

Upshur County Auditor

P.O. Box 730
Gilmer, TX 75644
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Connie Williams

County Auditor

Linda Sikes

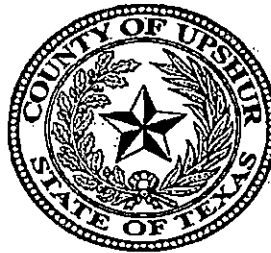
Assistant Auditor

Greg Dodson

Assistant Auditor

**DISTRICT CLERKS OFFICE- DISTRICT CLERK DAILY DEPOSIT AND
CHANGE FUNDS INTERNAL AUDIT**

FISCAL YEAR 2024



August 27, 2024

Connie Williams, C.P.A
Upshur County Auditor

Linda Sikes
Upshur County Assistant Auditor

Greg Dodson
Upshur County Assistant Auditor

DISTRICT CLERK DAILY DEPOSIT

Each day the District Clerk's Office submits a "*District Clerk Daily Deposit*" report (from the previous day) to the Treasurer's Office to support the total amount of funds received and remitted for deposit in Upshur County's operating bank account. Attached to the cover sheet is a "Distribution Report" generated from NetData for the specified deposit date which lists all transactions by type of fee. The total per the "*Distribution Report*" should equal the total deposit noted on the cover sheet. Also attached is a "*Receipts and Direct Deposit Report*" that lists all receipts by type of payment (direct deposit credit card, e-file credit card or cash).

The Auditor's Office selected for review the "*District Clerk Daily Deposit Report*" for August 21, 2024 prepared by Nicole Hernandez and submitted to the Treasurer's Office on August 22, 2024. A copy of the report is attached as *Appendix 1* to this report. The total deposit was \$ 466.00 and per the distribution report, of that total, \$ 105 pertained to passport processing fees which are assessed on all passport applications (excluding renewals) at \$ 35.00 per application.

The "Receipts and Direct Deposit Report" showed a reversal, posted by Ms. Hernandez, for two passport processing fees (receipt number 069410) in the amount of \$ 70.00. Ms. Hernandez did not post the original transaction just the reversal and the reversal was entered the next day on 08/22/2024 with a post date of 8/21/2022.

The Auditor's Office requested a copy of the "US Department of State" passport transmittal logs maintained by the District Clerk's Office for 08/21/2024 and those logs are attached as *Appendix 2* to this report. The logs show that there were five (5) passports transmitted on that date (with documented USPS tracking numbers) that were assessed a \$ 35 execution fee which would total \$ 175.00 in fees. This yields a \$ 70.00 variance to the report submitted after the transaction reversal by Ms. Hernandez.

Additionally, the Auditor's Office requested a copy of the individual receipts for 08/21/2024 and a copy of those receipts are attached to this report as *Appendix 3*. The receipts are by individual's name, description of fee type, pay type (cash, credit card, e-file) and amount. Total receipts by type per the individual receipts were:

Passport Processing (credit card) -	\$ 70.00
Passport Processing (cash)	- \$ 105.00
E-File Transactions	- \$ 347.00
Copies (Cash)	- \$ 14.00
Total per receipts	<u>\$ 536.00</u>
Total Deposit	- <u>\$ 466.00</u>
Shortage	- \$ 70.00

Based on further research and statements by two district clerks to the Auditor's Office, there were a total of five (5) passports applications processed on 8/21/2024. Three (3) of the application fees were paid by credit card (\$ 105) and two (2) application fees were paid with cash (\$ 70.00). One couple paid the \$ 70.00 with a \$ 100.00. Ms. Hernandez gave the couple \$ 30.00 in change from one clerk's change bag and took the \$ 100.00 bill to the bank to exchange. Ms. Hernandez

reimbursed the \$ 30.00 to the clerk's bag, however the remaining \$ 70.00 was not placed into a bag for inclusion in the daily deposit submitted to the Treasurer on 8/22/24.

