

TOM GREEN COUNTY



112 West Beauregard,
San Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

February 22, 2016

Vona Hudson
Elections Administrator
113 W. Beauregard
San Angelo, TX 76903

Dear Vona Hudson,

We recently completed our review of your office's financial records for the months of July through September of 2015.

As part of our work, we reviewed the contract revenue received during the testing period to ensure the amount billed and collected was calculated correctly. We found the amount billed & collected from the City of San Angelo couldn't be verified due to the loss of the electronic worksheet figuring the costs. We did additional testing in the contract revenue outside the period and found that other contract revenue appeared to be appropriately billed and collected.

During the review, we discovered employees are charging fees for notary services and keeping the proceeds. We recommend discontinuing charging a fee for notary service until Commissioner's Court adopts a policy county wide. Regardless, the employees must comply with Sec 291.006 Local Govt. Code by filing the necessary reports and remitting funds as required.

Included in the review was examination of expenditure and revenue line items in the Tom Green County budget, accounts payable invoices, receipts issued by the election department, policy and procedures, and election contacts made with various county entities. We appreciate your cooperation and willingness to help provide the documentation needed to perform this review. If you have any questions or concerns, feel free to contact us.

Very cordially,

A handwritten signature in blue ink that reads "Nathan Craddock". The signature is fluid and cursive.

Nathan Craddock
County Auditor

A handwritten signature in blue ink that reads "Chad Cook". The signature is fluid and cursive.

Chad Cook
Assistant Auditor

Cc: The Honorable Barbara Walther, District Judge
51st Judicial District, Texas

The Honorable Commissioners Court
Tom Green County, Texas