

TOM GREEN COUNTY



112 West Beauregard,
San Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

January 19, 2017

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

Dear Mrs. Woodfin,

We recently completed our review of your office's financial records for the months of April through June of 2016.

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. Additionally, we reviewed the District Clerk trust funds as well as the tax excess proceeds.

During our review we found Odyssey tills were left open for several days and deposits were not taken to the bank during the vacation of the employee who usually performs these duties. We suggest additional training and review of instructions for employees, so these duties are performed daily. Also found incorrect manual adjustments to deposit reports submitted to the Treasurer's Office. We recommend not making manual adjustments to reports.

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

Very cordially,

A handwritten signature in black ink that reads "Nathan Craddock". The signature is fluid and cursive.

Nathan Craddock
County Auditor

A handwritten signature in black ink that reads "Sara Palmer". The signature is cursive and elegant.

Sara Palmer
Assistant Auditor

Cc: The Honorable Barbara Walther, District Judge
51st Judicial District, Texas

The Honorable Commissioners Court
Tom Green County, Texas