

## **Required Auditor Disclosure Letter**

March 24, 2016

To the Honorable County Judge and Members of the Commissioners' Court of Polk County, Texas:

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Polk County, Texas (the "County") as of and for the year ended September 30, 2015, and have issued our report thereon dated March 24, 2016. Professional standards require that we provide Commissioners' Court (the "governing body") with the following information related to our audit.

## I. Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 8, 2014, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with the governing body's oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve the governing body or management of its responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### II. Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to the governing body in our engagement letter dated April 8, 2014.

# III. Significant Audit Findings

### 1. Qualitative Aspects of Accounting Practices

A. Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in the notes to the financial statements. As described in the notes to the financial statements, the County changed accounting policies related to accounting for pension benefits by adopting Governmental Accounting Standards Statement No. 68, Accounting and Financial Reporting for Pensions, in fiscal year 2015. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Activities.

We noted no transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

B. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets is based on industry standards relating to capital assets. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Estimates are used in the calculation of the pension liability and the required annual contribution. The Texas County and District Retirement System (TCDRS) hires a licensed actuary to make key assumptions and to perform calculations, as well as an independent auditor to review those assumptions and calculations. We evaluated the reasonableness of the employee data provided by the County to TCDRS.

Estimates are used in the calculation of the health care liability for other post employment benefits. The County hires a licensed actuary to perform the calculation. We evaluated the key factors and assumptions used to develop the liability in relation to the financial statements taken as a whole.

C. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of long-term debt in the financial statements is significant to financial statement users because it discloses the County's long-term financial obligations.

### 2. Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### 3. Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule summarizes both material and immaterial misstatements detected as a result of our audit procedures.

### 4. Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

## 5. Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 24, 2016.

## 6. Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the County's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## 7. Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### IV. Other Matters

We applied certain limited procedures to the Required Supplementary Information (RSI), as identified on the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical information, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Commissioners' Court and management and is not intended to be and should not be used by anyone other than these specified parties.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP Certified Public Accountants Houston, Texas

Polk County, Texas

Engagement:

4.1 - Polk County 9/30/15

Period Ending:

9/30/2015

Trial Balance:

Workpaper:

2.2.01 - TB 2.5.06 - Adjusting Journal Entries Report

Workpaper:	t			
Account	Description	W/P Ref	Debit	Credit
Adjusting Journal				-
To adjust fund bala entry.	ince for prior year			
080-207-250	Due to TDCJ - 1187	7.1	1,597.91	
080-271-000	FUND BALANCE	<b>"</b>	1,557.51	1,597.91
Total	I OND BALANOL		1,597.91	1,597.91
Adjusting Journal	l Entries JE # 2			
To record current y				
property taxes, def	erred revenue and			
allowance for doub	tfull account.			
010-105-000	TAXES RECEIVAB	LE	117,086.98	
021-105-000	TAXES RECEIVAB		10,924.74	
022-105-000	TAXES RECEIVAB	LE	7,751.04	
023-105-000	TAXES RECEIVAB		11,056.41	
024-105-000	TAXES RECEIVAB	LE	10,675.32	
061-105-000	TAXES RECEIVAB	LE	18,519.56	
010-105-100	UNCOLLECTIBLE	TAX ALLO		3,216.90
010-233-100	DEFERRED REVE	NUE		113,870.08
021-105-100	UNCOLLECTIBLE	TAX ALLO		304.11
021-233-100	DEFERRED REVE	NUE		10,620.63
022-105-100	UNCOLLECTIBLE	TAX ALLO		180.44
022-233-100	DEFERRED REVE	NUE		7,570.60
023-105-100	UNCOLLECTIBLE	TAX ALLO		283.51
023-233-100	DEFERRED REVE	NUE		10,772.90
024-105-100	UNCOLLECTIBLE			267.76
024-233-100	DEFERRED REVE	NUE		10,407.56
061-105-100	UNCOLLECTIBLE	TAX ALLO		230.48
061-233-100	DEFERREF REVE	NUE		18,289.08
Total			176,014.05	176,014.05

Polk County, Texas

Engagement:

4.1 - Polk County 9/30/15

Period Ending:

