

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE COUNTY AUDITOR

April 29, 2021

Ms. Jill Donegan
Tom Green Library Director
33 West Beauregard
San Angelo, Texas 76903

Dear Ms. Donegan,

We recently completed our annual review of your office's financial records for October 2019 through September 2020. The review included fee collections, cash receipts, bank deposits, community room rentals, refund request, and cash counts at all three branches.

When reviewing the community room rental applications, we noted an instance where a lessee stayed past the contracted time without paying additional funds. This resulted in unplanned costs, specifically a Library employee staying extra hours until the event concluded. We recommend adding to your contract a notice stating that if the lessee exceeds the rental time purchased, additional fees may be incurred and deducted from the security deposit.

We found a few, minor, discrepancies during the course of the review and discussed them with you separately. You and your staff were extremely helpful to us throughout the review. Thank you for your cooperation with this process. If you have any questions about the review, please feel free to contact my office.

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

A handwritten signature in black ink that reads "Gayle E. Cheek". The signature is written in a cursive, flowing style.

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