

TOM GREEN COUNTY



112 West Beauregard,
San Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

December 11, 2017

Vona Hudson
Elections Administrator
113 W. Beauregard
San Angelo, TX 76903

Dear Ms. Hudson,

We recently completed our monthly review of your office's financial records for the months of April through June 2017. Included in the review was an examination of the receipts issued by the Election Department, the receipts issued by the Treasurer, to include the amount and line item, and the election contacts made with various county entities. The monthly review is focused on ensuring revenue is received properly and timely.

Your "master" Excel spreadsheet for the May 2017 election (City of San Angelo, San Angelo Independent School District and Wall) had incorrect amounts listed for numerous fees (EVBB, Communication/Laptops and Wi-Fi, Postage, and Miscellaneous/Technician Mileage). Fortunately in this instance, the extended prices were manually calculated and had the correct total amounts due. However, anyone viewing the spreadsheet without knowledge of the proper fees would not have been able to verify the amounts. We highly recommend reviewing the expenditure list on your spreadsheet on a regular basis to ensure the proper amounts are listed and to mitigate any confusion at a later date.

There were a few other minor errors that we discovered during the review, including a skipped page of receipts in your receipt book. Please take greater care to ensure your receipts are used in order and the sequence is kept intact. We appreciate your help and cooperation during the review process. If you have any questions or concerns, feel free to contact us.

Very cordially,

Nathan Cradduck

Nathan Cradduck
County Auditor

Cc: The Honorable Barbara Walther, District Judge
51st Judicial District, Texas

The Honorable Commissioners' Court
Tom Green County, Texas