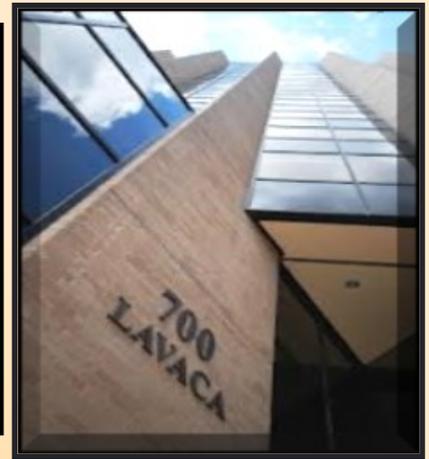


# TRAVIS COUNTY

## AUDITOR'S OFFICE

### NEWSLETTER, MARCH 2015



## Travis County's Strong Financial Position

Our office just completed the Travis County Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2014. I know, it's a total SNOOZE FEST, but I wanted to emphasize some of the main points about the County's financials that make this a great County for all of us who live and work here.

- ◆ The County's General Fund has a very healthy fund balance. Fund balance is like the savings account for the County. We always try to keep at least several months' worth of expenditures in this savings account.
- ◆ Travis County is rated AAA, the highest rating you can receive by S&P and Moody's. That means we can borrow money at a lower rate of interest. We borrow money to build roads, parks and other large capital projects for our citizens.
- ◆ Travis County received over \$46M in grant money from over 170 grant programs in 2014. We not only receive cash awards but also in-kind grants, such as a new K9 Belgium Malinois from K9s4COPs. In case you're wondering, his name is Bobek, but you can call him "Gus" since he was nicknamed after the Austinite who funded his donation.
- ◆ Our pension plan is funded at 84%, which means the County cares about investing in your retirement now so you will have an ample nest egg when you retire. By the way, did you realize that when you vest with the County (it takes a whopping 8 years but well worth it!), the County puts into your savings account \$2.25 for every \$1.00 that you put in? WOW! Try getting that with a 401K somewhere else.

Travis County provides for a very stable, reliable environment to work and live. I'm so glad I'm here! Aren't you!

### Auditor Challenge:

**You may have noticed that the Auditor's Office staff has uploaded their pictures to Outlook and Lync. We like being able to put a face with a name. So, I challenge every Travis County office to do the same so we know who the heck you are!**

*"Quote of the Quarter"*

"High expectations are the key to everything." — **Sam Walton,**  
founder of Wal-Mart

# AUDIT SCHEDULE

UPCOMING REVIEWS	TYPE	START DATE
Constable 1	Mini Audit	April 2015
Constable 2	Mini Audit	April 2015
Constable 3	Mini Audit	April 2015
Constable 4	Mini Audit	April 2015
Tax Refunds—2nd Quarter	Quarterly Controls	April 2015
TCSO Abandoned Vehicles/ Livestock	Audit	April 2015
Constable 5 Abandoned Vehicles	Audit	April 2015
CSCD Restitution	Audit	May 2015
FACTS Access Review	IS Review	May 2015
TCSO Official Fees	Mini Audit	May 2015
HHS	System Docs & Risk Assess	June 2015



# FV60 RFP PROCESS FAQ

## WHAT KIND OF PAYMENTS SHOULD BE ENTERED USING THE FV60 PROCESS?

- ◆ Subscriptions/Publications
- ◆ Online Classes for training purposes
- ◆ Interest Payments
- ◆ Refunds
- ◆ Risk Management Liability Claims
- ◆ Tuition Reimbursements
- ◆ Certifications/Memberships
- ◆ Law Books
- ◆ Utilities

---

### COURT-RELATED FEES

---

- Translation Services
- Expert-Witness Services
- Foster Parent Reimbursement
- Interpreter Services
- Jury Expenses
- Visiting Judge Expenses
- Court Reporting

---

### MEDICAL SERVICES

#### (JUVENILE & ADULT OFFENDERS)

---

- Includes medical needs: eyeglasses & dental services
- Psychological Services
- Physician, Hospital, Radiology expenses

---

### PAYMENTS FROM LIABILITY ACCOUNTS

#### (2XXXXX)

---

- Court of Appeals
- School District
- Septic Fees

---

### MUNICIPALITY FEES FOR PROJECTS

---

- Permits
- Inspections
- Applications
- Licenses

---

### EMPLOYEE REIMBURSEMENTS

---

- Parking for routine in-town business/ meetings not related to travel
- Any out-of-pocket expense

**Note:** reimbursements for commodities must include support showing that Purchasing approved this **prior** to the purchase



# TRAVEL FAQ, what do I do...?

## Before I go

**Q: I was charged a one night hotel deposit on my credit card, how do I get reimbursed for this and prepay the remaining balance directly to the hotel?**