9/30/2015 2.2.01 - TB

Trial Balance: Workpaper:

2.5.06 - Adjusting Journal Entries Report

Account W/P Ref Debit Description Credit Adjusting Journal Entries JE # 3 Client adjusting entries. ACCOUNTS RECEIVABLE 010-115-000 846,44 010-115-000 ACCOUNTS RECEIVABLE 3,680.03 010-115-000 ACCOUNTS RECEIVABLE 3,697.58 010-115-000 **ACCOUNTS RECEIVABLE** 13,858.60 010-115-000 ACCOUNTS RECEIVABLE 15,200.74 010-115-000 ACCOUNTS RECEIVABLE 22,307.80 010-115-000 ACCOUNTS RECEIVABLE 37,709.08 010-131-000 DUE FROM OTHER FUNDS 5,617.34 010-131-000 DUE FROM OTHER FUNDS 36,371.42 010-131-035 **DUE FROM GRANTS** 9,114.00 010-207-035 DUE TO GRANT FUND 246,087.00 010-310-110 TAXES - CURRENT 240,533.26 010-310-115 **P&I CURRENT TAXES** 10.350.91 010-340-850 **OVER GROSS WGT - COUNT** 256.50 010-342-549 **DELQ.TAX-OFFICE REIMBU** 121.12 010-342-549 DELQ.TAX-OFFICE REIMBU 113.610.26 010-342-550 DELQ.TAX-PERSONNEL REI 6,215.35 010-466-407 **APPEALS & TRANSCRIPTS** 116.00 010-466-407 APPEALS & TRANSCRIPTS 550.00 010-466-407 **APPEALS & TRANSCRIPTS** 1,372.83 010-695-420 TELEPHONE/MOBILE & SPE 795.20 012-101-400 COKE MACHINE FUND 342.50 012-101-700 CASH IN BANK - JAIL IN 4,046.73 012-207-350 JP#1 RESTITUTION PAYAB 13.69 015-380-621 PCT#1 LEASE PROCEEDS 300.00 015-622-571 ROAD MACHINERY/EQUPMEN 100.00 015-623-571 ROAD MACHINERY/EQUIPME 100.00 015-624-571 ROAD MACHINERY/EQUIPME 100.00 021-115-000 ACCOUNTS RECEIVABLE 3,354.25 021-115-000 ACCOUNTS RECEIVABLE 42,214.67 021-131-000 DUE FROM OTHER FUNDS 59.00 021-131-000 DUE FROM OTHER FUNDS 377.49 021-310-110 TAXES - CURRENT 21,395.38 021-310-115 **P&I CURRENT TAXES** 920.87 021-621-339 ROAD MATERIAL 74,996.25 022-115-000 ACCOUNTS RECEIVABLE 3,383.66 022-115-000 ACCOUNTS RECEIVABLE 29,830.85 022-131-500 DUE FROM OTHER FUNDS 59.00 022-131-500 DUE FROM OTHER FUNDS 380.78 022-310-110 TAXES - CURRENT 21,582.95 **P&I CURRENT TAXES** 022-310-115 928.94 022-622-339 ROAD MATERIAL 74,996.25 023-115-000 ACCOUNTS RECEIVABLE 4,084.18 023-115-000 ACCOUNTS RECEIVABLE 44,590.70

Polk County, Texas 4.1 - Polk County 9/30/15

Engagement: Period Ending: Trial Balance:

9/30/2015 2.2.01 - TB

Trial Balance: Workpaper:

