

TOM GREEN COUNTY



113 West Beauregard,
San Angelo, TX 76903

OFFICE OF THE COUNTY AUDITOR

June 11, 2019

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

Dear Mrs. Woodfin,

We recently completed our quarterly review of your office's financial records for the months of April through September 2018. 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.

Our detailed examination of fees focused on recently filed cases. We discovered that \$51.00 is applied to Clerk's Fees for all of the Divorce cases reviewed. The amount per the Office of Court Administration (OCA) is \$50.00. We recommend applying \$50 as Clerk's fees.

While reviewing the e-file payments in Odyssey we noted that if the case had unpaid court costs, the payments were distributed across all the pending fees and not applied towards just the new fees. If an attorney submits an e-file we presume the attorney only wants his/her payment to be applied to those fees and not to the pre-existing court costs. It is our understanding that most of the cases with unpaid court costs are family/Attorney General (AG) cases. When accepting the e-file payment there is no option to apply the fees to the most recent filing. Currently about 35% of the fee misallocations are being corrected manually. We suggest developing and following a procedure designed to correct all the e-file payments applied against cases with balances. We also suggest inquiring with Odyssey if a plug-in could be developed that would give us the option of applying an e-file envelope just to the current filing fees.

Finally, we noted that all of the cases reviewed with OCA arrest documentation were missing the Commitment Fee charge, \$5.00. We recommend adding this fee to your fee schedule.

We appreciate your cooperation and willingness to help provide the documentation needed to perform this review. If you have any questions or concerns, please feel free to contact us.

Very cordially,



Nathan Craddock
County Auditor



Gayle E. Cheek, CPA, CGMA
Audit Supervisor

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

The Honorable Commissioners Court
Tom Green County, Texas