

March 12, 2024

Louis Ploth  
Polk County Auditor  
Livingston, Texas

Dear Sir:

We are pleased to confirm our understanding of the services we are to provide to Polk County.

We will examine procedures which you have specified, listing in the attached schedule, related to the County Jail Commissary accounts for the period of October 1, 2022 through September 30, 2023. The engagement is solely to assist Polk County in an assessment of the procedures in relation to County Jail Commissary accounts.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to Polk County. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it will be necessary for us to modify our opinion. If our opinion in other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

We will plan and perform the examination to obtain reasonable assurance about whether the Polk County Jail Commissary account is free from material misstatement, based on the outlined in the attachment. Our engagement will not include a detailed inspection of every transaction and cannot be relied upon to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known or suspected fraud and noncompliance with laws and regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for presentation of the procedures; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the examination procedures on the subject matter, (2) additional information that we may request for the purpose of performing the examination procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

Eric A. Carver, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the procedures.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. Based on our preliminary estimate, the fee should not exceed \$2,000 for the procedures related to the Polk County Jail Commissary accounts. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We are pleased to have this opportunity to serve you.

If this letter correctly expresses your understanding, please sign the enclosed copy where indicated and return it to us.

Very truly yours,

AXLEY & RODE, LLP



ERIC A. CARVER, P. C., CPA  
PARTNER

EAC:akb  
Enclosure

Acknowledged:

  
\_\_\_\_\_  
NAME

*County Auditor*  
\_\_\_\_\_  
TITLE

*3/13/2024*  
\_\_\_\_\_  
DATE

**We will examine and test in the following items related to the Jail Commissary accounts:**

- Review the contract with Lone Star Commissary to determine that the contract is current
- Select a sample of commissary orders for the following:
  - Trace weekly orders to the transaction detail
  - Recalculate the invoice
  - Recalculate the commission
  - Trace orders to selected individual inmate account detail
  - Trace payments to the Trust fund bank statement
- Select a sample of receipt reports for the following:
  - Trace receipt report to the transaction detail
  - Trace receipts to selected individual inmate account detail
  - Trace receipts to the Trust fund bank statement
- Select a sample of individual inmate account activities for the following:
  - Trace receipt and disbursements to the transaction detail
  - Trace disbursements for medical charges to the general ledger detail
  - Trace check-in and final check-out receipts and payments to the Trust fund bank statement
- Examine the Trust fund bank statements and reconciliations for the following:
  - Review for timeliness in reconciliation
  - Review for unusual activity