



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145573

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DATE: 8/5/2025

**SUBJECT: RECEIVE AND FILE THE AUDITOR'S REPORT FOR THE CASH AND
OTHER REMITTANCES CONTROL REVIEW OF THE COUNTY
CLERK'S OFFICE**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court receive and file the Auditor's Report for the Cash and Other Remittances Control Review of the County Clerk's Office.

BACKGROUND

In accordance with Local Government Code, the Auditor's Office conducted a surprise cash count at all County Clerk locations on May 13 and May 14, 2025. The objectives of the review were to determine whether cash and other remittances reconciled and whether safeguards were in place to protect County funds.

FISCAL IMPACT

None

SUBMITTED BY	Auditor	PREPARED BY:	Kim Trussell
		APPROVED BY:	Kimberly Buchanan

Kimberly M. Buchanan, CPA
Tarrant County Auditor

Linda R. Castillo
First Assistant County Auditor



Office of the Tarrant County Auditor
100 E. Weatherford, Room 506
Fort Worth, Texas 76196-0103

Phone (817) 884-1205
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June 26, 2025

The Honorable Mary Louise Nicholson, County Clerk
The Honorable District Judges
The Honorable Commissioners Court
Tarrant County, Texas

Re: Auditor's Report –Cash and Other Remittances Control Review, County Clerk

In accordance with Local Government Code, the Auditor's Office conducted a surprise cash count at all County Clerk locations on May 13 and May 14, 2025. The objectives of the review were to determine whether cash and other remittances reconciled and whether safeguards were in place to protect County funds. At the time of our count, cash and remittances reconciled, and controls were adequate to safeguard County funds.

We appreciate the cooperation of the County Clerk staff during our review. If you have any questions concerning this report, please do not hesitate to call.

Sincerely,

A black rectangular box redacting the signature of Kimberly M. Buchanan.

Kimberly M. Buchanan, CPA
Tarrant County Auditor

Attachment: Management's response

Distribution: Daniel Alford, Chief Deputy, County Clerk
James Knowles, Accounting Trust Manager, County Clerk



Tarrant County 1895 Historic Courthouse

Mary Louise Nicholson, Tarrant County Clerk

100 W. Weatherford, Rm.130
Fort Worth Texas 76196-0401

Date: June 27, 2025

To: Kimberley Buchanan, Tarrant County Auditor

From: Mary Louise Nicholson, Tarrant County Clerk

Reference: Auditor's Report – Cash and Other Remittances Control Review, County Clerk

I would like to extend my appreciation to the Auditor's Office for the detailed approach and professionalism demonstrated throughout the recent Cash and Other Remittances Control Review.

We take our responsibility for the oversight of financial processes and the proper maintenance of the registry of funds very seriously. We value the Auditor's Office partnership in helping to ensure the accurate accounting and safeguarding of the public's money and official records.

Respectfully,



Mary Louise Nicholson

Tarrant County Clerk