

TRAVIS COUNTY
AUDITOR'S OFFICE
NEWSLETTER, DECEMBER 2014

700
LAVACA



Merry
Christmas

MY NEW YEAR'S RESOLUTIONS FOR 2015

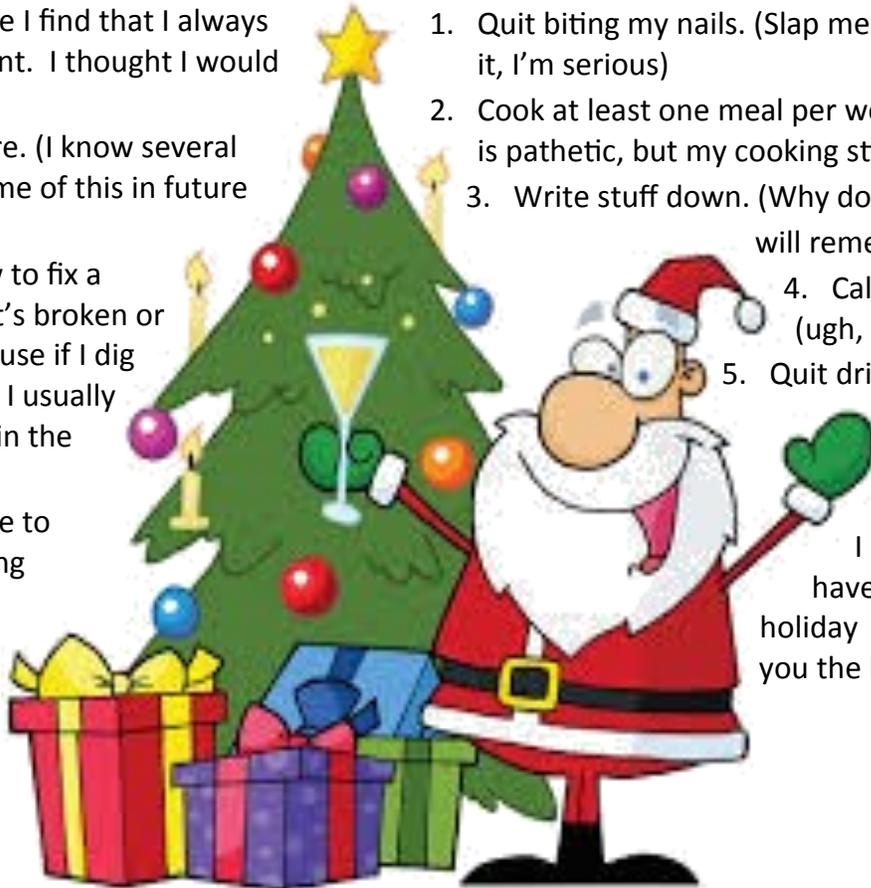
Below are personal behaviors on which I am continuously working, since I find that I always have room for improvement. I thought I would share them with you.

1. Talk less, listen more. (I know several of you will remind me of this in future meetings)
2. Focus more on how to fix a problem, not why it's broken or who broke it. (Because if I dig down deep enough I usually find I was involved in the broken part)
3. Say thank you. (I like to hear it, so I'm betting others do too)
4. Stop interrupting people. (sooooo hard!)
5. Get along with everyone. (easier said than done)

Okay, time for the important resolutions.

1. Quit biting my nails. (Slap me if you see me do it, I'm serious)
2. Cook at least one meal per week. (I know, this is pathetic, but my cooking stinks!)
3. Write stuff down. (Why do I always think I will remember?!?)
4. Call my mother. (ugh, do I have to?!?)
5. Quit drinking (haha just kidding!)

I hope all of you have a fabulous holiday season and wish you the best in 2015!



"Quote of the Quarter"

"The most important single ingredient in the formula of success is knowing how to get along with people." Theodore Roosevelt

PAYROLL YEAR - END SCHEDULE



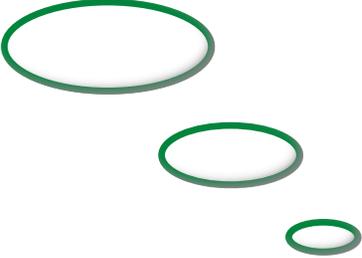
- We have one more payroll for 2014, and then we will be ringing in 2015!
- Just a few things to keep in mind to make our last payroll of the year run smoothly.

TASK	DEADLINE
Last day to request/receive a manual check	12/29/2014
Deadline for W-2 address changes	1/10/2015
Deadline for Payroll to produce and mail W-2 to employees	1/31/2015
Deadline to file a 2015 W-4, if you filed exempt on your 2014 W-4	2/16/2015

Payroll Facts...Did You Know?

