

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE County Auditor

March 11, 2021

The Honorable J.P. McGuire
Justice of the Peace, Precinct 2
5006 Knickerbocker Road
San Angelo, Texas 76904

Dear Judge McGuire,

We recently completed our review of your office's financial records for the months of July 2020 through September 2020. Included in the review were the Treasurer's receipts and deposit reports for your office, Justice of the Peace, Precinct 2 receipts, receipt journals by fund and fee code, till balance reports, Citations Count Report, scanned citations and warrants, and the Official Justice of the Peace Precinct 2 monthly reports. The review included fee collections and cash receipts from iCON (Net Data).

While testing case transfers from Odyssey to iCON, we discovered two time payment fees were applied to the same case. In our expanded review we found 16 out of 236 transferred cases had duplicate time payment fees. This fee duplication is due to a combination of old cases being transferred from Odyssey to iCON, and the change in time payment fees from \$25.00 to \$15.00 for any assessed conviction after January 1st 2020 per CCP Article 102.030(a). It is our understanding that entering a Time Payment "Action" when transferring cases (which already include a time payment fee) from Odyssey to iCON stops iCON from automatically assessing the new \$15.00 time payment fee. We highly recommend adding this step to prevent the duplicate time payment fee from being assessed in the future.

During the review of your department's paid warrants, we discovered four cases with active warrants were not recalled. Though this is an improvement from our last review, failure to recall these warrants could lead to the arrest of these individuals even though their cases were closed. Upon notification of the incorrect status of these warrants, your staff promptly recalled them. We highly recommend running the "Warrants To Be Recalled" report weekly to identify cases to recall in Odyssey and iCON. This will help ensure paid warrants are recalled in a timely manner.

We also discussed with you separately a few minor errors found during the review. 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 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

Cc: The Honorable Jay Weatherby
District Judge, 340th District

The Honorable Commissioners' Court
Tom Green County, Texas