*When creating the Travel Request, you will include two hotel "Advances" – one to the employee for the deposit amount and another to the hotel for the balance. Disbursements will issue two payments.*

**Q: I am going to a conference in a few days. The vendor will accept payment after the conference. How do I ensure they are paid?**

*Include this payment to the vendor as an Advance on the Travel Request. Disbursements will mail the check once it is approved and processed.*

**Q: How do I delete a trip that has already been approved? What happens if Advances have already been paid on it?**

*Email the Associate Auditor assigned to your department and Melinda Grahmann. If the Advance is already paid and the trip is no longer going to occur, it is the department's responsibility to collect the refund from the vendor. The remaining part of the trip will be liquidated.*

**Q: I submitted my Travel Request with Advances. It's been approved, how do I request another Advance on the same trip?**

*All Advances have to be on the same travel request, any remaining prepaid will have to be paid by the traveler and reimbursed after the trip has occurred. It is recommended to plan ahead for any travel that will be incurred on behalf of the County.*

**Q: My conference offers a discounted rate if pre-paid far in advance, but I do not have other travel details. How do I process my Travel Request?**

*All Advances have to be on the same travel request, any remaining prepaid will have to be paid by the traveler and reimbursed after the trip has occurred. Estimates for these costs should be encumbered on the travel request. It is recommended to plan ahead for any travel that will be incurred on behalf of the County.*

**Q: My travel was paid via discretionary funds; how do I reimburse those discretionary funds?**

*Create a Travel Request with Advances paid to the discretionary fund "vendor" for any amounts prepaid by that fund. If amounts were advanced directly to you (the Traveler) from the discretionary fund, you are responsible for reimbursing the fund directly.*

**Q: I have registered for a conference and prepaid the registration, hotel and airfare, but the conference is cancelled at the last minute. How do I process this?**

*To close out the trip in SAP, submit an Expense Report for the Advance amounts. Work with your Department and the Associate Auditor assigned to your department to request a refund from vendors where applicable. The department's budget will continue to be used until the reimbursement is deposited and recorded in SAP.*



# TRAVEL FAQ, what do I do...? cont'd

## Before I go

**Q: I am attending a conference where all lunches are included. How do I estimate the correct per diem amounts if I am to exclude lunch?**

*Find the daily per diem rate for your travel location. Calculate the deductions based on the following percentages applied to the daily rate:*

*Breakfast – 16%*

*Lunch – 24%*

*Dinner – 51%*

*Incidentals – 9%*

**Q: I need an *Advance* paid with my Travel Request. What supporting documentation do I need to provide? Where do I enter the vendor information? How do I indicate that I want to pick up the check instead of having it mailed?**

*Vendor number, name and the amount to be paid should be entered in the “Comments” field of the Travel Request. If the check is to be picked up, indicate this in the Comments field also. Refer to the Travel Policy, section 10.0 Travel expenses for documentation requirements.*

**Q: Several people are attending the same local conference. Can we enter one Travel Request for everyone’s registration?**

*No, each employee must have their own Travel Request.*

**Q: I am attending a local conference and will only have an *Advance* amount for the registration. Do I still need to enter an Expense Report after the conference?**

*Yes, an Expense Report is needed for the employee to affirm the trip occurred and also that expenses were incurred on their behalf and to properly record the *Advance* amount from a financial perspective.*

## After My Trip

**Q: I did not submit a Travel Request but now have travel related expenses that I want reimbursed.**

*Refer to the Travel Policy. All travel should be encumbered prior to taking the trip. The traveler may have to get Court approval to be reimbursed. Contact the Associate Auditor assigned to your department with any remaining questions.*

**Q: Another person paid for some of my travel, how do they get reimbursed?**

*SAP can handle it as an *Advance* if known at the Request time of the travel. The traveler should show this as an *Advance* that needs to be reimbursed to the other person at the time of the request. If after the trip, the traveler should reimburse the other person once their trip is paid out to themselves.*

**Q: My Travel Request was not approved until after my trip and I had to pay the *Advance* amounts myself.**

*For any amounts that were included on the Request as *Advances*, please contact the Associate Auditor assigned to your department to resolve any possible duplicate payment issues. If the amounts were not included as *Advances* on the Request, simply submit them as a reimbursement on the Expense Report.*

# SAP TIP OF THE QUARTER

View Workflow Status of Several Document Types

Use T-Code: **ZFI\_WF\_LOG\_REP**

**Workflow Log Report**

Selection Criteria

Workflow Type

Status

Trip Number

Document Number

Department Number

Creation Date

Creation Time

User Name

1

Notice the various document types that can be selected.

