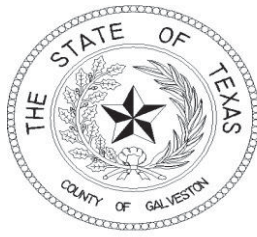


GALVESTON COUNTY



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 8, 2021

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 20, 2021.

Sincerely,

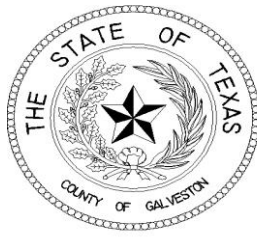
Randall Rice CPA Digitally signed by Randall Rice
CPA
Date: 2021.02.01 13:14:30 -06'00'

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 20, 2021

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

A surprise cash count of the Tax Office's Galveston, Santa Fe, Texas City, Crystal Beach, League City and Friendswood branch locations was conducted from December 15, 2020 through January 19, 2021. The objectives of the cash count 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 time of the surprise cash count, all collections were accounted for at all branch locations, including \$17,000.00 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

Collections are being deposited in a timely manner (daily), minimizing exposure to loss.

January 20, 2021

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Conclusion

At the time of the surprise cash count, 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.

We would like to thank the Tax Assessor/Collector and her staff for their cooperation and assistance.

cc: Madeline Walker CPA CFE, First Assistant County Auditor



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



January 20, 2021

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

Re: Cash Count Audit All GCTO Locations

Dear Mr. Rice:

I am in receipt of the above referenced audit for the period December 15, 2020 through January 19, 2021. Your audit reflected, as have all others over at least the last 13 years that funds were accounted for (including change funds), found to be handled properly and are deposited in a timely manner.

Our successes are in large part thanks to the partnership between our offices and the policies and procedures in place in the Galveston County Tax Office. Efficiency in the close out process and security of collections is a cornerstone of our operation.

Please extend my appreciation to Ms. McWhirter, Ms. Speer and any other members of your team for the partnership we have enjoyed for the last 17 years as we have worked to improve accountability and processes in the Galveston County Tax Office. The beneficiaries are, of course, the property owners and other Galveston County stakeholders including partner governments.

I look forward to our continued partnership and future efforts.

Sincerely,

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

Cheryl E. Johnson

cc: Kathleen Moreno, Chief Deputy Business Services
Lori McWhirter
Jordan Speer
Madeline Walker