

# TOM GREEN COUNTY



112 West Beauregard Avenue  
San Angelo, Texas 76903

## **Office of the County Auditor**

November 8, 2017

The Honorable Fred Buck  
Justice of the Peace, Precinct 3  
3052 N. Bryant Blvd  
San Angelo, Texas 76903

Dear Judge Buck,

We recently completed our review of your office's financial records for the months of July through September 2017. The monthly review included fee collections and cash receipts from Odyssey, as well as you official Justice of the Peace Pct. 3 monthly report submitted to the Commissioners Court. Monthly reviews ensure reports submitted to the court are accurate and in compliance with LGC 114.044. This review is focused on ensuring revenue is receipted properly and timely.

When we regenerated the Office of Court Administration (OCA) report for the month of September, there was a difference in the amount of fines assessed from your original September OCA report. There were no adjustments listed either. Upon further review, we found a case in which the original charge had been reduced to a lesser charge, with an accompanying smaller fine. We received documentation that your staff requested help from the Information Technology (IT) Department to modify the fine amount on the case to reflect the agreed upon lesser offense charges.

Instead of reversing the original assessment and entering the new fees; IT overwrote the original record, leaving no audit trail on the case in the Odyssey system. There was no scanned documentation to verify the amount of the new fine either, just an email chain from your staff instructing the IT Department on the amount of the new fine. Under no circumstances should you allow the IT Department, or Tyler, to overwrite original records. Any adjustments should always include some history of events that can be followed. It is not in the scope of the IT department to do case entries, receipt entries, or adjustments. While they, or Tyler, can assist and instruct you on difficult or unfamiliar case entries, you or your staff should make the entries. We do not know why your staff strayed from the standard procedures on this case, but in the future we would

recommend either entering an adjustment on the case or dismissing the case and entering a new case with the new charge.

We appreciate your cooperation and willingness to help provide the information we needed to perform this review. If you should have any questions, please do not hesitate to contact me.

Very cordially,

A handwritten signature in black ink that reads "Nathan Craddock". The signature is written in a cursive style with a long horizontal flourish at the end.

Nathan Craddock  
County Auditor

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

The Honorable Commissioners Court  
Tom Green County, Texas