

The Auditor's Report



Travis County Auditor's Office Newsletter



Posts from Patti

I don't know about you but when I started my first job many, many years ago, I was put into a cubicle with a policy manual and told to read it. I'm not sure I even knew where the bathroom was. That was the first day. The second day I was thrown into the deep end and told to 'sink or swim'. I was sent out on an audit with a briefcase and blank working papers. Oh yeah, and a mechanical pencil and big eraser!



Over time things change, but at the Auditor's Office we had continued the on-the-job training and trial-by-fire approach of welcoming new employees. The previous auditor had a vision of a well-designed onboarding program where new employees would feel welcome and not question themselves about their choice to work here. When I became Auditor I made that a priority.

After all, how cool would it be on your first day to have someone meet you at the elevator, show you to your office (with a welcome basket in it), and have various employees stop by to fill you in on what to expect? Later, the entire team takes the newbie out for lunch courtesy of the manager.

We took it even further by starting onboarding as soon as the person accepts the position. We send a welcome email and link to a webpage that provides them with a lot of pertinent information. In my opinion our onboarding process really rocks! It's even been tested a few times already, with tweaks based on feedback. You can read more about our onboarding process later in this newsletter. We even offer to share ours with you!

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Juneteenth Celebration



It was a great time at Travis County *Juneteenth*, the oldest nationally celebrated commemoration of the ending of slavery in the United States.

There were many departments selling food, drinks and wares along with a wonderful talent contest.

Our lemonade stand featured watermelon fresca and lemonade.

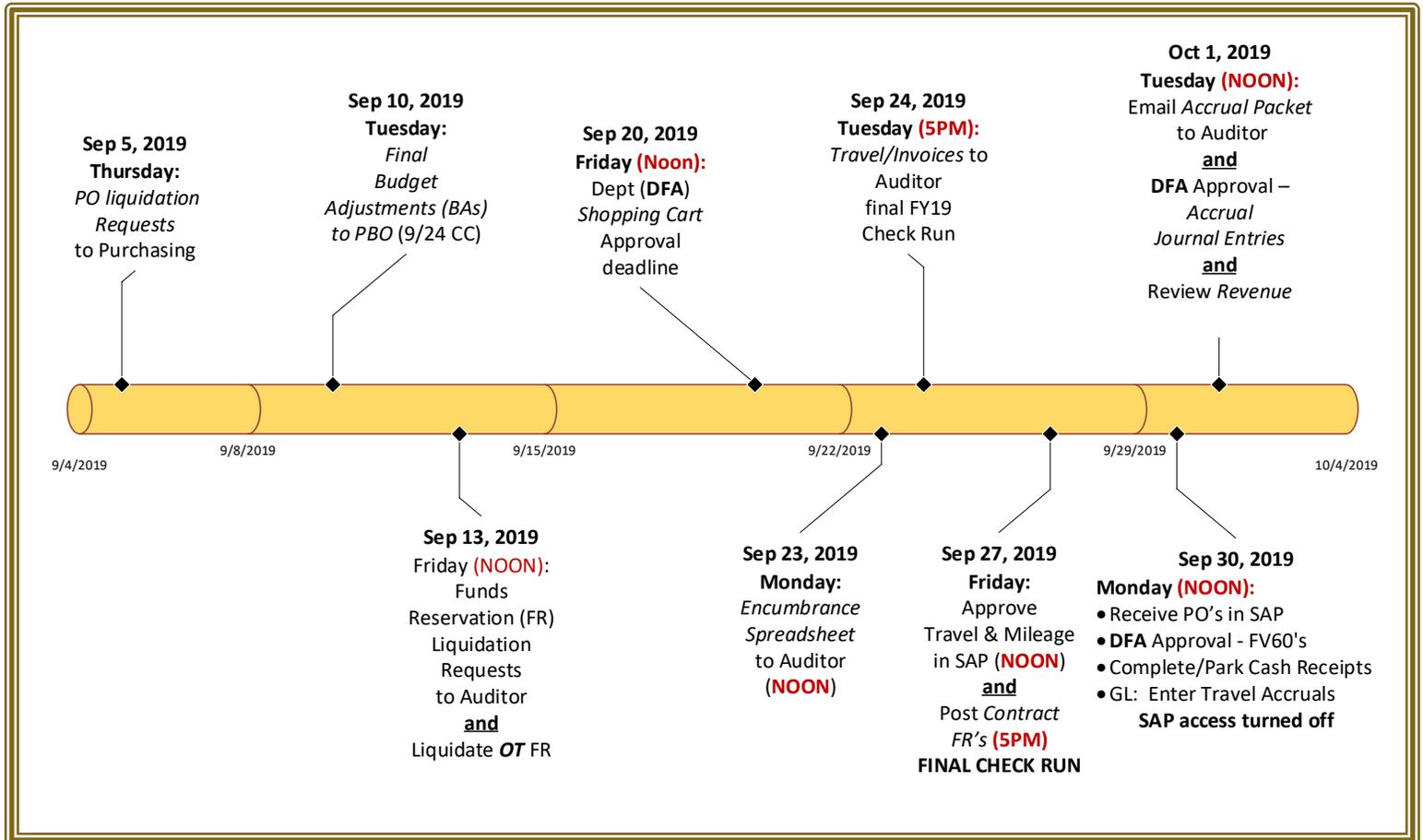
It was a huge success and we appreciate everyone who came by and purchased a drink.