On August 27, 2024 the Auditor's Office met with Ms. Hernandez to verify the facts outlined in this report and to obtain any additional information or clarification she would like to communicate. Rather than providing additional information or clarification she became extremely distraught, admitted that she had reversed the transaction because in her words "she couldn't find the money." Ms. Hernandez continued to yell, stating that "you can prosecute me if you wish, I am quitting you can keep this (expletive) job." She then stormed out of the building.

Conclusion: The paper trail and statement made by district clerk staff indicate that the deposit for 8/21/2024 to the County Treasurer was \$ 70.00 short. This was not indicated on the daily deposit prepared by Ms. Hernandez and in fact it appears that a valid transaction for \$ 70.00 was reversed by Ms. Hernandez in an attempt to show that the total deposit was correct.

Section 37.10 (1) of the Criminal Code (Tampering with Governmental Record) states that a person commits an offense if he knowingly makes a false entry in, or false alteration of a government document. The general ledgers and subsidiary ledgers of Upshur County would be considered government documents.

CHANGE FUNDS

On August 13, 2024, the Upshur County Auditor's Office conducted an unannounced internal audit of the change funds maintained by the Upshur County District Clerks office. At the time of the audit, there had been no money receipted, therefore, no reports were generated.

Historically, the District Clerk's office has had four cash bags and one cash box all maintaining a \$ 50.00 balance. The Auditor's Office counted four cash bags and inquired about the location of the cash box. Ms. Hernandez, Upshur County District Clerk found the cash box and showed that there was no money in it and stated the District Clerk's Office no longer used the cash box. When asked about the remaining \$ 50.00 issued to the District Clerk's Office, Ms. Hernandez stated there were no additional funds in the office. The Auditor's Office showed Ms. Hernandez the worksheets from the last audit, with her signature, totaling \$250.00.

Ms. Hernandez then stated that she remembered taking money to get stamps because the postage machine was out of postage and she needed to send out jury summons. An audit worksheet was completed reflecting the missing money and Ms. Hernandez signed it.

The Auditor's Office requested a copy of the postage receipt to properly reconcile the change fund and reimburse the change from the postage expense account. Ms. Hernandez responded that the expenditure occurred back in early June and she was sure she no longer had the receipt. Ms. Hernandez was sent a copy of a Missing Receipt Affidavit to complete and it is attached to this report as *Appendix 4*.

We noted that the date of purchase noted on the original missing receipt affidavit is July 28, 2024 which was a Sunday and different from the original explanation provided in an e-mail dated August 13, 2024 which state the purchase was made "at the beginning of June." When contacted on the discrepancy, the District Clerk sent a corrected affidavit with the date changed to June 28, 2024 attached to this report as *Appendix 5*.

On August 19, 2024 the Auditor's Office met with Ms. Hernandez to gain additional information regarding the missing receipt, the questions and responses follow:

1. Question: "Do you recall the particular bulk mailing in June that required the use of the petty cash funds?"
Response: "No, however we do one monthly bulk mail out of approximately 350 mail outs."
2. Question-"Is there anyone else in the office that can corroborate the events as described and the need to use petty cash to supplement the required postage."
Response: "Yes, my Chief Deputy Clerk. Mellissa Chevalier."
3. Question-"Do you recall the exact amount of the postage which came from petty cash, at \$ 0.68/stamp it would be impossible to use exactly \$ 50.00"
Response: "No, we were able to cover the majority of the postage using the meter before the balance was depleted, I had to buy stamps for the remainder."
4. Question-" Why didn't you use one of the other available postage machines located in the Tax Office, the County Court, JP 1 or JP 3?"
Response-"I didn't know that was an option until I spoke with Janice in the District Court Office."
5. Question-"Why are daily cash count slips verifying end of day reconciliations not present in the change funds."
Response-"I was not aware these existed, but will implement that as soon as possible and will draft a form if there is not a generic form."

