



## **TARRANT COUNTY**

100 E. WEATHERFORD, ROOM 506  
FORT WORTH, TEXAS 76196-0103  
P (817) 884-1205 F (817) 884-1104

KIMBERLY M. BUCHANAN, CPA  
COUNTY AUDITOR  
kmbuchanan@tarrantcountytx.gov

July 27, 2023

The Honorable Wendy Burgess, Tax Assessor - Collector  
The Honorable District Judges  
The Honorable Commissioners Court  
Tarrant County, Texas

Re: Auditor's Report – Cash Counts of the Tarrant County Tax Offices

In accordance with Local Government Code, the Auditor's Office conducted surprise cash counts at all nine Tarrant County Tax Office locations on July 12, 2023.

The objectives of our review were to determine whether:

- Change funds and remittances were accurately recorded and properly reconciled to the respective accounts,
- Change funds were used only to make change in connection with collections payable to the County and were not used to make loans, advances, or to cash checks or warrants of any kind, and
- Adequate controls were in place to prevent potential fraud and abuse of County funds.

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

Sincerely,

Kimberly M. Buchanan, CPA  
County Auditor

*Distribution:* Jerry Cantu, Tax Office Chief of Staff



## TARRANT COUNTY TAX OFFICE

100 E. Weatherford, Room 105 • Fort Worth, Texas 76196-0301 • 817-884-1100  
taxoffice@tarrantcountytexas.gov  
In God We Trust

WENDY BURGESS  
PCC, CTOP, PCAC, CSTA  
Tax Assessor-Collector

July 28, 2023

Kimberly M. Buchanan, County Auditor  
The Honorable District Judges  
The Honorable Commissioner's Court  
Tarrant County, Texas

Subject: Response to Auditor's Report – Cash Counts of the Tarrant County Tax  
Offices, July 12, 2023

The Tax Office appreciates the Auditor's Office continuing oversight of our operations, specifically the need to verify cash counts.

With 8 offices, 9 locations, over 100 cash drawers, and 9 safes, maintaining continuous control of the amount of cash on hand is quite significant. This job is even more challenging given the high volume of cash that is processed through our offices on a regular basis.

On behalf of my staff, I take great pride in acknowledging the outstanding results of this surprise audit. The excellent results are due to the hard work & dedication of each staff member, the oversight of supervision, and adequate policies and procedures to include dual controls ensuring the prevention fraud or abuse of funds in our control as well as balancing to the penny each day.

We value and appreciate our strong relationship with the Auditor's Office.

Should you have any questions, please contact me or my Chief of Staff, Jerry Cantu.

[REDACTED]  
Wendy Burgess, PCC, CTOP, PCAC, CSTA  
Tax Assessor-Collector