

TOM GREEN COUNTY



112 West Beauregard,
San Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

August 28, 2019

Honorable Becky Robles
Tom Green County Tax Assessor - Collector
113 West Beauregard Avenue
San Angelo, TX 76903

Dear Mrs. Robles,

We recently completed our review of your office's financial records for the months of July 2018 through December 2018. Automobile registration fees, motor vehicle sales taxes, beer and mixed beverage permits, vehicle inventory taxes (VIT), and the bank account reconciliations for Auto, Beer, Credit Card Clearing, Sales Tax, and VIT were included in this review. A week from each month under review was randomly selected and tested. We looked at the 5-Day and Daily Summaries, Funds Remittance and Funds Remittance Verification Reports, and various countywide reports. County amounts were tied to the Munis revenue. Texas Motor Vehicle Sales/Use Tax and Surcharge Reports and Texas Motor Vehicle Registration Surcharge and/or Title Application Fee Reports were agreed to the Registration and Title System (RTS) reports and bank transactions.

While performing the surprise cash count, we learned certain vehicle dealerships leave blank signed checks with your dealer clerks. The clerks later prepare the paperwork, calculate the amounts, and then fill in the checks. We understand this has been a practice for many years and you view it as a courtesy to the dealerships instead of having them wait in the office. However, there is a risk to both the County and the dealership in having these blank signed checks. Once signed by the dealer these blank checks are active negotiable instruments, the same as cash, that are not yet receipted or accounted for in your financial system. The County is placed at risk that a dealer may dispute the County's actions in filling out the check in their absence, and the dealer is at risk that unapproved amounts may be drawn on his bank through error or fraud. We recommend that you discontinue this practice. As an alternative, we would recommend that you contact the dealerships with their amounts due and have them bring payment when they pick up the tags.

There were some other minor items we discovered and separately discussed with you and your staff. We thank you for your cooperation and willingness to help provide the documentation needed to perform this review. If you have any questions or concerns, please do not hesitate to contact us.

Very cordially,

A handwritten signature in black ink that reads "Nathan Craddock". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.

Nathan Craddock
County Auditor

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

The Honorable Commissioners Court
Tom Green County, Texas