

Upshur County Auditor

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**Auditor's Report on Unannounced Cash Counts
1st Quarter FY18**

January 30, 2018

Unannounced cash counts were conducted during the 1st quarter of FY18. 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	Jackie Suiter	Drawer was \$0.01 short
499 – Tax Office	Brandy Davis	Drawer was \$0.50 over
Presumed error in previous day's closeout. Brandy advised her drawer was \$0.50 short the day before.		
499 – Tax Office	Fonda Leonard/Luana Howell	Drawer was \$0.10 over
454 – JP2	Judge Lyle Potter	Drawer was \$146 over
A civil case was accepted, and filing fee collected, but case had not yet been entered in the system.		

Offices not counted this quarter:

Gladewater Tax Office
Diana Tax Office
Justice of the Peace Pct. 1
Road and Bridge Dump
Library
Jail Commissary

Sincerely,

Brandy Lee
County Auditor

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Quarterly Cash Count Summary

FY18

1st Quarter

Bag#	County Clerk 403	Discrepancy	Date	Comments	JP1	Date
1	Kaye Cain	\$ -	<u>12/22/2017</u>		Gail Saxon	_____
2	Glenda Cox	\$ -	<u>12/22/2017</u>		Sandra Howell	_____
3	Regina Simmons	\$ -	<u>12/22/2017</u>			
4	Kristi Bell	\$ -	<u>12/22/2017</u>			
5	Lorye Tullar	\$ -	<u>12/22/2017</u>		JP2	
					Judge Potter	\$ 146.00 <u>12/29/2017 *</u>
Bag#	District Clerk 450				JP3	
1	Hali Jackson	\$ -	<u>12/29/2017</u>		Jamie Warren	\$ - <u>11/17/2017</u>
2	Lauren Gipson	\$ -	<u>12/29/2017</u>			
3	Mandi Perryman	\$ -	<u>12/29/2017</u>		JP3	
4	James Thomas	\$ -	<u>12/29/2017</u>		Polly Hawthorne	\$ - <u>12/21/2017</u>
5	Melissa Chevelier	\$ -	<u>12/29/2017</u>			
6	Karen Bunn	\$ -	<u>12/29/2017</u>			
Bag#	Tax Office 499				Dump	
1	Pam Dean-tax	\$ -	<u>12/21/2017</u>		Lisa Tefteller	_____
2	Samantha Caffey-tax	\$ -	<u>12/21/2017</u>			
3	Jackie Suiter-tax	\$ (0.01)	<u>12/21/2017 *</u>		Elections	
4	Andreana Smith-tax	\$ -	<u>12/21/2017</u>		Lory Harle	\$ - <u>12/21/2017</u>
5	Brandy Davis-auto	\$ 0.50	<u>12/21/2017 *</u>			
6	Christie Craver-auto	\$ -	<u>12/21/2017</u>		Library	
7	Fran Gardner-auto	\$ -	<u>12/21/2017</u>		Cynthia King	_____
8	Cary Ellingburg-auto	\$ -	<u>12/21/2017</u>			
9	Drive Thru-tax (Pam)	\$ -	<u>12/21/2017</u>		Jail/Commissary	
10	Fonda's box (Luana)	\$ 0.10	<u>12/21/2017 *</u>		Donna Hutto	_____
11	Brandy Davis-tax	\$ -	<u>12/21/2017</u>			
12	Drive Thru-auto	\$ -	<u>12/21/2017</u>			
13	Gladewater-tax		_____			
14	Gladewater-auto		_____			
15	Diana-tax		_____			
16	Diana-auto		_____			

Revised 1/2/2018

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