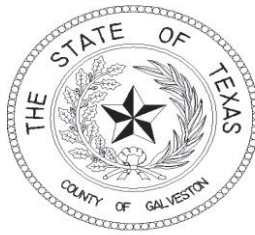


GALVESTON COUNTY



Office of County Auditor

Randall Rice CPA CISA CIO, County Auditor
Madeline Walker CPA CFE, First Assistant County Auditor

P.O. Box 1418, Galveston, Texas 77553

(409) 770-5304

722 Moody Ave 4th Floor, Galveston, TX 77550

February 19, 2024

Honorable Mark A. Henry, County Judge, and
Members of the Commissioners Court
722 Moody Avenue
Galveston, Texas 77550

Honorable Mark A. Henry and Members of the Court:

Attached to be received and filed is the internal audit report on the cash count of the Tax Office's Galveston, Santa Fe, Texas City, Crystal Beach, League City and Friendswood branch locations. Also attached is the response letter from Honorable Cheryl E. Johnson, dated January 29, 2024.

Sincerely,

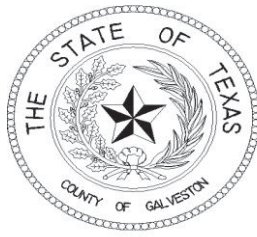
Randall Rice CPA

Randall Rice CPA
County Auditor

cc: Honorable Cheryl E. Johnson

Attachments: Internal Audit Report – Tax Office: Galveston, Santa Fe, Texas City, Crystal Beach, League City and
Friendswood Branch Locations
Response Letter, Honorable Cheryl E. Johnson

GALVESTON COUNTY



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722 Moody Ave 4th Floor, Galveston, TX 77550

January 26, 2024

To: Honorable Cheryl E. Johnson
Galveston County Tax Assessor/Collector

From: Randall Rice CPA
Galveston County Auditor

Re: Cash Count of the Tax Office's Galveston, Santa Fe, Texas City, Crystal Beach, League City and Friendswood Branch Locations

Surprise cash counts of the Tax Office's Galveston, Santa Fe, Texas City, Crystal Beach, League City and Friendswood branch locations were conducted from December 18, 2023 through January 25, 2024. The objectives of the cash counts were to (a) determine if all collections had been accounted for at the time of the cash count, and (b) determine if the collections were properly handled and deposited in a timely manner.

Collections Accounted For

At the times of the surprise cash counts, all collections and change funds were accounted for at all branch locations, including \$17,800.00 in change funds.

Collections Handled Properly

It is a very important control for collections to be properly handled and deposited in a timely manner. For collections to be handled properly, they must be safeguarded against loss; therefore, all negotiable instruments must be kept secured at all times and deposited on a daily basis.

Collections are handled properly and all negotiable instruments were secured and deposited on a daily basis.

Deposited in a Timely Manner

Local Government Code (LGC) §113.022 Time for Making Deposits states that money collected shall be deposited with the County Treasurer on or before the next regular business day after the date on which the money is received. If this deadline cannot be met, the office must deposit the money, without exception, on or before the fifth business day after the day on which the money is received. All collections were deposited and in compliance with LGC §113.022.

January 26, 2024

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Conclusion

At the time of the surprise cash counts, all collections were accounted for at the Galveston, Santa Fe, Texas City, Crystal Beach, League City and Friendswood branch locations. Cash drawers not in use were locked and stored in a locked safe at all times.

We would like to commend the Tax Assessor/Collector and her staff for their continuous effort to ensure efficiency of the close out process and security of collections, and for their cooperation and assistance in the audit.

cc: Madeline Walker CPA CFE, First Assistant County Auditor



Cheryl E. Johnson, PCC, CTOP
Galveston County Tax Assessor/Collector
722 Moody, Galveston, Texas 77550
cheryl.e.johnson@co.galveston.tx.us
1-409-766-2260



January 29, 2024

Mr. Randall Rice, CPA, CISA, CIO
Galveston County Auditor
722 Moody Avenue
Galveston, Texas 77550

Re: Cash Counts of Branch & Satellite Offices

Dear Mr. Rice:

I am in receipt of the above referenced audit. No response is necessary as the findings reflected that all collections were accounted and handled properly and in compliance with Local Government Code Section 113.022 at all Tax Office locations.

Please extend my appreciation to your team – and thank you - for working effectively with my office to ensure proper handling of the public's funds. As you know, it is my opinion that the successes in the County Tax Office would not have been possible without a great Operations team responsible for the work with the oversight and guidance of a very hands-on management and leadership team. Additionally, the assistance and high level of expertise provided by your team further ensures our success.

Our partnership over the last 19+ years has resulted in improved accountability within the Galveston County Tax Office and the property owners and government partners are beneficiaries of our combined effort.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl E. Johnson".

Cheryl E. Johnson

cc: Kathleen Moreno, PCC, Chief Deputy Business Services
Heather Niblock, Branch Coordinator
Celeste McGilberry, Internal Auditor, Galveston County Auditor's Office
Lori McWhirter, Internal Auditor, Galveston County Auditor's Office
Madeline Walker, CPA, CFE, First Assistant County Auditor