On August 27, 2024 the Auditors Office did meet with two clerks in the District Clerk's Office and neither of them could corroborate a specific bulk mailing which necessitated taking \$ 50.00 to the post office for postage.

On August 27, 2024 the Auditor's Office performed a second change fund cash count and found that the District Clerk's Office had again a shortage of \$ 50.00. Auditor's count attached as *Appendix 6*.

ISSUES

1. Reversal of a valid receipt transaction in order to agree the accounting reports to the total deposit is financial manipulation and considered Tampering with a Government Document under Section 37.10.(1) of the Criminal Code.
2. Based on the events as detailed on August 21, 2024 the person last in possession of the \$100.00 cash payment for the two passport fees, as documented by the receipt and passport log, was Ms. Hernandez.
3. Section 1 C-1 of the Upshur County Personnel Policy Manual states that " Personnel use of county equipment, supplies, tools, and other county property is not permitted and may result in discipline up to and including termination. Improper use may subject you to criminal prosecution. Theft of property when the value is between \$ 50.00 and \$ 500 is a Class B Misdemeanor in the State of Texas.
4. It is impossible for the Auditor's Office to verify the exact amount of postage to expense given the uncertainty of the actual amount.

RECOMMENDATIONS

1. The Auditor's Office will purchase 5 separate locking cash boxes that will be assigned to each of the four (4) clerks and district Clerk which will maintain a balance of \$ 50 each.
2. Each person should place all funds they receive in cash, check or money order payable to Upshur County in their assigned cash box.
3. At the end of each day, each cash box should be reconciled to the daily receipts and the reconciliation should be documented on a reconciliation form and signed by the cash box holder and countersigned as correct by another clerk after reviewing the reconciliation.
4. Funds in excess of the \$ 50.00 change fund balance should be remitted to the individual who will be preparing and delivering the Daily Report and deposit to the Treasurer's Office. The total deposits should then be placed in the safe until remittance to the Treasurer's Office.
5. All transaction reversals should be completed by the clerk who originally entered the transaction and signed explanation for the reversal should be included with the daily deposit report.
6. Should a clerk need to make change, they can request change be made from another clerk so that the transaction can be verified.

DISTRICT CLERK DAILY DEPOSIT

DATE: 08/21/2024

PREPARED BY: NH

RECEIVED BY: _____

GENERAL RECEIPT#

69410 was a duplicate for 69411-69418

GENERAL:

CASH	\$49.00
CHECKS	\$0.00
MONEY ORDERS	\$0.00
TOTAL	\$49.00

Ⓝ Total amount
verified by
Auditor's Office -
Treasurer's Court
of Dist.

DIRECT DEPOSIT(CREDIT CARD)	\$70.00
E-FILE	\$347.00
TOTAL	\$417.00
GRAND TOTAL	\$466.00

Received

AUG 22 2024
LS900

Upshur County
Treasurer's Office

APPENDIX 1 1/10

21

Code	Description	Item #	Amount	Subtotal	Total
PASSP	Passport Processing Fee \$35	100 3503506	105.00	105.00	105.00
6CA	6th Court of Appeals	10020103	2.50	2.50	
12CA	12th Court of Appeals	10020104	2.50	2.50	
SFCIT	civil service fee citation personal	1003503501	100.00		
COPY	COPIES	1003503506	14.00		
DCCIT	citation issuance	1003503506	24.00		
DCFEE	district clerk fee	1003503506	50.00		
JYCV	jury trial fee civil cases dist crt	1003503507	10.00		
CRF	court reporter fee	1003503508	25.00	223.00	223.00
CHSCV	courthouse security fee civil	2003503536	20.00	20.00	20.00
LIBR	Law Library	2023803891	35.00	35.00	35.00
RMP22	Civil Records Mgmnt/Pres Fee 2022	2163503535	30.00	30.00	30.00
CFFF	Court Facility Fee Fund	2313503558	20.00	20.00	20.00
LAF	Language Access Fund	2323503559	3.00	3.00	3.00
JUR22	Civil County Jury Fee 2022	2333503507	10.00	10.00	10.00

