



THE HONORABLE
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER
DIVISION OF INTERNAL AUDITING

January 27, 2025

Liz Alford, Supervisor – Court Services

Via Email: ELAlford@leoncountyfl.gov

RE: Close out Letter for Cash Collection Walkthrough – Civil Courts Department

Dear Liz Alford:

The Division of Internal Auditing (IA) conducted a review of the Civil Courts Division's cash collection process on October 26, 2022 and November 2, 2022. The results of that review were provided in the Cash Collection Walkthrough – Civil Courts Department memorandum dated November 9, 2022. See Attached.

The cash collection review did not note any recommendations. IA is providing this close out letter to document the IA status that the above noted review is considered closed. No further information is needed related to that specific review.

This close out letter will be available on the IA webpage along with the cash collection walkthrough memorandum, which are considered public documents.

If you have any additional questions, please give me a call at (850) 606-4019.

Kimberly S. Ferree

/s/

Kimberly S. Ferree, CPA
Internal Audit Manager

Attachment

xc: **Clerk's Office:**

The Honorable Gwen Knight, Leon County Clerk of Circuit Court & Comptroller

Kenneth Kent, Chief Deputy Clerk and Chief Operating Officer (COO)

Travis Stephens, Assistant Finance Director