

TOM GREEN COUNTY



113 West Beauregard,
San Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

June 12, 2020

The Honorable Anthony Monico, District Clerk
Tom Green County
112 West Beauregard Avenue
San Angelo, Texas 76903

Dear Mr. Monico,

We recently completed our quarterly review of your office's financial records for the months of April 2019 through September 2019. Included in the review were the Treasurer's receipts, District Clerk receipts, the Odyssey receipt journal and till report, the disbursements, the deposits, the Treasurer's receipts, and the official District Clerk monthly report. We examined your Special Account bank activity and reconciliations as well as detailed examination of fees assessed and paid. In addition, we reviewed the District Clerk trust funds as well as the tax excess proceeds.

We found three stale dated checks in the Special account. We recommend contacting the payees regarding the status of the checks. We recommend stopping payment and reissuing, if appropriate.

We tested e-file payments and cases with unpaid court costs. In spite of a recent Odyssey update intended as a fix, these payments were still distributed across all of the pending fees, instead of just current charges for the document being filed. We recommend a thorough test of this process with the transition to Navigator, and if it still doesn't work, contact Tyler Technologies.

When we reviewed the tax suits certificates of deposit, most of the cases still show court costs owed. In the past, Dean and Dean asked the District Clerk's office to enter all fees into the system, even if they were collected by Dean and Dean. We highly recommend adjusting, per the Sheriff's return, the charges paid by Dean and Dean.

We appreciate your cooperation and willingness to help provide the documentation needed to perform this review. If you have any questions or concerns, please feel free to contact us.

Very cordially,

A handwritten signature in black ink that reads "Nathan Craddock". The signature is written in a cursive style with a long horizontal flourish at the end.

Nathan Craddock
County Auditor

Cc: The Honorable Jay Weatherby, District Judge The Honorable Commissioners Court
 340th Judicial District, Texas Tom Green County, Texas