(A)

(A) - PER PASSPORT
 APPLICATION
 TRANSMITTAL -
 \$175.00
 <105.00>
 \$70.00 SHORTAGE

CDRF	County Dispute Resolution Fund	70021113	15.00
	TOTAL REPORT REFUNDS		.00

15.00

15.00

466.00

3/

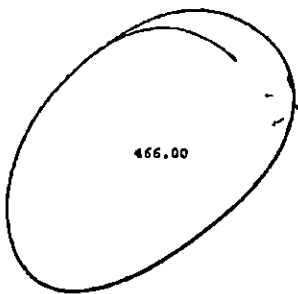
FEE CODE	FEE DESCRIPTION	GL ACCOUNT	COLLECTED	REVERSL	LIABILITY	DISPOSITIONS			
						PRIOR TO 9-01-91	9-01-91 THRU 12-31-03	1-01-04 THRU 12-31-19	1-01-20 FORWARD
PASSP	Passport Processing Fee \$35	100 3503506	105.00		105.00				
	TOTAL DEPT				105.00				
	TOTAL FUND				105.00				
6CA	6th Court of Appeals	10020103	2.50		2.50				
	TOTAL DEPT				2.50				
12CA	12th Court of Appeals	10020104	2.50		2.50				
	TOTAL DEPT				2.50				
	TOTAL FUND				5.00				
SFCIT	civil service fee citation personal	1003503501	100.00		100.00				100.00
COPY	COPIES	1003503506	14.00		14.00			14.00	
DCCIT	citation insurance	1003503506	24.00		24.00				8.00
DCPEE	district clerk fee	1003503506	50.00		50.00				
JYCVJ	jury trial fee civil cases dist crt	1003503507	10.00		10.00				
CRF	court reporter fee	1003503508	25.00		25.00				
	TOTAL DEPT				223.00			14.00	108.00
	TOTAL FUND				223.00			14.00	108.00
CHSCV	courthouse security fee civil	2003503536	20.00		20.00				
	TOTAL DEPT				20.00				
	TOTAL FUND				20.00				
LIBR	Law Library	2023603691	35.00		35.00				
	TOTAL DEPT				35.00				
	TOTAL FUND				35.00				

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COLLECTIONS + DIRECT DEPOSIT FOR UPSHUR COUNTY DISTRICT CLERK

FEE CODE	FEE DESCRIPTION	GL ACCOUNT	COLLECTED	REVERSL	LIABILITY	DISPOSITIONS			
						PRIOR TO 9-01-91	9-01-91 THRU 12-31-03	1-01-04 THRU 12-31-19	1-01-20 FORWARD
RMP22	Civil Records Mgmt/Pres Fee 2022	2163503535	30.00		30.00				
	TOTAL DEPT				30.00				
	TOTAL FUND				30.00				
CFFF	Court Facility Fee Fund	2313503558	20.00		20.00				
	TOTAL DEPT				20.00				
	TOTAL FUND				20.00				
LAF	Language Access Fund	2323503559	3.00		3.00				
	TOTAL DEPT				3.00				
	TOTAL FUND				3.00				
JUR22	Civil County Jury Fee 2022	2333503507	10.00		10.00				
	TOTAL DEPT				10.00				
	TOTAL FUND				10.00				
CDRF	County Dispute Resolution Fund	70021113	15.00		15.00				
	TOTAL DEPT				15.00				
	TOTAL FUND				15.00				
TOTAL COLLECTED			466.00		466.00			14.00	108.00
LESS MONEY WITHOUT A GL ACCT NBR									
TOTAL MONEY WITH A GL ACCT NBR					466.00			14.00	108.00