Account	Description V	V/P Ref	Debit	Credit
023-131-500	DUE FROM OTHER FUI	NDS .	69.25	
023-131-500	DUE FROM OTHER FUI		459.65	
023-310-110	TAXES - CURRENT		26,051.25	
023-310-115	P&I CURRENT TAXES		1,121.24	
023-623-339	ROAD MATERIAL		74,996.25	
024-115-000	ACCOUNTS RECEIVAB	I <b>C</b>	4,112.99	
024-115-000	ACCOUNTS RECEIVAB		•	
024-113-000			38,267.22	
024-131-000	DUE FROM OTHER FUI		69.25	
024-310-110	DUE FROM OTHER FUI	פטא	462.89	
024-310-115	TAXES - CURRENT		26,235.01	
024-624-339	P&I CURRENT TAXES		1,129.16	
	ROAD MATERIAL	c	74,996.25	
030-700-035	TRANSFER TO GRANT		53,771.79	
032-700-010	TRANSFER TO GENER		36,371.42	
035-115-000	ACCOUNTS RECEIVAB		2,206.72	
035-115-000	ACCOUNTS RECEIVAB		9,114.00	
035-115-000	ACCOUNTS RECEIVAB		12,314.00	
035-115-000	ACCOUNTS RECEIVAB		255,185.15	
035-131-000	DUE FROM OTHER FUI		53,771.79	
035-207-010	DUE TO GENERAL FUN		246,087.00	
035-409-614	GLO CONT# 10-5226-00		340.80	
035-409-614	GLO CONT# 10-5226-00		916.00	
035-409-614	GLO CONT# 10-5226-00		3,846.00	
035-409-614	GLO CONT# 10-5226-00		4,012.00	
035-409-614	GLO CONT# 10-5226-000-		139,210.99	
061-115-000	ACCOUNTS RECEIVABLE		12,205.00	
061-310-110	TAXES - CURRENT		77,854.76	
061-310-115	P&I CURRENT TAXES		3,348.54	
061-310-135	REFUNDED TAXES		7,298.15	
080-101-500	DIST CLK PETTY CASH		9.34	
080-207-225	DUE TO DIST CLK (CC)		18,026.99	
080-207-300	DUE TO DIST CLK (CRI		100.50	
080-207-400	DUE TO DIST CLK (TITI	_E	4,980.64	
080-450-250	TDCJ EXPENDITURES		1,597.91	
080-450-250	TDCJ EXPENDITURES		4,050.34	
081-101-225	CO CLERK REGISTRY	OF I	4,144.34	
081-207-800	DUE TO BENEFICIARY		5,882.73	
086-101-101	ROC (NEW)		136,531.53	
086-101-201	Cash Bond (NEW)	- W	9,990.00	
086-101-500	ROC INVEST ACCT-FN		48.05	
086-101-600	ROC SFB INDIVIDUAL		1,283.09	
086-207-000	DUE TO OTHER AGEN		29,966.00	
086-207-225	DUE TO ROC TRUST A		9,701.12	
086-207-225	DUE TO ROC TRUST A		45,211.90	
086-207-225	DUE TO ROC TRUST A		461,575.85	
087-101-001	CASH CSB #104219 AD		132.03	
087-101-100	CASH FSB #011239 MV	K	50,609.91	

Engagement:

Polk County, Texas 4.1 - Polk County 9/30/15

Period Ending: Trial Balance:

9/30/2015 2.2.01 - TB

Workpaper:

