (tangible) asset inventory list as of 1/4/2021 with a total value of \$12,230,730. An inventory of fixed assets is performed annually by the County Finance department, which means that each of these 1,508 assets was confirmed at some point within the preceding fiscal year (FY20). The Audit Team was able to virtually verify 517 of these assets by confirming that they had a recent connection to the Clerk network. From the remaining 991 assets, the Audit Team selected a sample of 107 items for visual

KEY POINTS

Official records were transitioned successfully.

1,508
Fixed Asset Items

\$12.2 M
Fixed Asset Value

97%
Sample Confirmation Rate

verification. The Audit Team confirmed 97% of the tested sample and observed the following exceptions:

- The serial number for two (2) fixed assets had an incorrect serial number recorded in the asset inventory:
 - Asset ID 0167900 (Samsung Monitor Q-Flow 55”) is listed with serial number 04K73CAH6044030, but the last digit is actually a “D” and not “O.”
 - Asset ID 0167904 (Samsung Monitor Q-flow 55”) is listed with serial number 04K73CAH6044064, but the last digit is actually a “Y” and not “4.”
- Seven (7) assets had been transferred but not updated in the fixed asset inventory. The Audit Team was able to confirm applicable transfer forms for six of these seven items. The remaining transfer form for Asset ID 0154552 (Dell Laptop Computer) could not be located.
- The following three assets could not be located by department staff, IT, or the Audit Team.
 - Asset ID 0154447 (Dell Laptop Computer)
 - Asset ID 0160343 (Hewlett Packard Laptop Computer)
 - Asset ID 0154552 (Dell Laptop Computer) - identified as missing on the previous 2 fixed asset inventories.

Recommendation 1: Correct product serial numbers on the list.

Update the fixed asset inventory list to reflect the correct product serial number for the 2 Samsung Monitors.

Recommendation 2: Transfer of assets to IT or IIO

Update the fixed asset inventory list to reflect the correct location/disposition of the 7 items transferred from the assigned department to the respective information technology department. Also, controls surrounding the retention of asset transfer forms should be reinforced.

Recommendation 3: Missing assets

Update the fixed asset inventory list to reflect the missing status of the 3 items that could not be located. As per policy, searches of recorded property should not continue if reported as “not located” for two consecutive years. Once an asset is declared lost, the primary custodian should refer to Section III-J of Administrative Directive PI-01 for guidance on removal of asset from the record.

