

# TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE  
County Auditor

January 9, 2017

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

Dear Ms. Donegan,

In our most recent monthly reviews of the County Library we examined the fee collections and deposits to the Treasurer. For the months of July, August, and September, 22% of the Library's deposits (all branches) to the Treasurer were either long or short by small amounts. North Branch deposits accounted for 86% of the long or short errors, and may benefit from using individual bags. We recommend that you continue to emphasize the importance of cash handling, receipting, and accountability with all of the staff.

This concludes our monthly review of your office for the time period of July to September 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  
1<sup>st</sup> 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