

TOM GREEN COUNTY



San Angelo, Texas

**OFFICE OF THE
County Auditor**

April 14, 2022

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,

We recently completed our review of your office's financial records for the months of April 2021 through September 2021. We traced all Seizure and Escrow receipts and disbursements to the ledgers and bank statements. We sampled Escrow receipts and traced them to the Laserfiche. We tested a sample of your Pre-Trial Diversion receipts and noted the fee, contract, attorney, and payor. We verified Seizure agreements with other government agencies, balanced the Seizure log to the Seizure account and recalculated interest earned when Seizure funds were disbursed in accordance with the court order. We also examined the bank reconciliations.

While reviewing the timeliness of the Pre-Trial Diversion deposits with the Treasurer, we found that three of the 42 receipts did not comply with the rapid deposit requirements in Local Government Code 113.022. This statute requires that money receipted should be deposited with the County Treasurer, without exception, on or before the fifth business day after the day on which the money was received. We recommend selecting an additional employee to help with these duties if necessary, or ask to be added to the Sheriff's courier route.

We found two receipts manually corrected, instead of being voided and reissued. In both cases, we verified that the adjustments were correct. However, the best accounting practice is to void and reissue receipts for any changes, especially for cash receipts and amount corrections.

Also, the office manager is authorized to both write and sign checks and reconcile the bank statements. These tasks should not be done by one person. Segregating duties is essential to managing risk and reducing the possibility of errors and fraud. We recommend, at the very least, that bank reconciliations be reviewed and initialed by a department head to have more proper internal control over the funds.

There were other minor items we discovered and discussed separately with your staff. We appreciate your assistance and for providing the documentation needed to complete this review. Please contact us with any additional questions or concerns.

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 Jay Weatherby
340th Judicial District Judge

The Honorable Commissioners Court
Tom Green County, Texas