15



RECEIPT NAME	PAID BY	CASE #	TYPE	CLK	DATE	AMOUNT	BALANCE
069410		M02891	D	BH	08/21/24	70.00	140.00
069410		M02891	D	NH	08/21/24	70.00-	140.00
069411 DEIDRE AND JAMES WHITE	DEIDRE AND JAMES WHI	M02892	D	BW	08/21/24	70.00	.00
069412 OVATION SERVICES, LLC	OVATION SERVICES, LL	573-21	E	BW	08/21/24	108.00	.00
069413 MASHBURN, BRANDON WAYNE	MASHBURN, BRANDON WAY	272-24	E	BW	08/21/24	8.00	.00
069414 STOKER, RANDALL LYNN	STOKER, RANDALL LYNN	735-13	C	BH	08/21/24	14.00	.00
069415 FISK, BRANDI	BRANDI FISK	419-24	E	BH	08/21/24	213.00	.00
069416 FISK, BRANDI	BRANDI FISK	419-24	E	BH	08/21/24	10.00	.00
069417 FISK, BRANDI	BRANDI FISK	419-24	E	BH	08/21/24	8.00	.00
069418		M02893	C	BH	08/21/24	35.00	.00

TOTAL COLLECTED 466.00
LESS REVERSL .00

TOTAL LIABILITY 466.00

NOTE: PER PASSPORT LOG INDIVIDUALS/APPLICANTS:

*JAMES WHITE
DEIDRE WHITE
DANIEL ANDERSON
LOU ANN ELLIOTT
EMMA ELLIOTT*

6/

PAYMENT TYPE		POSTING CLERK	
D	70.00	BH	350.00
E	347.00	NH	70.00
C	49.00	BW	186.00

By 6/6/20

15

EnvelopeID	OrgChartN	Case Numb	Case Categ	OrderNuml	ProviderRe	firmid	Transaction	Submitted Date	Accept Date
91129281	Upshur Cot	272-24	Family - M	091129281	66C50D121	70683	8	8/20/2024 16:39	8/21/2024 8:04
91146286	Upshur Cot	572-21	Civil - Othe	091146286	66C6011CC	1887	108	8/21/2024 10:00	8/21/2024 10:05
91173804	Upshur Cot	419-24	Civil - Conti	091173804	66C64C473	14568	18	8/21/2024 15:21	8/21/2024 15:29
91173804	Upshur Cot	419-24	Civil - Conti	091173804	66C64C493	14568	213	8/21/2024 15:21	8/21/2024 15:29
91173804	Upshur Cot	419-24	Civil - Conti	091173804	66C64C4BC	14568	20	8/21/2024 15:21	8/21/2024 15:29
91173804	Upshur Cot	419-24	Civil - Conti	091173804	66C64C4CC	14568	22	8/21/2024 15:21	8/21/2024 15:29
91173804	Upshur Cot	419-24	Civil - Conti	091173804	66C64C4D	14568	30	8/21/2024 15:21	8/21/2024 15:29
91173804	Upshur Cot	419-24	Civil - Conti	091173804	66C64C4E1	14568	5	8/21/2024 15:21	8/21/2024 15:29

1372

34700

Capture Date	CardType	Reviewer F	Reviewer L	Payer	Source
8/21/2024 8:05	MASTERCARD	Becky	Winn	Brandon	MOFS EFSP Filing Interface
8/21/2024 10:06	MASTERCARD	Becky	Winn		OVATION S InfoTrack
8/21/2024 15:31	VISA	Brittney	Hanner	Brandi Fisk	ProDoc
8/21/2024 15:31	VISA	Brittney	Hanner	Brandi Fisk	ProDoc
8/21/2024 15:31	VISA	Brittney	Hanner	Brandi Fisk	ProDoc
8/21/2024 15:31	VISA	Brittney	Hanner	Brandi Fisk	ProDoc
8/21/2024 15:31	VISA	Brittney	Hanner	Brandi Fisk	ProDoc
8/21/2024 15:32	VISA	Brittney	Hanner	Brandi Fisk	ProDoc

10/10

[1005] Detail Report


Unique ID	Local Date/Time	Reference Data01	Payment Amount	Response Code	Effective Date	Transaction Type	Bureau Code
100304876315	8/21/2024 10:40 AM		\$70.00	Complete		Payment	4536826

\$70.00

8. . . .