Compensatory Time:

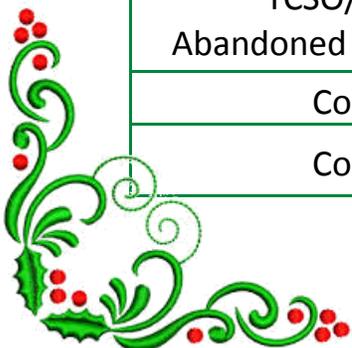
Under certain conditions state or local government agencies may offer their employees compensatory time. Private sector does not have this option.



AUDIT SCHEDULE



UPCOMING REVIEWS	TYPE	START DATE
Property Tax Appraisal Upload Verification	Year End Audit	11/19/2014
Law Library (requested)	Sys doc & risk assessment	12/1/2014
LEOSE	Year End Discretionary Fund Audit	12/1/2014
DRO/Juvenile Court Update	Sys doc & risk assessment	12/15/2014
Tax Office VIT Special Revenue Fund	Year End Discretionary Fund Audit	12/15/2014
1st Quarter Cash Counts	Quarterly Controls	12/15/2014
JP2 Exit	Exit Audit	12/29/2014
District Clerk Exit	Exit Audit	12/29/2014
Tax Rebates and Abatements	Audit	1/7/2015
Tax Refunds - 1st Quarter	Quarterly Controls	1/7/2015
Constable 1	Mini Audit	1/7/2015
TNR Permits Cost Review (Pending Court approval)	Special Project	1/19/2015
Constable 2	Mini Audit	1/19/2015
District Clerk Risk Assessment	Sys doc & risk assessment	2/16/2015
CSCD	Mini Audit	2/23/2015
2nd Quarter Cash Counts	Quarterly Controls	3/2/2015
TCSO/Constable 5 Abandoned Vehicles/Livestock	Audit	3/9/2015
Constable 3	Mini Audit	3/16/2015
Constable 4	Mini Audit	3/23/2015



SAP TIP OF THE QUARTER



View Employee's Travel Expense Report (Travel Coordinators)

HelpDesk Employee Self-Service Universal Worklist **Travel and Expenses 1**

Travel and Expenses

Travel and Expenses

Travel and Expenses

1. Click Travel and Expenses

2. Click [My Employees](#)

Overviews

[My Trips and Expenses](#)
Display, change, copy, or cancel one of your existing

1. Travel requests
2. Mileage reports
3. Expense reports including expense reports for prepaid expenses.

2 [My Employees](#)
Manage travel requests and expense reports for your designated employees.

1. Double-click the employee name in the *Employee List*
2. Click the gray box next to the **Trip Number** to display work flow

Employee List

View: [Standard View] Send Personalization Exit

Last Name (Surname)	First Name	Personnel No.	Office	Telephone No.	Cost Center
CARREY	JIM	2002121			158CEAdm
LATIFAH	QUEEN	2002122			158CEAdm
WASHINGTON	DENZEL	2002123			158CEAdm
BULLOCK	SANDRA	2002124			158CEAdm
POEHLER	AMY	2002126			158CEAdm

1

Details of: DENZEL WASHINGTON

Unlock

Travel Requests (4) Expense Reports (4)

View: [Standard View] Display/Print Change Copy Create New Travel Request Copy to L...

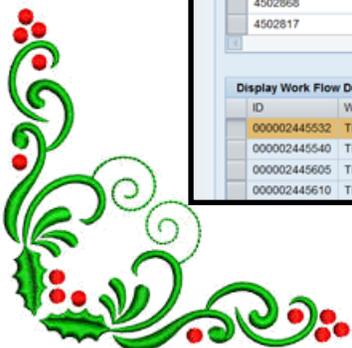
Trip Number	Start Date	End Date	Destination	Reason	Approval Status	Attachments
4502985	08/04/2014	08/05/2014	Houston, TX	Management Seminar	Request Approved	Add
4502965	08/19/2014	08/19/2014	Austin, Texas		Request Open	Add
4502868	07/25/2014	07/26/2014		conference	Request Approved	Add
4502817	08/01/2014	08/02/2014	Alabaster AL	Management Seminar	Request Approved	Add

2

Status Display:
Shows steps, approval role and User ID of individual performing approval

Display Work Flow Details

ID	Work Item text	Status	Creation Date	Creation Time	Agent
000002445532	Travel Request 0004502985	COMPLETED	08/20/2014	14:21:47	YTRAIN05
000002445540	Travel Coordinator Approval of travel request 0004502985 for DENZEL WASHINGTON, dept 158 and grant NOT-RELEVANT	CANCELLED	08/20/2014	14:21:48	AGENTS
000002445605	Travel Expense Report 0004502985	STARTED	08/20/2014	14:47:59	AGENTS
000002445610	Travel Coordinator Approval of travel expense 0004502985 for DENZEL WASHINGTON, dept 158 and grant NOT-RELEVANT	READY	08/20/2014	14:47:59	AGENTS



THANK YOU!!



