

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE County Auditor

November 19, 2019

The Honorable Fred Buck
Justice of the Peace, Precinct 3
3052 N. Bryant Blvd
San Angelo, Texas 76903

Dear Judge Buck,

We recently completed our review of your office's financial records for the months of July 2018 through June 2019. Included in the review were the Treasurer's receipts and deposit reports for your office, Justice of the Peace, Precinct 3 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 3 monthly reports. The review included fee collections and cash receipts from both Odyssey and iCON (Net Data).

We tested the fee codes and fee amounts on the cases your staff manually converted from Odyssey to iCON cases, during the ongoing software transition. Twenty six of the 52 cases sampled had significant errors, either in the fee codes used or the amounts charged. We recommend creating and using a quick reference sheet linking the Odyssey fee codes to the appropriate iCON fee code, and comparing the transferred case to iCON code by code before applying payments.

There were several instances in which the time payment fee was not added correctly on cases. The time payment fee should be added if a person "pays any part of a fine, court costs, or restitution on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, or restitution." We recommend adding the time payment fee in accordance with LGC133.103. We highly recommend taking advantage of iCON's automatic Time Payment assessment program.

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 question, please do not hesitate to contact me.

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