

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE COUNTY AUDITOR

April 25, 2019

Ms. Jill Donegan
Tom Green Library Director
33 West Beauregard
San Angelo, Texas 76903

Dear Ms. Donegan,

We recently completed our annual review of your office's financial records for October 2017 through September 2018. The review included fee collections, cash receipts, bank deposits, community room rentals, refund request, and cash counts at all three branches.

When reviewing the community room rental applications, ten discrepancies were found. These discrepancies consisted of deposits or general fees not matching the fee schedule approved by Commissioners' Court. We learned that a committee reviews each application and may lower or even waive fees. We highly recommend documenting any rental fee adjustments, the amount and rationale. Documenting the rental fees in this manner will help mitigate any confusion in ensuring that the County has collected all funds due.

You and your staff were extremely helpful to us throughout the review. Thank you for your cooperation with this process. If you have any questions about the review, please feel free to contact my office.

Very cordially,

A handwritten signature in black ink that reads "Nathan Craddock". The signature is written in a cursive, flowing style.

Nathan Craddock
County Auditor

Cc: The Honorable Jay Weatherby, District Judge
340th Judicial District, Texas

The Honorable Commissioners Court
Tom Green County, Texas