

Lucy M. Dio
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Calhoun County

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August 18, 2026

Vicki Cox
Calhoun County Museum
301 S. Ann Street
Port Lavaca, Texas 77979

Dear Ms. Cox:

In accordance to Local Government Code Chapter 115, a cash count of the funds collected in the Museum Gift Shop was conducted on August 18, 2026. The Gift Shop has been authorized change funds totaling \$25.00.

The total cash on hand was \$144.53. When reconciled with the cash register receipt totaling \$117.95, the funds were found to be \$1.58 over. Staff indicated that a customer had instructed them to keep the change. To prevent discrepancies in the future, I recommend that any donated or unclaimed change be documented on the receipt. Additionally, as a best practice, I recommend that each customer receive a copy of both the handwritten receipt and the cash register receipt.

Thank you for the assistance and cooperation you and your staff extended during the cash count. If you have any questions, please do not hesitate to contact me at 361-553-4610.

Respectfully Submitted,



Brandy Vasquez
Assistant Auditor

Approved by:



Lucy Dio
County Auditor

cc:

Judge Stephen Williams
County Judge Vern Lyssy
County Commissioners
Sara Rodriguez, District Atty.
Arnold Hayden, Asst. District Atty.
Auditor's File