Workflow Type (3) 15 Entries found

WF Type	Name
ACCR_AUD	Accruals - Auditor Initiated
ACCR_DEP	Accruals - Dept Initiated
AP_INV	Direct Pay APInvoice
AR_INV	AR Invoice Approval
CASH_JRNL	Cash Journal Posting W/f
EXP_RECLAS	Expenditure Reclassification
FM_BDG_ADJ	FM Budget Adjustment
GM_BDG_ADJ	GM Budget Approval
MIL_EXP_RE	Mileage Expense Request
OFF_FEES_M	Official Fees - Month end
OFF_FEES_Y	Official Fees - Year end
TR_EXP_REP	Travel Expense Report
TR_REQ	Travel Request
ZPAWEF001	Hire, Mobility, Salary Chg Approval
ZPAWEF005	Termination and Retirement Approval

**Workflow Log Report**

Selection Criteria

Workflow Type  to

Status  to

Trip Number

Document Number

Department Number

Creation Date

Creation Time  to

User Name

2

Processing Status of a Work Item (3) 11 Entries found

Status	Short Descript.
WAITING	Waiting (Also: Work Items in Resubmission)
READY	Ready
SELECTED	Reserved
STARTED	In Process
ERROR	Error
COMMITTED	Executed (Only If Expl. End Confirmation Is Expected)
COMPLETED	Completed
CANCELLED	Logically Deleted
CHECKED	In Preparation
EXCPAUGHT	Exception Caught
EXCPHANDLR	Exception Being Handled

3

Final Step: Select the Creation Date / Range next, then "Execute."

# THANK YOU!!

## ***TRAVIS COUNTY EMPLOYEES ROCK!***

**To All Travis County Departments That Maintain Fleet:**

**Annually, the County is required by the IRS to reach out to departments who are assigned County vehicles to identify employees who are either assigned to a specific vehicle or who are not assigned but are able to use County vehicles for personal use, to complete *The Compliance Verification Form*.**

**Payroll would like to thank the following departments for assisting us by completing and returning the forms for 2015:**

- Records Management
- Medical Examiner
- TCCES
- JP 1-5
- ITS
- Juvenile Public Defender
- District
- Constables 1-5
- Sheriff
- TNR
- County Attorney
- Facilities
- Starflight
- HHS
- Emergency Services
- Purchasing
- Tax Office
- CSCD

**From: Payroll and Benefits Auditing  
Bernadette, Ryan, Luis, Scott and Brooke**

# EMPLOYEE SPOTLIGHT

## **Cameron Van Noy**

### Financial Reporting Analyst/Auditor V

Born and raised in Salinas, CA, Cameron excelled in school and had a great time playing sports with friends. He graduated from the University of California, Santa Barbara in June of 2000 and subsequently moved to LA with dreams of the bright lights and the big city. Instead he got a 60+ hour work week auditing various businesses and non-profits in the greater LA area. After 3 years of that and a CPA license, he took off for Spain with goals of learning Spanish, travelling, and teaching just enough to keep food on the table. A year later he came back to the US with no money, the ability to speak Spanish, and enough memories to last a lifetime. Subsequently, Cameron worked in various aspects of accounting including: individual and corporate tax, money management for high net worth individuals, and as an accounting manager for a consumer products company. He moved to Austin in 2009 and began working for the Auditor's Office of Travis County.



On any given day, Cameron can be found working on various aspects of the CAFR, assisting the external auditors with their annual audit, researching and implementing new GASB rules, and preparing the Government-wide financial statement consolidation. As an Analyst/Auditor V, he is a problem solver who strives to get the work done on time and as promised. Mostly he enjoys working with others in his team and the Auditor's Office as a whole to answer questions and come up with solutions to complex issues.

Cameron is married to his lovely wife Katherine and has an 18 month old daughter, Evelyn. When he is not working, Cameron enjoys running, not improving at golf, playing hide and seek with his daughter, and listening to music.

## **Josh Kubiak**

### Financial Analyst/Auditor II

Josh Kubiak is REC's resident subject matter expert on fixed assets, inventory and accounts payable auditing, as well as being a newly-minted CPA. Like the rest of REC, Josh is also becoming proficient at risk assessment and process flow documentation and is REC's finance guru, having published several online articles about the banking industry. He has been with the Auditor's Office almost seven years, starting out in Accounts Payable before transferring to REC.



When Josh isn't thinking about how much he loves work, he's cracking awkward jokes while watching his coworkers squirm uncomfortably as they try to figure out if he is being serious. He bowled in college at Wichita State and is considering getting back into it (seriously, he's been talking about it for three years now). Bowling is particularly important in the Kubiak household, as his wife is a professional bowler. Josh likes instant coffee with honey; until he doesn't. He likes working out and eating healthy; until he doesn't. And he loves to watch Barcelona soccer.