TRAVIS COUNTY EMPLOYEES ROCK!

To all Financial Managers in Travis County,

We would like to take this opportunity during the holiday season to express our gratitude and appreciation for you and your staff. Throughout the year and especially during the hectic year-end CAFR season, our group relies a great deal on your efforts and commitment to quality. We appreciate your flexibility, attentiveness to our requests and deadlines, but especially your patience. We are fortunate to have such wonderful co-workers such as yourselves who's dedication and sense of teamwork is essential to making sure Travis County continues to receive clean audit opinions and triple A ratings. We could not do this without you. Thank you!

We hope you and yours have a wonderful holiday season and a very Happy New Year.

*From Consolidations and Financial Reporting
Kathryn, Cameron, Cathy, James, Sharon, Sabrina, and Beth*

EMPLOYEE SPOTLIGHT

Ryan Harris, Payroll Financial Analyst IV

Ryan is the “go-to guy” in our department. He is our veteran employee with six and one half years with the County Auditor’s office. Ryan is responsible for ensuring all checks are posted, all taxes are remitted timely, quarterly tax reporting is balanced and submitted, journal entries are created and entered, account reconciliations are performed and at the end of the year he ensures W2’s are created and delivered.



When Ryan isn’t busy with his payroll duties he likes to spend time reading and listening to music. He was born in Pensacola, Florida, earned his Accounting Degree from Houston Baptist University, lists potato salad as one of his favorite foods, and if he could travel anywhere....he would want to travel out in space!

Jennifer Romero, General Ledger and Disbursement Associate Auditor Level 2

Hang around and you’ll probably hear the daily excitement buzzing through the halls and as oftentimes is the case, leading the cheers is our very own Jennifer Romero. Yes, she was in fact a cheerleader of yesteryear and now she helps to energize our team with her positive energy. Tight deadlines, regulations and the expectations can be a little un-nerving at times, but, why not have a little fun while you’re at it.



Well, for Jennifer, besides caffeine subsidizing some of her energy, she’s a health-food fanatic. A few of us still remember her sharing one of her colorful “healthy” smoothie concoctions. She also loves to exercise and play soccer. At the end of the fun times here, she looks forward to spending time with her husband and 2 kiddos, Julian (7) and Hayden (4).

As an Associate Auditor Level 2, she is oftentimes sought by the team as an excellent source for direction in a number of complex scenarios as she is responsible for more senior-level duties. She leads the charge on our annual 1099 reporting. Jennifer is always there willing to step in when someone is absent and the Disbursements team relies upon her drive and knowledge to keep the team cohesive.

Jennifer started with our office way back in March, 2011. She graduated from Southwest Texas State with a BA in Political Science and came to us with a lot of great real world experience from the high tech and medical industries. In the near future, she’ll be exploring her accounting degree. Customer service excellence is of utmost importance to our team and to Jennifer. If you’re ever unsure about something in AP, feel free to call her up.



HOLIDAY RECIPE



Puerto Rican Coquito Recipe – Coquito de Puerto Rico

Ingredients:

- 1 Cup Water
- 12 Cloves
- 2 Cinnamon Sticks
- Pinch of Fresh Ginger
- 2 cans (12 oz.) Evaporated Milk
- 1 can (15 oz.) Cream of Coconut
- 1 can (13.5) Coconut Milk
- 1/2 cup White Rum (optional)
- 1/2 cup Sweetened Condensed Milk
- 1 tsp. Vanilla Extract



Directions: Place water, cloves, cinnamon sticks and ginger in a small saucepan. Cook at medium heat until boiling. Remove from heat, cover. Let cool 15 minutes. Remove cinnamon, cloves and ginger.

Place the evaporated milk, cream of coconut, coconut milk, rum, sweetened condensed milk, vanilla and water and spices (from above) in blender and cover. Blend for 30 seconds or until well mixed. Refrigerate in a glass container or bottle overnight or until liquid is very cold. Shake well before serving.

