



**Date:** 3/7/2018

**Purpose:**

Review all cash accounts within the jail from January 2017- December 2017.

**Interviewed:** Cindy Seavert            Acct Clerk

**Examined:** Check Stubs, Cancelled Checks, Bank Statements, Deposit Slips, Daily Cash Sheets, Check Disbursements, Swanson Invoices, Miscellaneous Invoices, Cash Transaction Reports, Daily Inmate Trust Transaction Journals

**The Wayne County Jail maintains several Bank Accounts:**

Wayne County Jail Inmates Account (Checking and Savings)

Wayne County Jail Work Release Account (Checking and Savings)

Wayne County Jail Commissary Accounts (Checking and Savings)

Wayne County Jail Revenue Account (Checking and Savings)

Wayne County Jail Bail Account (Checking)

Wayne County Jail Trinity Services Commissary Account (Checking and Savings)

**The Wayne County Jail Inmates Account**

Was operated prior to the establishment of the Wayne County Jail Swanson Account and was formerly used to handle inmate money. This account was determined to be all but inactive, with no activity since 2014. This account had balances of *\$541.47 in checking and \$5.53 in savings, as of 12/31/17.*

**The Wayne County Work Release Account**

This account is currently an inactive account due to the lack of inmates in work release. When inmates are granted work release they must repay the jail for their cost of living expenses, along with drug and alcohol testing when applicable. This account had balances of *\$564.92 in checking and \$14.98 in savings as of 12/31/17.* This balance has not changed since 2014. As noted in previous internal audits, all of the funds in this account reflect the cost of living expenses and the drug and alcohol testing fees that had been collected previously.

**The Wayne County Jail Commissary Accounts (Checking and Savings)**

This account is being used to process the commissions checks received from Swanson. These funds are spent on the health and well-being of the inmates. Sufficient Internal Controls over these accounts were in place and appear to be adhered to. The balances of these accounts effective 12/31/17 were verified during the course of this audit and are as follows:

Checking \$ 16,813.82  
Savings \$ 57,055.22

**Wayne County Jail Revenue Account**

This account is used to provide telephone service through a vendor (GTL) to the inmates. The Jail is paid a commission from this vendor and this commission is used for the safety and security of the Jail facility. The balances of these accounts effective 12/31/17 were verified during the course of this audit and are as follows:

Checking \$ 23,896.83  
Savings \$ 156,036.90

**Wayne County Jail Bail Account**

This checking account was found to be a “Zero Balance” account with the bail money going out as soon as it comes in. This account had a balance of \$3,000 as of 12/31/2017 that appears to be due to outstanding checks, going back to 1997. The balance on 12/31/2017 was \$4,000.00 (\$3,000 of that balance is a result of outstanding checks).

**The Wayne County Jail Trinity Services Commissary Account**

This account is quite active and deals with most of the funds handled within the Jail on a daily basis.

The balance of this account effective 12/31/2017 was \$18,950.39 in checking and \$9.73 in savings.

Internal Audit found that Trinity Services (formerly Swanson) is a national vendor who, by bid, won the right to be the seller of personal effects to the inmates. They operate in many prisons and jails all over the country. The inmates’ money is initially deposited into the Trinity Services system and that money is carefully accounted for from the moment of the initial deposit until the inmates are released from the Wayne County Jail; upon their release, the unspent balance is then refunded back to them.

We found there are substantial internal controls in place to account for inmate funds from the time they are booked until the time they leave. Those controls differ slightly as to where the money is first received, and have been documented thoroughly in previous audit report.

Trinity Services provides the Jail with both the necessary hardware & software. The hardware interfaces with Trinity Services off site system, completely out of control of the Jail.

### **Audit Program**

We traced all deposits, disbursements and transfers in and out of the various accounts and traced these amounts back to the bank statements and banks reconciliations. All records were determined to be in agreement.

All monies were found to have been properly accounted for and there were no signs of mismanagement, intentional or unintentional. All deposits appear to have been made timely and intact. Receipts were issued and all voids were retained. No discrepancies were found and the 12/31/2017 balances were verified.

### **Recommendations**

As of 2014 there has been little to no activity in both the Jail Inmates Account and Work Release Account, therefore it is recommended that the department works to close these accounts. It is recommended that the Sheriff's Office determines who the funds in these accounts belong to, distribute the funds accordingly and close the accounts by the end of 2018.

### **Management Response**

In an email from Sheriff Virts on 4/12/17 he stated the following:

My response is as follows:

#### Inmate Account

I will do a resolution to transfer the uncashed checks for 2009 through 2016 to the Treasurer's Office as unclaimed funds.

2009	\$698.86
2010	\$764.46
2011	\$990.19
2012	\$450.80
2013	\$654.83
2014	\$422.79
2015	\$642.67
2016	\$682.66

The 2017 funds could still be accepted at a bank, so the 2017 funds will be addressed by resolution in January 2019.

2017	\$366.60
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Work Release Account

This account needs to stay active as an inmate may be approved for “work release” in the future. I will have the account balance maintained at the minimum required amount and do a resolution to transfer the balance to the Treasurer’s Office to be deposited in the General Fund.

Kristen Scott  
3/19/2018  
Internal Audit Clerk

Patrick Schmitt  
3/19/2018  
County Auditor