

Duncan Miller

From: J. Tyrrell Taber [REDACTED]
Sent: Thursday, September 08, 2016 8:42 AM
To: Kevin Burke
Cc: Jack Cunningham; Larry King; [REDACTED]; [REDACTED] Charlene Jackson
Subject: FW: External Audit Report-Action Plan Due

Kevin, just a little update on Jeanette's running of the Court. This issue was raised and resolved in a matter of days. Jeanette is a real asset to the court and the town. All of the Judges have the highest respect for her skills and abilities.

J. Tyrrell Taber

AIKEN SCHENK HAWKINS & RICCIARDI P.C.

[REDACTED]
Phoenix, Arizona 85016

[REDACTED]

From: Jones, Jennifer [mailto:JJones2@courts.az.gov]
Sent: Wednesday, September 07, 2016 7:09 AM
To: Wiesenhofer, Jeanette
Cc: Rivas, Elizabeth; J. Tyrrell Taber
Subject: RE: External Audit Report-Action Plan Due

Hi Jeanette,

I have reviewed the action plan and find that it is sufficient in bringing the court into compliance.

Have a great day,
Jennifer

From: Jeanette Wiesenhofer [mailto:jwiesenhofer@paradisevalleyaz.gov]
Sent: Tuesday, September 6, 2016 5:30 PM
To: Jones, Jennifer <JJones2@courts.az.gov>
Cc: Rivas, Elizabeth <Erivas@paradisevalleyaz.gov>; Taber, J. Tyrrell [REDACTED]
Subject: FW: External Audit Report-Action Plan Due

Hi Jennifer,

The Paradise Valley Municipal Court has taken the following actions on the four findings from CliftonLarsonAllen:

1. Defensive Driving School Payments – 1 of the 10 payments tested was not receipted by the end of the next business day. Based on this finding, the Court Supervisor requires clerks posting defensive driving school payments to advise her one hour before their shift ends how many outstanding payments are left to process. The Court Supervisor distributes all unprocessed checks to available clerks to post. Our goal is to have all checks processed within the same business day. Procedures will be updated to reflect this change.

2. Restitution Disbursement – 4 of the 10 restitution payments were not disbursed to the victim within ten business days. We have rectified this issue by upgrading our case management system. The upgraded version prints a disbursement form when the restitution payment is made and displays restitution payments on the daily balance report. In addition, part of the morning deposit procedure requires staff to run an outstanding restitution report each morning to verify no restitution payments are pending disbursement.
3. Court Disbursements - 1 of the 10 disbursements tested was not distributed to the payee. The Court provided the disbursement detail to the Town’s Finance Department but the check was not processed. The Court and the Town’s Finance Department will perform a monthly reconciliation between the Court’s disbursement requests and the Town’s issued disbursement checks.
4. Reconciliation of Financial Records – The Court and the Town’s Finance Department will meet to discuss a monthly reconciliation process that ensures receipts and disbursements are properly reconciled to the Court’s case management system. The Town’s Finance Department currently performs a monthly reconciliation. However, a written procedure needs to be created to verify all requirements are being met. The Court and Finance Department will work together to create a formalized procedure and implement by the end of this fiscal year (June 30, 2017).

Thank You,

Jeanette Wiesenhofer
Court Director
Paradise Valley Municipal Court
6517 East Lincoln Drive
Paradise Valley, AZ 85253
Phone: 480-404-7020
Fax: 480-404-7030

From: Jones, Jennifer [<mailto:JJones2@courts.az.gov>]
Sent: Tuesday, September 06, 2016 8:42 AM
To: Taber, J. Tyrrell; Jeanette Wiesenhofer
Subject: External Audit Report-Action Plan Due



Supreme Court of Arizona
Administrative Office of the Courts
Court Services Division
1501 West Washington, Suite 410
Phoenix, AZ. 85007

MEMORANDUM

TO: Honorable J. Tyrrell Taber, Presiding Magistrate, Paradise Valley Municipal Court
FROM: Jennifer Jones, Court Financial Specialist, Court Services Division
cc: Jeanette Wiesenhofer, Municipal Court Director, Paradise Valley Municipal Court
DATE: September 6, 2016
SUBJECT: **EXTERNAL TRIENNIAL FINANCIAL REVIEW**

Authority: Minimum Accounting Standards (MAS) G. requires each court to have an external triennial financial review conducted no less than every three years.

The AOC received your audit report on September 6, 2016, indicating your audit was performed as of June 30, 2016. The report indicated the court has findings of non-compliance. As a result, the court must submit an action plan describing how it plans to correct the findings. Please submit the action plan by September 27, 2016. Your court is required to complete its next external audit by June 30, 2019.

If you have any questions or need assistance, please contact me either by e-mail to jjones2@courts.az.gov or by telephone at (602) 452-3765. Thank you.

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