

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE
County Auditor

April 22, 2016

Ms. Jill Donegan
Tom Green Library
33 West Beauregard
San Angelo, Texas 76903

Dear Ms. Donegan,

In our most recent monthly reviews of the County Library we examined the fee collections and receipts to the Treasurer. For the months of January, February and March, nearly half of the Library's deposits (all branches) to the Treasurer were either long or short. These differences are not a material amount. In response to an earlier recommendation made by the Auditor's Office the Library implemented individual drawers at the Central Branch in March 2016. This has reduced the instances of unidentifiable long and shorts at this branch. As with all new procedures, it takes time to fully implement and evaluate. We recommend that you continue to reinforce the importance of cash handling, receipting, and accountability with the staff.

This concludes our monthly review of your office for the time period of January to March 2016. We found a few minor discrepancies that we have discussed separately with you. The monthly review included fee collections and cash receipts. 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 black ink that reads "Gayle E. Cheek". The signature is written in a cursive, flowing style.

Gayle E. Cheek, CPA, CGMA
1st Assistant Auditor

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
The Honorable Commissioners' Court