U.S. Department of State PASSPORT APPLICATION TRANSMITTAL			Acceptance Facility Number 130326	Date 8/21/2024	<input type="checkbox"/> ROUTINE Or <input checked="" type="checkbox"/> EXPEDITE								
ENTRY NUMBER	Name of Facility (City, State and Zip Code) Upshur County District Clerk Gilmer, TX 75644			Facility Telephone Number (Include Area Code) 903-843-5031			1-2 Day Delivery Service Fee (of Book) \$18.32	Expedite Fee \$60	File Search Fee \$150	Total Fees to Dept. of State \$	No Fee	Execution Fee \$35	Clerk's Initials
	Applicant's Name (Please Print or Type)	Date of Birth (mm/dd/yyyy)	Telephone Number (Include Area Code)	Passport Book Minor Fee \$100 Adult Fee \$130	Passport Card Minor Fee \$15 Adult Fee \$30								
ex.	Claudia M. Thompson	02/08/1954	(540) 555-7235		X		X	X		\$238.32		X	
1.	James Clifton White	11/26/1959	(903) 806-4226	X			X	X				X	BW
2.	Deidre White	12/27/1963	(903) 238-4447	X			X	X				X	BW
3.	Daniel Anderson	1/28/1971	903 801 9058	X				X		190.00		X	BH
4.													
5.													
6.													
7.													

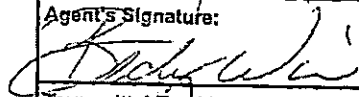
Agent's Stamp or Seal



Agent's Printed Name:

Becky Winn

Agent's Signature:


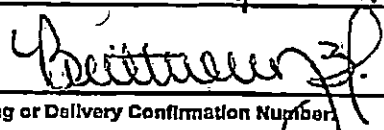


Transmittal Tracking or Delivery Confirmation Number:

USPS TRACKING # 9114 9999 4431 3438 8191 59
& CUSTOMER RECEIPT
For Tracking or inquiries go to USPS.com
or call 1-800-222-1811.

Number of Applications Included on Transmittal:

THIS TRANSMITTAL IS TO BE INCLUDED IN THE SAME ENVELOPE AS THE APPLICATIONS LISTED ABOVE WHEN MAILING.
DO NOT SEND MORE THAN SEVEN (7) APPLICATIONS PER ENVELOPE. PLEASE RETAIN A COPY OF THIS TRANSMITTAL FOR YOUR RECORDS.

U.S. Department of State PASSPORT APPLICATION TRANSMITTAL			Acceptance Facility Number 130324	Date 8-21-24	<input checked="" type="checkbox"/> ROUTINE Or <input type="checkbox"/> EXPEDITE							
ENTRY NUMBER	Name of Facility (City, State and Zip Code) Upshur County District Clerk 405 N. Titus Gilmer, TX 75644			Facility Telephone Number (Include Area Code) 903 843 5031			No Fee	Execution Fee \$35	Clark's Initials			
	Applicant's Name (Please Print or Type)	Date of Birth (mm/dd/yyyy)	Telephone Number (Include Area Code)	Passport Book Minor Fee \$100 Adult Fee \$130	Passport Card Minor Fee \$15 Adult Fee \$30	1-2 Day Delivery Service Fee (of Book) \$18.32				Expedite Fee \$60	File Search Fee \$150	Total Fees to Dept. of State \$
ex.	Claudia M. Thompson	02/08/1954	(540) 555-7235		X				X			
1.	Lou Ann Elliott	2/9/57	972-948 3408		X					130.00	X	BH
2.	Eddie Elliott	8/13/58	972-948 3938		X					130.00	X	BH
3.												
4.												
5.												
6.												
7.												
Agent's Stamp or Seal 			Agent's Printed Name: Brittney Hanner						Number of Applications Included on Transmittal: 2			
			Agent's Signature: 									
			Transmittal Tracking or Delivery Confirmation Number: 9114 9999 4431 3438 8191 66 <small>USPS TRACKING & CUSTOMER RECEIPT For Tracking or Inquiries go to USPS.com or call 1-800-222-1811.</small>									