APPENDIX

SUMMARY LIST OF COMPLETED TRANSITION TASKS

Task Name	% Complete	Date Completed	Comments	Audit Confirmations
Decommission Clerk Frank				
Secure any physical or electronic signature stamps and destroy	100%	Tue 1/5/21	Completed by Management	--
Perform regular termination of employee activities as needed to terminate Clerk Frank in the HR/payroll system	100%	Tue 1/5/21	Completed by Management	--
Run any final paychecks due Clerk Frank, any required pay-outs to Clerk Frank, and cessation of regular benefits such as health and retirement.	100%	Tue 1/5/21	Completed by Management	--
Cancel Clerk Frank's purchase card.	100%	Fri 9/18/20	Completed by Management	Confirmed through observation
Cancel Clerk Frank's cell phone	100%	Tue 12/15/20	Completed by Management	--
Pick up Ms. Frank's home office equipment	100%	Mon 12/14/20	Completed by Management	Confirmed through observation
Terminate Pat Frank on Wells Fargo account	100%	Tue 1/5/21	Completed by Management	Verified by Audit Team
End date Pat Frank account in Oracle	100%	Tue 1/5/21	Completed by Management	Confirmed through observation
Archive Clerk Frank's email & delete account	100%	Tue 1/5/21	Completed by Management	Confirmed through observation
Configure access to Pat Frank's archived emails	100%	Tue 1/5/21	Completed by Management	--
Configure access to Pat Frank's H:\drive folder	100%	Tue 1/5/21	Completed by Management	--
Compliance				
Call Division of Elections once elected and confirm position is not shown as vacant	50%	3/30/21	Pending final acknowledgment from the Secretary of State Office.	--
File a bond	100%	Tue 1/5/21	Completed by Management	--
Contact the County Attorney to see if the BOCC needs to act, and, if the Clerk's Office should hold the bond, and if the bond issue should be added to the agenda for the next Board Meeting.	100%	Tue 1/5/21	Completed by Management	--
File a bond with the Clerk of the Circuit Court, if required by the BOCC [§28.02, Fl. Stat. (2019)]	100%	Wed 12/16/20	Completed by Management	--
Request refund of Clerk Frank's unused bond.	100%	Tue 1/5/21	Completed by Management	--
Submit Form 56 Oath of Office, the Acceptance and the \$10 commission fee to DOS Bureau of Election Records	100%	Tue 1/5/21	Completed by Management	--
Register Facsimile Seal	100%	Tue 1/5/21	Completed by Management	--
Register a manual signature and a stamp of the Clerk's signature with the Secretary of State	100%	Tue 1/5/21	Completed by Management	--
<i>Take the oath of office on the first day of office, beginning at 12:01a.m. Our Chief Judge may swear in the Clerk. [Art. II, Section 5, Florida Constitution]</i>	100%	Tue 1/5/21	Completed by Clerk	Confirmed through observation
After being sworn in, register the office seal with the Division of Elections Records [stamp seal, and, a raised seal if one will be used]	NA	NA	Pending Creation of Clerk Stuart Brand and Seal	--
After being sworn in, deputize the employees. [§28.06, Fl. Stat. (2019), and the oath under §876.05, Fl. Stats. (2019)] The Oath must be filed with the records of the Clerk's Office before approval of any voucher for payment to the employees.	100%	Tue 1/5/21	Completed by Clerk	Confirmed through observation
Prepare list of employees to be revoked & re-deputized under CS; updated with email addresses	100%	Thu 12/17/20	Completed by Clerk	Confirmed through observation
Revoke current deputization en masse	100%	Tue 1/5/21	Completed by Clerk	Confirmed through observation
Appoint deputies under CS en masse	100%	Tue 1/5/21	Completed by Clerk	Confirmed through observation
Send email to deputized employees	100%	Tue 1/5/21	Completed by Clerk	Confirmed through observation
Notify CCOC of change	100%	Tue 1/5/21	Completed by Management	--
Change membership with FCCC	100%	Tue 1/5/21	Completed by Management	--
Arrange for a financial audit as of Clerk Frank's last day in office.	100%	Tue 12/15/20	Fiscal year end audit for FY2020 was completed effective 12/15/2020.	Confirmed through observation
Delegations of duties				
Reaffirm delegation of authority to Chief of Staff and CFO	100%	Tue 1/5/21	Completed by Clerk	--
Create branding collateral - name & signature	100%	Fri 12/18/20	Completed with Interim changes; pending brand development workgroup	Confirmed through observation
Create branding collateral - photo	100%	Tue 12/1/20	Completed with Interim changes; pending brand development workgroup	Confirmed through observation
Secure official photo of Clerk Stuart	100%	Tue 12/1/20	Completed	Confirmed through observation
Define Clerk Stuart name format, e.g., Cindy Stuart, Cindy X. Stuart, etc.)	100%	12/7/20	Completed	Confirmed through observation

