

TOM GREEN COUNTY



113 West
Beauregard, San
Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

October 23, 2022

The Honorable Anthony Monico, District Clerk
Tom Green County
112 West Beauregard Avenue
San Angelo, Texas 76903

Dear Mr. Monico,

We recently completed our quarterly review of your office's financial records for the months of October 2021 through March 2022. Included in the review were the Treasurer's receipts, District Clerk receipts, the Odyssey receipt journal and till report, the disbursements, the deposits, the Treasurer's receipts, and the official District Clerk monthly report. We examined your Special Account bank activity and reconciliations as well as detailed examination of fees assessed and paid. In addition, we reviewed the District Clerk trust funds, as well as the tax excess proceeds.

Most of the trust funds maintained by the District Clerk are held in Texas State Bank certificates of deposit (CDs). However, Tom Green County's depository bank is Wells Fargo. As our depository bank, Wells Fargo posts collateral for deposits greater than \$250,000, the Federal Deposit Insurance Corporation (FDIC) coverage amount. The only coverage afforded at Texas State Bank is that offered by FDIC. At this time, the trust CDs held at Texas State Bank exceed \$250,000.00, putting Tom Green County at risk as the funds are not fully collateralized. In order to safeguard these assets, we highly recommend investing the trust funds with Wells Fargo. Another alternative is Texas Class. It is a Local Government Investment Pool, as such, it is fully collateralized.

We understand that, currently, e-file receipts are not as automated as they once were. Nonetheless, this doesn't justify the receipts not being entered correctly in Odyssey. We presented many e-file receipts needing corrections. Here are three cases to showcase some of the issues found. On one case, A210065ADP, the clerk "wrote off" State fees instead of County fees. Only County fees may be written off. On another case, A180514F, in April, 2022, the e-file process only receipted \$5.00 of the \$70.00 received. The pending \$65.00 was manually receipted

three months later, and then to “copies” as a place holder. The funds have yet to be allocated to the correct fees, even though it has been over a month ago. The last case, D170413F, was receipted correctly in May, 2022, however, the bank returned the funds to the attorney as a charge-back. To date, Tom Green County is still short the \$35.00. We request that you obtain the funds from the attorney as soon as possible. We have discussed with you the corrections needed on these cases and others. When e-file receipts are incorrect this creates additional reconciling problems not only for the District Clerk’s office, but also the Treasurer’s office, the Auditor’s Office, and the State reports. We highly recommend correcting these cases, as soon as possible.

Lastly, we continue to recommend preparing and keeping a subsidiary ledger, in order to have a detailed list by case with balances to tie to the Special Account bank balance. As the District Clerk’s Special Account operates as an escrow account, holding funds until they are released by court order, this will help identify which monies need to be disbursed. As such, the ledger should include dates, cause numbers, amounts and fund type (adoption fees, overpayments, bonds, etc.). There is no need for the Special Account subsidiary ledger to be complicated, it may be kept either manually, in Excel, or in Quicken, where a report could be saved every month. We are willing to share the subsidiary ledger that we have created for our audit workpapers so that you don’t have to create one, but your office will need to be responsible for maintaining it from that point forward.

There were other minor items we discovered and discussed separately with your staff. If you have any questions or concerns, please feel free to contact us.

Very cordially,



Nathan Craddock
County Auditor

Cc: The Honorable Jay Weatherby, District Judge The Honorable Commissioners Court
 340th Judicial District, Texas Tom Green County, Texas