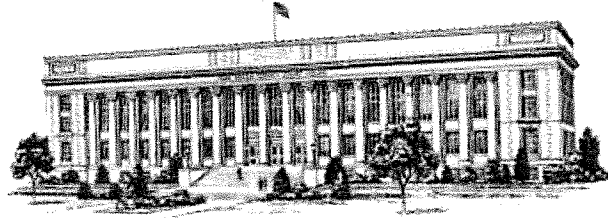


TOM GREEN COUNTY



113 W. Beauregard, San Angelo, TX 76903

Office of the
County Auditor

June 7, 2017

The Honorable Allison Palmer, 51st Judicial District Attorney
The Honorable John Best, 119th Judicial District Attorney
124 West Beauregard Avenue
San Angelo, Texas 76903

Dear Mrs. Palmer and Mr. Best,

During our review of the financial records of your office, we found that the majority of the local asset forfeiture agreements in place for the disposition of property pursuant to Chapter 59 of the Texas Code of Criminal Procedure have expired. We recommend contacting each of the law enforcement agencies for which there is current or future anticipated seized property and signing new agreements. Having a signed agreement in place will help avoid any dispute regarding the disposition of the forfeited property.

We also noted that you have made continued progress identifying the remaining balance in your seizure bank account. The unidentified amount is \$8,489, down from \$22,203, as your staff continues to research old cases and activity. We recommend you continue doing so in an effort to account for all funds currently held by your office.

In our review of your escrow account, we found a check written on November 17, 2016 to reimburse an employee for the purchase of a voice recorder. The escrow account is a clearing account used to hold funds belonging to others for the collection and disbursement of funds associated with hot checks, welfare and restitution, and should not be used to pay for operating expenses of the office. Once identified in our review, your staff promptly corrected the matter by reimbursing the account.

As part of our review of your internal control procedures, we also continue to recommend that you require two signatures on all checks written from your bank accounts. This practice will help ensure accountability and fidelity of the disbursements made from your accounts.

Lastly, we recommend that you close the outer-counties bank account maintained for the 51st District. This account is used to deposit supplemental funds received from other counties in order to help defray the costs of the District Attorney's office. However, we did not find any authorizing rule or law for a district attorney's office to have a separate bank account to hold and expend funds in this manner. We believe that the proper way to handle these funds is for each of the Counties

to hold those funds in their treasuries and disburse them through their financial systems as individual claims and expenses occur. We recommend that you close the account and contact those Counties to begin changing the procedures.

This concludes our review of the financial records of the 51st and 119th Judicial District Attorneys' office for the months of October through December 2016. Included in the review were a thorough examination of the internal controls, the receipts, the disbursements, the bank reconciliations, the maintenance of subsidiary ledgers and supporting documentation for transactions, a reconciliation of the seizure log to the seizure bank account and an examination of pertinent activity in the general ledger. We want to especially thank your staff for their assistance and cooperation during the review process. They were very helpful to us. Feel free to contact us if you have any questions or concerns.

Very cordially,



Nathan Craddock
County Auditor



Sharla Denton
Assistant Auditor

Cc: The Honorable Barbara Walther
51st Judicial District Judge

The Honorable Commissioners Court
Tom Green County, Texas