Task Name	% Complete	Date Completed	Comments	Audit Confirmations
Rename Clerk logos used on letterhead	100%	Thu 12/17/20	Completed by Management	Confirmed through observation
Print & distribute hardcopy letterhead where needed	100%	Wed 12/23/20	Completed by Management	Confirmed through observation
Rename & distribute electronic letterhead	100%	Thu 12/17/20	Completed by Management	Confirmed through observation
Rename Clerk logo used on business cards; print and distribute	100%	1/5/21	Completed by Management	Confirmed through observation
Determine if acceptable to wear PF name tags until CS tags available	100%	Tue 1/5/21	Approved by Clerk	Confirmed through observation
Revise and Deploy PC/laptop screen saver, lock screen and wallpaper	100%	1/5/21	Completed with Interim changes; pending brand development workgroup	Confirmed through observation
Update video templates for digital signs	100%	Tue 12/15/20	Completed by Management	Confirmed through observation
Rename/Revise digital signs	100%	Mon 1/4/21	Completed by Management	Confirmed through observation
Publish renamed digital signs	100%	Mon 1/4/21	Moved to the afternoon of 1/4	Confirmed through observation
Confirm branding changes needed on Clerk vehicles	100%	Tue 12/1/20	No changes needed prior to branding decisions	Confirmed through observation
Rename email signature block and implement for all Clerk staff	100%	1/4/21	Completed by Management	Confirmed through observation
Update Clerk's internet presence, e.g., Google	100%	Tue 1/5/21	Completed by Management	Confirmed through observation
Rename existing social media sites	100%	Tue 1/5/21	Completed by Management	Confirmed through observation
Rename internal Clerk sites	100%	Tue 1/5/21	Completed by Management	Confirmed through observation
Rename HOVER - new banner	100%	Thu 1/7/21	Completed by Management	Confirmed through observation
Rename external Clerk sites (hillsclerk, property fraud alert, realaucaution)	100%	Tue 1/5/21	Completed by Management	Confirmed through observation
Strategic Planning				
Schedule/Hold Initial Strategic Planning Workshop with Exec Team	100%	1/25/21	Completed and Ongoing	Confirmed through observation
Communications				
Develop & execute external communications plan	NA	NA	Ongoing	--
Identify external stakeholders	100%	ongoing	Initial catalog identified and continuously updated.	Confirmed through observation
Replace HillsClerk Message from Pat	100%	Tue 1/5/21	Completed	Confirmed through observation
Notice to 2DCA & FSC of Change of Clerk.	100%	Tue 1/5/21	Completed by Management	--
Replace/add Cindy Stuart to committees, workgroups, etc.	ongoing	Tue 1/5/21	Ongoing and as needed	--
Add Cindy Stuart to PSCC	100%	1/22/21	Completed by Management	--
Develop & execute internal communications plan	ongoing	9/21/20	Ongoing	--
Create uniform message to all employees.	100%	Fri 9/18/20	Completed by Management	--
Implement internal communications per Communications Plan	ongoing	Mon 9/21/20	Ongoing	--
Inventory contracts requiring an amendment	100%	Fri 9/18/20	Completed by Management	--
Create & submit contract amendments to vendors	100%	Tue 1/5/21	Completed by Management	--
Accounting/Finance tasks (summary)				
Finance forms and signatures to create new overlays	100%	1/11/21	Completed by Management	--
Re-do purchase card authorizations and verify persons with cards.	100%	9/18/20	Completed by Management	Confirmed through observation
Change receipt header to remove Clerk Frank's name and add Clerk Stuart.	100%	1/5/21	Completed by Management	Confirmed through observation
New Signature authorization forms for Clerk's Accounting as needed.	100%	12/21/20	Completed by Management	--
Request audit of all bank accounts immediately upon Clerk Frank's last day.	100%	1/31/21	Reconciled monthly & audited yearly ; Dec confirmed	Verified by Audit Team
Request list of surety bonds outstanding that are held and any that have been estreated but not yet paid as of Clerk Frank's last day.	NA	9/18/20	Management determined no action is needed.	--
Revise authorizations for all BOCC and Clerk bank accounts, BOCC and Clerk Florida Prime account, and BOCC investment security custodian.	100%	9/18/20	Completed by Management	Verified by Audit Team
Fixed assets reconciliation	100%	4/1/21	Annual FY20 Inventory completed for FYE (Sept. 30, .	Verified by Audit Team (sample)
Reconciliation of BOCC investments	100%	1/15/21	Reconciled Monthly by Management	Verified by the Audit Team
Change signature and signature delegations on BOCC and Clerk Wells Fargo bank accounts.	100%	1/22/21	Completed by Management	Verified by the Audit Team

