

# TOM GREEN COUNTY



112 West Beauregard,  
San Angelo, TX 76903

## OFFICE OF THE COUNTY AUDITOR

April 22, 2016

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 January through March of 2016.

During our review we found a payment on a tax suit was paid to a defendant, but we did not find the corresponding deposit to your Registry account was present at the time of the review. Before distributing funds on cases, please verify you have received a deposit into the Registry. Additionally you receive checks from the Texas Comptroller into your office for out of out of county constable service, but currently have no place to receipt these in Odyssey. We suggest you have a miscellaneous receipt code created in Odyssey for these payments. This will allow a more accurate accounting of the transactions for your office.

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. 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 fluid and cursive.

Sara Palmer  
Assistant Auditor

Cc: The Honorable Barbara Walther, District Judge  
51<sup>st</sup> Judicial District, Texas

The Honorable Commissioners Court  
Tom Green County, Texas