

# TOM GREEN COUNTY



San Angelo, Texas

## OFFICE OF THE COUNTY AUDITOR

August 20, 2018

The Honorable Commissioners Court  
111 West Beauregard Avenue  
San Angelo, TX 76903

To The Honorable Commissioners Court,

We performed a review of all phone allowances paid through payroll. Using the list of phone allowances in the payroll system as of May 31<sup>st</sup> 2018, we verified that all employees receiving allowances had a valid and current cell phone number.

As in our last review, we again recommend that newly hired employees, who are to receive a cell phone allowance, be required to provide their cell phone documentation to Human Resources at the time of new hire orientation. It would accompany their Personnel Action Form as part of the payroll process. The Auditor's office would then sample the updates from time to time thereafter.

Very cordially,

Nathan Craddock  
County Auditor

cc: The Honorable Barbara Walther  
District Judge, 51<sup>st</sup> Judicial District