

TOM GREEN COUNTY



San Angelo, Texas

**OFFICE OF THE
Auditor**

January 23, 2017

The Honorable Elizabeth McGill
Tom Green County Clerk
124 West Beauregard Ave.
San Angelo, Texas 76903

Dear Ms. McGill,

In our recent review, we tested receipts from the civil, criminal, and vital and real estate. We found a few errors regarding the document charging fee, and we discovered an overpayment from June was not submitted for refund until we brought it to your attention in August.

We also discussed with you separately some recommendations to resolve other minor errors found during the review.

This concludes our review of your office for the time period of April 2016 through June 2016. The review included updates to the internal controls for civil, criminal, vital and real estate departments, fee collections, cash receipts, cash disbursements, bank reconciliations and child trust funds. You and your staff were extremely helpful to us. 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 cursive script that reads "Nathan Craddock". The signature is written in black ink and has a long, sweeping tail.

Nathan Craddock
County Auditor

Cc: The Honorable Barbara Walther, District Judge
The Honorable Commissioners Court