

TOM GREEN COUNTY



SAN ANGELO, TEXAS AUDITOR OFFICE

Office of the
County Auditor

April 27, 2016

Ray Riojas
3052 N. Bryant Blvd.
San Angelo, Texas 76903

Dear Mr. Riojas,

We have completed a review of sanitation supplies for the Custodial Services department and the various buildings owned by the County. We examined your inventory at the North Bryant building and we found that the products were well organized by type, but that there was not a clear distinction of supplies that had been ordered for each specific building. Currently, the Commissioners Court budgets for a separate sanitation supply line item for each building. After reviewing this further, we found that there is not adequate storage space at each building location to keep supplies separately, and separating the supplies would not be the most efficient method for keeping all the buildings operational and stocked on short notice. We also do not believe that the total amount of sanitation supplies purchased in a year warrants the creation of an inventory management system within Munis.

We recommend instead that you discuss with the Commissioners Court combining the various supply budgets into a single line item within your Custodial Services department. The upcoming budget sessions this summer would be a good time to propose these changes, to take effect with the next fiscal year. We believe this will simplify your ordering process and allow you to quickly direct supplies where needed, without a burden for allocating the costs to multiple locations in the budget.

On our visit to your office, you also pointed out that you have several pieces of equipment and supplies that are no longer in use and have been there some time. We recommend this equipment, product and supplies be transferred to surplus so that the Purchasing department may dispose of them properly.

We thank you for your cooperation and help during the testing. If you have any questions or concerns, please 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 Barbara Walther,
District Judge, 51st Judicial District

The Honorable Commissioners Court
Tom Green County, Texas