

TRAVIS COUNTY



AUDITOR'S OFFICE NEWSLETTER

March 2016

IT HAPPENS!

Have you ever made a mistake? If you haven't answered a resounding "YES" by now, you are in denial. We ALL make mistakes . . . sometimes really big ones (*speaking from my own experience unfortunately*). The question is not whether you made one, but how you handled it once you made it. Did you deny it or did you fall on your sword? Did you try to cover it up or were you the one that pointed it out? Did you point fingers at someone else or did you take the fall? Did you flat out lie about it or did you truthfully admit to it? As a manager, did you play the buffer or did you throw your employee under the bus?

How you answered the above questions speaks to your true character. It takes courage and strength to admit making mistakes, especially when you are sure that it will anger those affected. Yes, it can be a

rather large boulder-like pill to swallow sometimes, but in the end it will be worth the level of respect that is gained. Hopefully your working environment allows for mistakes, especially since there is no employee who does not make them. Because then it takes a thoughtful and supportive manager to say "Okay, now let's fix it."



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***"Don't find fault —
find a remedy."***

***- Henry Ford,
Industrialist***

Audit Schedule

Internal Controls: Myth vs. Fact

Myth: If controls are strong enough, we can be sure that errors and irregularities will always be detected.

Fact: Internal controls provide reasonable, but not absolute, assurance that the organization's objectives will be achieved.

Myth: Internal controls are a necessary evil. They take time away from our core activities and responsibilities.

Fact: Internal controls should be built into, not on top of, business processes.

Upcoming Reviews	Type	Projected Start Date
Tax Office Motor Vehicles	Statutory Audit	3/15/2016
Court Costs	Statutory Audit	3/29/2016
Justice of the Peace Precinct 4	Risk Assessment	5/15/2016
Justice of the Peace Precinct 5	Risk Assessment	5/15/2016
Justice of the Peace Precinct 1	Risk Assessment	6/8/2016
Constable 2	Risk Assessment	6/8/2016
Constable 3	Risk Assessment	7/11/2016
Constable 4	Risk Assessment	7/11/2016
Constable 5	Risk Assessment	8/10/2016
Constable 1	Risk Assessment	8/10/2016
Records Management and Communication Resources	Exit Audit	9/1/2016
Justice of the Peace Precinct 2	Risk Assessment	9/10/2016
Justice of the Peace Precinct 3	Risk Assessment	9/10/2016

What are the Differences: Risk Assessment vs. Internal Audit

1. One of the main differences is in the mindset: risk assessment is thinking about the (potential) things that could happen in the future, while the internal audit is dealing with how things were done in the past.
2. The second major difference is that the internal audit focuses on compliance with various rules and requirements, while risk assessment is nothing but analysis to provide a basis for the department strengthening security controls.
3. The third difference is that the risk assessment is done before applying the security controls, while the internal audit is performed once these are already implemented.

One is not necessarily more important than the other – they are both crucial for building up information security and/or business continuity.

SAP Tip of the Quarter

FV60

Question: How do you know if the t-code FV60 (direct pay invoice) is the right choice for submitting an invoice for payment?

Park Vendor Invoice: Company Code 1000

Menu | Save parked document | Back | Exit | Cancel | System | Tree on | Company Code | Simulate | Save as complete

Transactn: Invoice

Vendor: 1000000002 | SGL Ind: | Reference: INVOICE 25121

Invoice date: 03/08/2016 | Posting Date: 03/09/2016 | Document Type: Vendor Invoice

Amount: 25.00 | USD | Doc. currency:

Text:

Paymt terms: Due immediately | Baseline Date: 03/08/2016 | Company Code: 1000 Travis County Austin

Bal: 0.00

Vendor Address: WW GRAINGER INC, 100 GRAINGER PARKWAY, LAKE FOREST IL 60045, (512) 550-3708

1 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc. curr.	Text	L...	Bu...	Cost center	Order	WBS eler
<input checked="" type="checkbox"/>	510200	Ofc Eqp	Deb_	25.00		<input checked="" type="checkbox"/>	1000	1060010001		
<input type="checkbox"/>			Deb_			<input checked="" type="checkbox"/>				
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GL Acct not allowed for Direct Pay Invoices

Answer: If, after entering a request for payment using FV60 and “saving as complete,” you receive the error message circled above (“GL Acct not allowed for Direct Pay Invoices”) you probably shouldn’t be using the FV60 process. You may call your disbursement auditor for assistance.

Volunteering

There is no greater team building opportunity than working together for a common cause, especially when it involves doing for others.

The Auditor's Office has volunteered a few times in the past year, so here are a couple pictures from those outings.

After work on January 21st, a group prepared a meal for the residents of Ronald McDonald House. It was fun and pretty amazing that all these type "A" personalities could work together so well!

Again, after work on December 2nd, this group helped with the Brown Santa operation. It must've been a lot of fun by the smiles on everyone's faces.



Ronald McDonald House

January 21, 2016

Culture Club

In a large office such as ours it can be very difficult to really get to know each and every person. Since our Office is spread over three floors, this only compounds the problem.

