

TOM GREEN COUNTY



San Angelo, Texas

OFFICE OF THE County Auditor

December 7, 2022

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

Dear Judge Buck,

We recently completed our review of your office's financial records for the months of April 2022 through June 2022. Included in the review were the Treasurer's receipts and deposit reports for your office, Justice of the Peace (JP), 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 iCON (Net Data).

While reviewing a sample of your office's paid warrants, we discovered one case had a warrant closed prior to either making a payment or being arrested. Upon notification, your staff promptly re-opened the warrant. When a case balance is transferred from Odyssey to iCON, it is standard procedure for the clerk to close the case in Odyssey. With Information Technology's (IT) help, we were able to surmise that when a case is closed in Odyssey, all associated actions (such as warrants) are also closed (cancelled). We recommend creating new "balance transfer" procedures, adding a step to reopen any warrants tied to the case.

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 questions, 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 Judicial District, Texas

The Honorable Commissioners Court
Tom Green County, Texas