Task Name	% Complete	Date Completed	Comments	Audit Confirmations
Obtain Clerk Stuart signature on Signature Cards for bank	100%	Thu 12/17/20	Completed by Management	Verified by Audit Team
Obtain Clerk Stuart signature on Certificate of Authorization for bank showing who is authorized to act on behalf of Clerk	100%	Thu 12/17/20	Completed by Management	Verified by Audit Team
Obtain Clerk Stuart signature on Public Deposit Identification and Acknowledgement Form for FL Dept of Financial Services for each separate bank account	100%	Thu 12/17/20	Completed by Management	Verified by Audit Team
Confirmation of change to authorized signature of bank accounts	100%	1/21/21	Completed	Verified by Audit Team
Image Cindy Stuart signature for Odyssey	100%	Thu 12/17/20	Completed by Management	–
Apply electronic signatures individually and update forms & receipts within Odyssey & CLERC.	100%	Mon 1/4/21	Completed by Management	–
Confirm no change to e-file time stamp imprint	100%	Fri 10/30/20	Completed by Management	–
Request audit of the Evidence Vault immediately; create Guns & Drugs inventory report from Evidence System	100%	Fri 1/15/21	Completed	Verified by Audit Team (sample)
Review Option to Allow Jurors to Donate Compensation	100%	1/22/21	Completed by Management	–
Criminal Connect Presentation to Clerk & New Admin Staff	100%	1/22/21	Completed by Management	–
Civil Connect Presentation to Clerk & New Admin Staff	100%	Mon 1/25/21	Completed by Management	–
Official Records tasks (summary)				
Revise electronic signature of Clerk in OnBase - for Clerk affixation (marriage licenses).	100%	Mon 1/11/21	Completed by Management	–
Tax Deed Sales – Make sure money is remitted to Clerk Stuart and not Clerk Frank	100%	Tue 1/5/21	Completed by Management	–
Confirm last Instrument Number from date of Clerk Frank's last day.	100%	Mon 1/4/21	Completed by Management	Verified by Audit Team
Official Records - Bring all Scanning and imprinting before changing the system from Clerk Frank's name to Clerk Stuart's name - to be accurate of Clerk name at specific time of recording.	100%	Mon 1/4/21	Completed by Management	–
Notify Imaging provider of Clerk name change for account.	100%	Fri 9/18/20	Completed by Management	–
Apply electronic signatures individually and update forms & receipts within OnBase	100%	Mon 1/11/21	Completed by Management	–
Information Technology tasks (summary)				
Provide incoming Clerk with new laptop/monitors	100%	Tue 1/5/21	Completed by Management	–
Obtain a new mobile phone /plan & configure archiving in Smarsh.	100%	Wed 12/16/20	Completed by Management	–
Transfer Pat Frank phone lines to Cindy Stuart	100%	Tue 1/5/21	Completed by Management	–
Replace greeting (wav file) for the phone system	100%	Tue 1/5/21	Completed by Management	–
Process Cindy Stuart New Hire	100%	Thu 8/26/21	Completed by Management	–
Cindy Stuart signature for use in all systems	100%	Wed 12/16/20	Completed by Management	–
Update Logos on all online services, stock letters, kiosks, checks and templates	100%	Mon 1/27/21	Completed by Management	–
Process new hire in Oracle, OnBase and set assign approval limits and workflows	100%	Mon 1/4/21	Completed by Management	–
Other tasks				
Office Set Ups and Configurations	100%	Mon 2/15/21	Completed by Management	–
Clerk - Attend FCCC New Clerk Academy	100%	Mon 12/21/20	Completed by Clerk	–
Attend New Employee Orientation on 1/6-7	100%	Wed 1/6/21	Completed by Clerk and new staff	–
Order physical Clerk seal, signature & certification stamps - "Cindy Stuart"	100%	Tue 12/8/20	Completed by Management	–

Task Name	% Complete	Date Completed	Comments
Tax Deed Sales – Make sure money is remitted to Clerk Stuart and not Clerk Frank	100%	Tue 1/5/21	Completed by Management
Confirm last Instrument Number from date of Clerk Frank's last day.	100%	Mon 1/4/21	Completed by Management
Official Records - Bring all Scanning and imprinting before changing the system from Clerk Frank's name to Clerk Stuart's name - to be accurate of Clerk name at specific time of recording.	100%	Mon 1/4/21	Completed by Management
Notify Imaging provider of Clerk name change for account.	100%	Fri 9/18/20	Completed by Management
Apply electronic signatures individually and update forms & receipts within OnBase	100%	Mon 1/11/21	Completed by Management
Information Technology tasks (summary)			
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Transfer Pat Frank phone lines to Cindy Stuart	100%	Tue 1/5/21	Completed by Management
Replace greeting (wav file) for the phone system	100%	Tue 1/5/21	Completed by Management
Process Cindy Stuart New Hire	100%	Thu 8/26/21	Completed by Management
Cindy Stuart signature for use in all systems	100%	Wed 12/16/20	Completed by Management
Update Logos on all online services, stock letters, kiosks, checks and templates	100%	Mon 1/27/21	Completed by Management
Process new hire in Oracle, OnBase and set assign approval limits and workflows	100%	Mon 1/4/21	Completed by Management
Other tasks			
Office Set Ups and Configurations	100%	Mon 2/15/21	Completed by Management
Clerk - Attend FCCC New Clerk Academy	100%	Mon 12/21/20	Completed by Clerk
Attend New Employee Orientation on 1/6-7	100%	Wed 1/6/21	Completed by Clerk and new staff
Order physical Clerk seal, signature & certification stamps - "Cindy Stuart"	100%	Tue 12/8/20	Completed by Management