THIS TRANSMITTAL IS TO BE INCLUDED IN THE SAME ENVELOPE AS THE APPLICATIONS LISTED ABOVE WHEN MAILING.
DO NOT SEND MORE THAN SEVEN (7) APPLICATIONS PER ENVELOPE. PLEASE RETAIN A COPY OF THIS TRANSMITTAL FOR YOUR RECORDS.

FORM DS-1832

Appendix 2 1/2



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 10:43

RECEIPT # 69410
 FILE # M02891

RECEIVED OF:
 FOR:
 DESCRIPTION: PASSPORTS ISSUED X2/BH

PAY TYPE D
 CHECK NO
 CLERK BH

	AMOUNT DUE	\$70.00
<hr/>		
Passport Processing Fee \$35		\$70.00
	AMOUNT PAID	\$70.00
	BALANCE	\$0.00

Total RECEIPTS 69410 - 69418 \$536.00
Per Daily Receipt *466.00*
SIMONAGO *\$70.00*

Appendix 3 1/9



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 11:05

RECEIPT # 69411
 FILE # M02892

RECEIVED OF: DEIDRE AND JAMES WHI
 FOR: DEIDRE AND JAMES WHITE
 DESCRIPTION: PASSPORT FEES/BW

PAY TYPE C
 CHECK NO
 CLERK BW

	AMOUNT DUE	\$70.00
<hr/>		
Passport Processing Fee \$35		\$70.00
	AMOUNT PAID	\$70.00
	BALANCE	\$0.00



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 11:43

RECEIPT # 69412
 FILE # 573-21

RECEIVED OF: OVATION SERVICES, LL
 FOR: OVATION SERVICES, LLC
 DESCRIPTION: FEES FOR ORDER OF SALE AND SERVICE/BW

PAY TYPE E
 CHECK NO
 CLERK BW

AMOUNT DUE \$108.00

citation issuance \$8.00
 civil service fee citation personal \$100.00

AMOUNT PAID \$108.00
 BALANCE \$00



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 11:46

RECEIPT # 69413
 FILE # 272-24

RECEIVED OF: MASHBURN, BRANDON WAY
 FOR: MASHBURN, BRANDON WAYNE
 DESCRIPTION: FEES FOR CITATION ISSUANCE/BW

PAY TYPE E
 CHECK NO
 CLERK BW

	AMOUNT DUE	\$8.00
<hr/>		
citation issuance		\$8.00
	AMOUNT PAID	\$8.00
	BALANCE	\$0.00

4/



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 14:29

RECEIPT # 69414
 FILE # 735-13

RECEIVED OF: STOKER, RANDALL LYNN
 FOR: STOKER, RANDALL LYNN
 DESCRIPTION: /BH

PAY TYPE C
 CHECK NO
 CLERK BH

	AMOUNT DUE	\$14.00
COPIES		\$14.00
	AMOUNT PAID	\$14.00
	BALANCE	\$.00

5/



** UPHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 15:41

RECEIPT # 69415
 FILE # 419-24

RECEIVED OF: BRANDI FISK
 FOR: BRANDI FISK
 DESCRIPTION: NEW CASE/BH

PAYTYPE E
 CHECK NO
 CLERK BH

AMOUNT DUE \$350.00

district clerk fee	\$50.00
Law Library	\$35.00
Civil Records Mgmt/Pres Fee 2022	\$30.00
court reporter fee	\$25.00
courthouse security fee civil	\$20.00
Court Facility Fee Fund	\$20.00
Civil County Jury Fee 2022	\$10.00
12th Court of Appeals	\$2.50
6th Court of Appeals	\$2.50
County Dispute Resolution Fund	\$15.00
Language Access Fund	\$3.00