Account	Description	W/P Ref	Debit	Credit
087-101-101	CASH FSB #01122	21 AD VA	172,959.16	
087-101-200	CASH FSB #12664		591.76	,
087-101-401	CASH FSB #920991 VIT		4,844.45	
087-101-501	CASH FSB #174236 MOBIL		2,169.70	•
087-151-400	TX POOL #6790 V		0.15	
087-207-010	DUE TO TAX ASS		7,593.57	
087-207-010	DUE TO TAX ASS		41,372.73	
087-207-010	DUE TO TAX ASS		45,683.58	
010-131-035	DUE FROM GRAN		,	246,087.00
010-201-000	VOUCHERS PAYA			795.20
010-207-000	DUE TO OTHER F			256.50
010-310-110	TAXES - CURREN			25,526.72
010-310-115	P&I CURRENT TA			5,087.39
010-310-120	TAXES - DELINQU			4,982.63
010-310-120	TAXES - DELINQU			195,616.56
010-310-125	P&I DELIQUENT			2,112.34
010-310-125	P&I DELIQUENT			55,267.61
010-310-135	REFUNDED TAXE			5,617.34
010-342-466	SAN JAC CO. PRO			301.79
010-342-466	SAN JAC CO. PRO			544.65
010-342-549	DELQ.TAX-OFFIC			893.65
010-342-549	DELQ.TAX-OFFIC			6,215.35
010-342-550	DELQ.TAX-PERS			3,801.15
010-342-550	DELQ.TAX-PERS			12,964.95
010-342-550	DELQ.TAX-PERSONNEL REI			113,610.26
010-342-551	TRA PATROL REI			3,215.29
010-342-551	TRA PATROL REI			19,398.09
010-342-552	TRA PATROL ADI			482.29
010-342-552	TRA PATROL ADI			2,909.71
010-370-032	TRANSFER FROM			36,371.42
010-370-420	INMATE PHONE -			6,241.21
010-370-425	INMATE PHONE-I			8,959.53
010-401-400	ATTORNEY FEES			3,846.00
010-401-400	ATTORNEY FEES			4,012.00
010-466-486	COURT REPORT			116.00
010-466-486	COURT REPORT	ER SERVICE		550.00
010-466-486	COURT REPORT			1,372.83
010-475-490	MISCELLANEOUS	3		916.00
010-691-430	ADVERTISING/PU	JBLICATIO		340.80
012-101-350	JP#1 RESTITUTION	ON ACCOU		13.69
012-207-400	COKE MACHINE	FUND PAYA		342.50
012-207-700	DUE TO JAIL INM	IATE		4,046.73
015-380-622	PCT#2 LEASE PF	ROCEEDS		100.00
015-380-623	PCT#3 LEASE PF	ROCEEDS		100.00
015-380-624	PCT#4 LEASE PF	ROCEEDS		100.00
015-621-571	ROAD MACHINER	RY/EQUIPME		300.00
021-310-110	TAXES - CURREN	NT		2,270.62

Client: Polk County, Texas Engagement: Period Ending: 4.1 - Polk County 9/30/15

9/30/2015 Trial Balance: 2.2.01 - TB

Workpaper: 2.5.06 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
021-310-115	P&I CURRENT TA	XFS		452.53
021-310-120	TAXES DELINQUE			443.21
021-310-120	TAXES DELINQUE			17,400.27
021-310-125	P&I DELIQUENT T			187.89
021-310-125	P&I DELIQUENT T			4,915.98
021-310-135	REFUNDED TAXE			377.49
021-319-300	FINES			59.00
021-333-336	FEMA			42,214.67
021-621-573	CAPITAL OUTLAY	S		74,996.25
022-310-110	TAXES - CURREN			2,290.53
022-310-115	P&I CURRENT TA			456.50
022-310-120	TAXES DELINQUE			447.09
022-310-120	TAXES DELINQUE			17,552.83
022-310-125	P&I DELIQUENT T			189.54
022-310-125	P&I DELIQUENT T			4,959.06
022-310-135	REFUNDED TAXE			380.78
022-319-300	FINES			59.00
022-333-336	FEMA			29,830.85
022-622-573	CAPITAL OUTLAY	PURCHAS		74,996.25
023-310-110	TAXES - CURREN			2,764.74
023-310-115	P&I CURRENT TA			551.00
023-310-120	TAXES DELINQUE	ENT		539.66
023-310-120	TAXES DELINQUE	ENT		21,186.76
023-310-125	P&I DELIQUENT T			228.78
023-310-125	P&I DELIQUENT T	AXES		5,985.73
023-310-135	REFUNDED TAXE	S		459.65
023-319-300	FINES			69.25
023-333-336	FEMA			44,590.70
023-623-573	CAPITAL OUTLAY	'S		74,996.25
024-310-110	TAXES - CURREN	IT		2,784.24
024-310-115	P&I CURRENT TA	XES		554.89
024-310-120	TAXES DELINQUE	ENT		543.46
024-310-120	TAXES DELINQUE	ENT		21,336.22
024-310-125	P&I DELIQUENT T	AXES		230.40
024-310-125	P&I DELIQUENT T			6,027.95
024-310-135	REFUNDED TAXE	:S		462.89
024-319-300	FINES			69.25
024-333-336	FEMA			38,267.22
024-624-573	CAPITAL OUTLAY			74,996.25
030-207-202	DUE TO OTHER F			53,771.79
032-207-010	DUE TO GENERA			36,371.42
035-131-000	DUE FROM OTHE			246,087.00
035-201-000	VOUCHERS PAYA			139,210.99
035-207-010	DUE TO GENERA			9,114.00
035-331-125	COURTHOUSE RI			255,185.15
035-331-150	#2012-040364 EXI			2,206.72
035-331-204	GLO CONT# 10-52	226-000-		9,114.00