In an effort to bring the Office together as a whole, unit, a communications committee was formed. It's made up of one volunteer from each division. The volunteers' job is to attend the monthly meetings, bring back to their division the items discussed, get feedback from their team on these items, and find out if there are any other topics of interest or concern. A facilitator has been appointed within the group and managers are not allowed as members. It is designed to be a vehicle for improved communication within the office .



Brown Santa

December 2, 2015

Nicki strives to make the Auditor's Office one of the best places to work in Travis County. Office culture plays a big part in accomplishing that goal therefore she has incorporated office culture as an integral part of the group's mission; thus the name "Culture Club".

A couple of things that have come out of the Culture Club are 1) our pictures uploaded to Lync and Outlook, and 2) our volunteering opportunities. We even had a t-shirt design contest to design a t-shirt everyone can wear when we go out volunteering as a group.

Think Healthy!! Live Healthy!!

When picking snacks, it's common to reach for what's easy and tasty: desserts, fried foods, and carbs. Below are some alternatives:

Fats/Oils

Eat This: olive/canola oil, nuts, avocado

Not That: margarine, palm oil

Dairy

Eat This: 2 percent milk, string/cottage cheese, plain yogurt

Not That: chocolate milk, ice cream, "fruit on the bottom" yogurt

Meat, Fish, Poultry

Eat This: grilled chicken breast, roast pork tenderloin, sirloin steak

Not That: fried chicken fingers, cheeseburgers, chicken fried steak

Veggies

Eat This: sautéed spinach, steamed broccoli, roasted mushrooms, baby carrots

Not That: chips, onion rings, macaroni and cheese

Fruit

Eat This: sliced apples/pears, stone fruit (plums, apricots), 100 percent fruit smoothies

Not That: smoothies made with sherbet/frozen yogurt, more than one 8-oz. glass of juice/day

Grains

Eat This: brown rice, whole grain bread/pasta, oatmeal

Not That: muffins, flour tortillas, pancakes, heavily sweetened cereal

Kudos to the following Auditor's Office personnel for choosing a healthy lifestyle:

- Ran 3M Half Marathon in January: Vanessa Robles and Cameron Van Noy

Signed up to:

- Ride the MS 150 in April (charity bike ride from Houston to Austin for MS): Tom Stephenson
- Run the Fit Foodie 5K in June: Nicki Riley

THANK YOU!!

Travis County Employees Rock!!

I would like to express my gratitude to my Payroll staff for covering the office while I was away on medical leave. I was especially concerned about fiscal year end and calendar year end when I was away, but they handled it perfectly. I returned to find everything in good order.

I sincerely appreciated all of the cards and flowers that were sent to me throughout my entire time away from all of my co-workers within the Auditor's Office. They always happened to arrive at just the right moment to put a smile on my face and lift my spirits to continue my fight towards recovery.

I would also like to thank Patti and Nicki for guiding my staff when needed during my absence and for allowing me the opportunity to heal without worry. If the opportunity arises to pay it forward, I will be more than happy to return the favor.

Travis County is a great place to work and Travis County employees are the best!

Kind Regards,

*Bernadette Gutilla
Payroll Manager*

Employee Spotlight

Janice Rosemond, Administrative Analyst II

Change has been a consistent theme in life for Janice both professionally and personally. Born in Germany to a military family, Janice's ability to quickly adapt to change was learned at an early age. So was her love of traveling since her family moved duty stations several times while she was growing up. Leaving old friends and making new ones taught her how to relate to all types of people.



This ability to adapt has served her well throughout her professional career. Prior to joining the Auditor's office in 2011, she worked as a training administrator in settings as diverse as Texas state government, insurance, healthcare, and finance companies and as an operations manager for a real estate company. In her four years in the Auditor's office, Janice has used her knack for dealing with change and people to become an integral part of the administrative support team. She manages the recruiting process, time administration, and other special projects for the department. The only constant has been change, in her tenure. From the staff turnover and changes in procedures and processes, Janice has learn to expect the unexpected.

Personally, the biggest change for Janice is transitioning to an empty nest as her sons Jarren (28) and Jonathon (20) are spreading their wings and flying away from home. Jarren lives in the DFW area where he is working and pursuing a degree in Engineering and Jonathon is attending college in Minnesota. Janice graduated Suma Cum Laude from Letourneau University in Longview, TX with a Bachelor's degree in Business Management but is looking forward to returning to school this year to find out what this accounting thing is really all about.

DeDe Bell, Financial Manager - Grants

DeDe was born and raised in the Houston area and moved to Austin in 1984. After working at a bank for 7 years, she decided to go back to college. DeDe went to Southwest Texas State University where she earned a BBA in Accounting graduating Cum Laude in 1993.



DeDe just celebrated her 22nd anniversary with the Auditor's office. She has been in Grants the entire time and worked her way up to manager! The Grants team has grown from 2 employees when DeDe was hired in 1994 to 8 employees currently.

DeDe has one daughter, Zoey (19), who is a freshman at Sam Houston State University. Zoey is planning on following in her mother's footsteps and majoring in Accounting. DeDe also has a step-son, Jack (14), who is a freshman at Westwood High School. DeDe has two four legged children named Dixie (13) and Elvis (11), also known as the fattest wiener dogs you'll ever meet. Both weighing in at 26 lbs. each!

DeDe has been married to Chris (your favorite IT guy) since 2012.