AMOUNT PAID \$213.00
 BALANCE \$137.00

Total Requirats 8/21/24

6/



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 15:42

RECEIPT # 69416
 FILE # 419-24

RECEIVED OF: BRANDI FISK
 FOR: BRANDI FISK
 DESCRIPTION: JURY FEE/BH

PAY TYPE E
 CHECK NO
 CLERK BH

AMOUNT DUE \$10.00

jury trial fee civil cases dist crt

\$10.00

AMOUNT PAID \$10.00
 BALANCE \$0.00

7/



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 15:43

RECEIPT # 69417
 FILE # 419-24

RECEIVED OF: BRANDI FISK
 FOR: BRANDI FISK
 DESCRIPTION: CITATION ISSUED TO DEFENDANT/BH

PAYTYPE E
 CHECK NO
 CLERK BH

	AMOUNT DUE	\$8.00
<hr/>		
citation issuance		\$8.00
	AMOUNT PAID	<u>\$8.00</u>
	BALANCE	\$0.00

8/



** UPSHUR CO DISTRICT CLERK **
 ** 405 N TITUS STREET **
 ** GILMER, TEXAS 75644 **



DATE 08/21/2024
 TIME 15:47

RECEIPT # 69418
 FILE # M02893

RECEIVED OF:
 FOR:
 DESCRIPTION: /BH

PAY TYPE C
 CHECK NO
 CLERK BH

AMOUNT DUE \$35.00

Passport Processing Fee \$35

\$35.00

AMOUNT PAID \$35.00
 BALANCE \$0.00

9/9



Upshur County Texas
Missing Receipt Affidavit

Texas Local Government Code Chapter 113 provides that the County Auditor is required to review all supporting documentation before a claim against the County can be approved for payment. In the event that original documentation has been lost or misplaced, and the employee is unable to have the document reproduced, the County Auditor, as provided by LGC 113.064(c), requires the following certification to be completed and submitted in support of the claim.

Date of Purchase: Approx. July 28, 2024. Amount that is unsupported: \$50.00

Vendor where purchase was made: United States Postal Department

Vendor Address: 405 N Cypress St. Gilmer, TX 75644

Describe the service or product purchased, and the purpose for acquiring the service and/or product. Stamps for jury summons, postage machine was out.

I certify that the above information is correct and complete and that the items purchased do not violate any law or county policy. I am fully aware of the laws of the State of Texas governing false statements with fraudulent intent.

Employee's or Official's Signature: _____

Employee's or Official's Printed Name: _____

Date: _____

Appendix 4



Upshur County Texas

CORRECTED

Missing Receipt Affidavit

Texas Local Government Code Chapter 113 provides that the County Auditor is required to review all supporting documentation before a claim against the County can be approved for payment. In the event that original documentation has been lost or misplaced, and the employee is unable to have the document reproduced, the County Auditor, as provided by LGC 113.064(c), requires the following certification is to be completed and submitted in support of the claim.

Date of Purchase: Approx. June 28, 2024 Amount that is unsupported: \$50.00

Vendor where purchase was made: United States Postal Department

Vendor Address: 405 N. Cypress St. Gilmer, TX. 75644

Describe the service or product purchased, and the purpose for acquiring the service and/or product. Stamps for jury summons, postage machine was out.

I certify that the above information is correct and complete and that the items purchased do not violate any law or county policy. I am fully aware of the laws of the State of Texas governing false statements with fraudulent intent.

Employee's or Official's Signature: _____

Employee's or Official's Printed Name: _____

Date: _____