Client: Engagement: Polk County, Texas 4.1 - Polk County 9/30/15

Period Ending: Trial Balance:

9/30/2015 2.2.01 - TB

Workpaper:

Account	Description	W/P Ref	Debit	Credit
035-331-204	GLO CONT# 10-522	26-000-		12,314.00
035-370-030	TRANSFER FROM	COLLEGE		53,771.79
061-207-000	DUE TO OTHER FL	JNDS		7,298.15
061-310-110	TAXES - CURRENT	•		8,262.03
061-310-115	P&I CURRENT TAX	ES		1,646.60
061-310-120	TAXES - DELINQUE	ENT		1,612.69
061-310-125	P&I DELIQUENT TA	XES		683.68
061-310-125	P&I DELIQUENT TA	XES		17,889.70
061-310-125	P&I DELIQUENT TA	XES		63,313.60
080-101-225	DIST.CLK CC - FSE	3#1738		18,026.99
080-101-250	TDCJ - DIST CLK -	FSB#		4,050.34
080-101-300	DIST CLK CRIMINA	L-FNB#		100.50
080-101-400	TITLE IV CHILD SP	RT-FS		4,980.64
080-207-250	Due to TDCJ - 1187	4		1,597.91
080-207-500	DUE TO DIST CLK-	PETTY		9.34
081-101-800	FNB - INDIVIDUAL	BENEF		5,882.73
081-207-800	DUE TO BENEFICIA			4,144.34
086-101-100	ROC (MAIN ACCT)-	-FNB#90		461,575.85
086-101-200	CASH BOND - FNB	#900011		29,966.00
086-101-300	ROC - FNB INDIVID	DUAL T		45,211.90
086-101-400	ROC - FSB INDIVID	DUAL T		9,701.12
086-207-000	DUE TO OTHER AC			9,990.00
086-207-225	DUE TO ROC TRU			48.05
086-207-225	DUE TO ROC TRU			1,283.09
086-207-225	DUE TO ROC TRU			136,531.53
087-101-000	CASH CSB #10423	2 MVR		7,593.57
087-101-300	CASH FSB #01154	4 AUTO		45,683.58
087-151-100	TX POOL #9127 MVR			41,372.73
087-207-010	DUE TO TAX ASSE			0.15
087-207-010	DUE TO TAX ASSESSOR			132.03
087-207-010	DUE TO TAX ASSE			591.76
087-207-010	DUE TO TAX ASSE	SSOR		2,169.70
087-207-010	DUE TO TAX ASSESSOR			4,844.45
087-207-010	DUE TO TAX ASSESSOR			50,609.91
087-207-010	DUE TO TAX ASSESSOR			172,959.16
Total			3,321,451.49	3,321,451.49
Adjusting Journal	Fntries JF # 1			
To adjust sales tax				
recorded in A/R line				
010-110-000	SALES TAX RECEI	VARIF	337,770.55	
010-115-000	ACCOUNTS RECE		001,110.00	337,770.55
Total	337,770			337,770.55
				001,110.00

Polk County, Texas

4.1 - Polk County 9/30/15

Engagement: Period Ending:

9/30/2015 2.2.01 - TB

Trial Balance: Workpaper:

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal				
to interest account.	s in and out, posted			
092-360-100	DEPOSITORY INT	FREST	122.54	
092-370-091	TRANSFER FROM		122.07	122.54
Total			122.54	122.54
Adjusting Journal To adjust bond pro-				
010-101-000	CASH IN BANK		433.00	
061-220-000	ACCRUED INTERI	EST	433.00	
010-390-400	TAX NOTES/LOAN	PROCEED		433.00
061-101-000	CASH IN BANK			433.00
Total			866.00	866.00