

# TOM GREEN COUNTY



112 West Beauregard,  
San Angelo, TX 76903

## OFFICE OF THE COUNTY AUDITOR

October 12, 2016

Honorable Steve Floyd  
County Judge  
113 W. Beauregard  
San Angelo, TX 76903

Dear Judge Floyd,

We recently completed our review of the Parks department financial records for the months of January through June 2016. During the review, we found many receipts filled out incompletely. A complete receipt is necessary to identify the patron and the service acquired.

We also discovered many receipts were not turned in timely. (LGC 113.022 states money must be deposited on or before the fifth day after the day on which the money was received, without exception). We recommend after the administrative assistant receives the locked deposit bag, that she verifies the receipts with payments are in consecutive order and filled out completely. She should then take the deposit to the Treasurer.

As reported last quarter, receipts were skipped and not sent in order. We again recommend that Jennifer Storts implement a procedure to verify the sequence of the receipts received for the deposit and to ensure that County funds are deposited in a timely manner.

This concludes our review, which included a review of receipts collected by the Treasurer and official receipts issued by the parks department. 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 written in a cursive, flowing style.

Nathan Craddock  
County Auditor

Rene Pomar  
Assistant Auditor

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

The Honorable Commissioners Court  
Tom Green County, Texas

Mark Horner Fleet Department Director