

# INVOICE TRANSMITTAL

<b>Accounting Unit (9 digit)</b>
<b>100499100</b>
<b>Account (5 digit)</b>
<b>63000</b>
<b>Grants &amp; Projects (If needed)</b>
<b>Activity</b>
<b>Account Category</b>

<b>Vendor #</b>	<b>13879-13</b>	
<b>Vendor Name</b>	<b>FORT BEND COUNTY TAX OFFICE</b>	
<b>Address</b>	<b>1317 EUGENE HEIMANN CIRCLE</b>	
<b>City</b>	<b>RICHMOND</b>	
<b>State</b>	<b>Zip Code</b>	<b>Date</b>
<b>TX</b>	<b>77469</b>	<b>08/14/23</b>

<b>Invoice #/Invoice Date/Desc</b>
<b>FUNDS NEEDED TO COVER MISSING</b>
<b>DEPOSITS</b>

<b>Amount</b>
<b>7,080.00</b>
<b>Total</b>
<b>7,080.00</b>

<b>County Auditor's Use Only</b>
CC Approval Date _____
Check Type _____
Audited By _____
Received
Paid

  
 \_\_\_\_\_  
 Authorized Department Approval

Treasurer's Register Stamp and Number

Date: August 10, 2023

Subject: Request for Contingency Funds - Deposit Discrepancy Resolution & Surveillance Cameras

Dear Commissioner's Court

The Tax Office is requesting contingency funds in the total amount of \$7,079.75. These funds are necessary to address deposit discrepancies that have arisen between the Tax Office and Cadence Bank due to three incidents involving our daily deposits.

The first incident occurred on November 28, 2022, resulting in a deposit discrepancy of \$1,499.75. The second incident took place on December 01, 2022, and led to a deposit discrepancy of \$80. The third incident took place on December 29, 2022, and led to a deposit discrepancy of \$5,500. These discrepancies have raised concerns within our financial operations and have prompted us to take proactive measures to ensure the accuracy of our deposit processes.

Since these incidents came to light, both the Tax Office and Cadence Bank have taken significant steps to address the operational inadequacies that contributed to these discrepancies. Cadence Bank has enacted enhanced bag verification procedures, expedited deposit processing, and introduced an immediate notification policy. These actions reflect the bank's commitment to rectifying its shortcomings and maintaining a transparent and reliable partnership.

The Tax Office, likewise, has undertaken substantial initiatives to enhance our financial safeguarding process. We have augmented our dual control processes within our safe room and adjusted safe combinations to reinforce security measures. In addition, we have added restricted access to accounting functions and limited access to the department to only authorized personnel. Furthermore, we have revised our bank deposit reconciliation frequency from monthly to daily to enable more accurate and timely oversight of our financial transactions.

To ensure comprehensive security across all Tax Office locations, we intend to install comprehensive surveillance systems in all locations. These systems will provide an additional layer of protection and oversight, contributing to the maintenance of our financial integrity.

Given the steps taken by both parties to address these discrepancies and strengthen our financial operations, we kindly request the allocation of contingency funds in the total amount of \$7,079.75. This will enable us to close the existing deposit gap.

We greatly appreciate your attention to this matter and your continued support.