

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE County Auditor

February 26, 2018

The Honorable Dianna Spieker
Tom Green County Treasurer
113 W. Beauregard Avenue
San Angelo, Texas 76903

Dear Ms. Spieker,

During our monthly reviews of your financial records for April 2017 through June 2017, we tested cash receipts, cash disbursements, and bank reconciliations.

On June 14th your office wired money to an election poll worker to replace a 2016 check which never cleared. Personnel from your office performed both approvals of the wire. Per Local Government Code 113.043 and 113.064, all orders for payment, which include electronic payments, must include the Auditor's review and counter signature. In addition to circumventing the controls – the entire process was done irregularly. Instead of voiding and reissuing the check, the original check was “cleared” in the bank reconciliation and the money was wired to the poll worker’s bank account. The Auditor’s approval is required on all wires that result in an outbound transaction or a final disposition of funds.

In our review of your reconciliations of County bank accounts, we found many bank accounts that had not been balanced or balanced in a timely manner.

- The April Operating, District Clerk Credit Card, and Justice of the Peace #2 Credit Card accounts were not reconciled until the end of July 2017.
- The May 2017 Operating bank account was reconciled in December. The CD Trust Texas State Bank and TGC Wire Clearing bank accounts *remain* (as of 2/1/18) unreconciled.
- The June 2017 Operating and Payroll bank accounts were also not reconciled until December.

Reconciling the bank accounts in a timely manner is crucial to the proper accounting of funds, and ensures that the balances in the account reflect the legitimate financial activity of the County for that month. In addition, during this same time you presented a signed affidavit to the Commissioners Court, as part of your monthly report, that “The Bank Statements have been reconciled...” Local Government Code requires bank accounts to be reconciled by the Treasurer, and we recommend as a long standing practice, that they be reconciled by the end of the succeeding month.

We also found that the April interest earnings had not been receipted for the Operating, Forfeiture, Juvenile and Payroll bank accounts until mid-June. Receipting interest earned promptly aids the reconciliation process and ensures that the balances in the accounts are indicative of the true financial balance of the County.

We had previously discussed with you separately some minor findings that do not represent a major impact to our review. We appreciate your cooperation during the reviews. If you have any questions or concerns, feel free to contact my office.

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, 51st Judicial District

The Honorable Commissioners Court
Tom Green County, Texas