

**Upshur County Auditor**

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**Brandy Lee**  
County Auditor

**Linda Sikes**  
Assistant Auditor

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Assistant Auditor

**Auditor's Report on Unannounced Cash Counts  
4<sup>th</sup> Quarter FY17**

December 28, 2017

Unannounced cash counts were conducted during the 4<sup>th</sup> quarter of FY17. Below are details of any discrepancies or abnormalities that we observed. There is a summary sheet attached which reflects all cash counts performed.

<u>Department</u>	<u>Employee</u>	<u>Discrepancy</u>
499 – Tax Office	Brandy Davis	\$1 Over

A customer brought in a check for registration renewal. His renewal statement had come from Gregg County which showed an amount due of \$76.25. Upshur County's registration fee is actually \$1 more than Gregg, so system showed an amount due of \$77.25. Customer indicated he would pay \$1 cash. Employee issued the receipt with payment methods \$76.25 check and \$1 cash. Customer carried on conversation to the point that the \$1 was overlooked and not collected.

Offices not counted this quarter:  
Gladewater Tax Office  
Jail Commissary  
Library

Sincerely,

Brandy Lee  
County Auditor

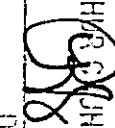
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## Upshur County Auditor Quarterly Cash Count Summary

Dept./Employee	Discrepancy	Date	Comments	Dept./Employee	Discrepancy	Date	Comments
<b>County Clerk 403</b>				<b>Tax Office 499</b>			
Kaye Cain	\$ -	<u>9/29/2017</u>		Fonda Leonard (Tax)	\$ -	<u>9/29/2017</u>	
Glenda Cox	\$ -	<u>9/29/2017</u>		Jackie Suiter (Tax)	\$ -	<u>9/29/2017</u>	
Kristi Poole (T.Ross)	\$ -	<u>9/29/2017</u>		Andreana Smith (Tax)	\$ -	<u>9/29/2017</u>	
Brett Spurlock	\$ -	<u>9/29/2017</u>		Pam Dean (Tax)	\$ -	<u>9/29/2017</u>	
Regina Simmons	\$ -	<u>9/29/2017</u>		Brandy Davis (Tax)	\$ -	<u>9/29/2017</u>	
				Carry Ellinburg (Tax) (B.Davis)	\$ -	<u>9/29/2017</u>	
<b>District Clerk 450</b>				Emilee Wise (Tax) (F.Leonard)	\$ -	<u>9/29/2017</u>	
Hali Jackson (K.Bunn)	\$ -	<u>9/27/2017</u>		Christie Craver (Auto)	\$ -	<u>9/29/2017</u>	
Lauren Gipson	\$ -	<u>9/27/2017</u>		Samantha Caffey (Auto)	\$ -	<u>9/29/2017</u>	
Mandi Perryman	\$ -	<u>9/27/2017</u>		Brandy Davis (Auto)	\$ 1.00	<u>9/29/2017</u> *	
James Thomas	\$ -	<u>9/27/2017</u>		Fran Gardner (Auto)	\$ -	<u>9/29/2017</u>	
Melissa Chevalier	\$ -	<u>9/27/2017</u>		Cary Ellinburg (Auto) (B.Davis)	\$ -	<u>9/29/2017</u>	
Karen Bunn	\$ -	<u>9/27/2017</u>		Pam Dean (Auto Gladewater)			
				Pam Dean (Tax Gladewater)			
<b>JP Offices</b>							
Gail Saxon 451	\$ -	<u>9/28/2017</u>		<b>Jail/Commissary 565</b>			
Kim Stone 452	\$ -	<u>9/20/2017</u>		James Grunden			
Jamie Warren 453	\$ -	<u>9/7/2017</u>					
Polly Hawthorne 454	\$ -	<u>9/29/2017</u>		<b>Dump 611</b>			
				Lisa Teffeller	\$ -	<u>9/12/2017</u>	
<b>Elections 490</b>							
Lory Harle	\$ -	<u>9/25/2017</u>		<b>Library 650</b>			
				Cynthia King			

Revised 7/11/2017

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