Special thanks to **Karina Carr, Rachel Ortiz, Ben Yardenay, and Valarie Hernandez** who planned and coordinated our participation.



Mark Your Calendar—Important Year End Dates

It's that time of year again. Take note of important actions and deadlines as we approach closing Fiscal Year 2019. These are the dates as we know them today. When in doubt, check it out. Call our Office with any questions.



Shout Out to County Super Stars



Veronica Turman—Health & Human Services for her ongoing thorough review of Services and Public Health Inter-local Agreement billings. Her doggedness identified issues, saving County taxpayer dollars.

Kim Elizondo —Purchasing for her timely assistance in retrieving and providing documentation needed for revenue certification.

Scott Flom and IT staff—County Clerk for sharing their data storage and maintenance processes with the Risk Evaluation and Consulting team and going above and beyond to answer any questions. Scott not only provided his contact information while he was on vacation, but while he was gone his knowledgeable staff was very helpful.

"In order to lead, you have to know how to follow. You can't be a know-it-all, you have to be coachable."

— Chauncey Billups, Retired NBA Great



Around the Office...Did You Know Transparency is the Name of the Game?

Texas statutes require transparency for the County’s financial information—
Our transparency portal meets that requirement using best practices!

The [Financial Transparency Portal](#) located on the County Auditor’s external website, promotes open data to the public. Up-to-date financial data is accessible without special software and is available 24/7. The interactive site allows data to be easily searched, analyzed, and exported.



WHAT can I find on the Transparency website?

- ☐ You can quickly access and view financial information such as: County expenditures, financial reports, per capita financial metrics and more! Three interactive applications are its cornerstone:
 - ⇒ [Vendor Self-Service \(VSS\)](#): where you can search invoices and verify invoice payment status, including travel reimbursements for County staff
 - ⇒ [Vendor Payment Register \(VPR\)](#): where you can search County payments and see how they were applied to invoices and/or Purchase Orders
 - ⇒ [Vendor Payment Detail \(VPD\)](#): where you can search payment details, including cost (budgetary) information

The SAP data warehouse is the data source for the applications and financial data. Its data is exported, then staged and accessed by the applications, where it is ‘transformed’ for ease of use.

WHO supports Transparency initiatives in our Office?

- ☐ The Financial Systems Integration & Reporting division (Team **FSIR**) is responsible for overseeing Transparency initiatives and it works collaboratively with other teams in the Office in their implementation. **Tonya Mills**, Web Application Developer, develops and maintains website applications and data.



TRANSPARENCY AWARDS AND ACHIEVEMENTS:



Comptroller’s Transparency Star in Traditional Finances, which recognizing outstanding efforts in making spending and revenue information available.



National Association of Counties (NACo) recognition of outstanding best practices in Information Technology:
⇒ **2017**: (VSS Application)
⇒ **2018**: (VPR/VPD Applications)

Around the Office...Onboarding

The Welcome Mat is Out



Ever start a new job and feel like this cartoon? The first day of any new job is overwhelming enough—why make it harder?

That sentiment was the basis for re-tooling our onboarding process for new hires.

A key focus for us is that the employee feels welcomed and has the resources and tools to succeed. Our process begins even before the employee's first day. We created a special ['Know Before You Go' web-based course](#) that provides information to help the employee know how to prepare and what to expect on Day 1. The hiring manager sends a welcome email with the course link.

We also created a structured, three-day onboarding curriculum. During their first three days, an employee:

- ⇒ Is greeted and welcomed by their team and floor (including a *Welcome Basket*);
- ⇒ Tours each floor of our Office and parts of the building—learning key locations (the bathrooms, supply rooms, emergency exits, health clinic, fitness rooms, vending machines, etc.);
- ⇒ Completes administrative paperwork and training (a necessary evil);
- ⇒ Learns about the Office & co-workers —our Divisions and what they do; and
- ⇒ Gets to know both their *Mentor* (a resource within their team) and an *Office Adviser* (a 'go to' staff person outside their team) who help them settle in.

To help the employee know what they can expect each day, we created two additional web-based courses, [Day 1 Recap](#) and [Day 2 Recap](#) that are viewed at the end of Days 1 and 2. These courses are part of an online 'Employee Checklist', an ongoing resource with links to these courses and other materials that the employee can access at any time.



We are happy to share!

Contact Donna Scarbrough (4-6666) to arrange for a demo of the checklist, courses and the curriculum.



**July Birthdays &
Bring Your Child
To Work Day**

Employee News

The Auditor's Office:

- ◆ Welcomes **Scott Langenbeck**, joining the Consolidations & Financial Reporting team as a Financial Auditor Analyst.
- ◆ Welcomes **Kristin Singley**, joining the Administrative Division as the 12th floor Office Specialist.
- ◆ Welcomes **Logan Ellis**, joining the Grants Division as a Financial Auditor Analyst.
- ◆ Welcomes **Kim Elizondo**, who joins the General Ledger Division as a Financial Auditor Analyst (September 4) from the Purchasing Office.



Employee Moves

The Auditor's Office congratulates:

- ◆ **Ely Allen**, who joins the Risk Evaluation & Consulting team, replacing **Josh Kubiak** who took a job with ITS.
- ◆ **Alexa Rabb**, from the Disbursements Auditing team who was promoted to Executive Assistant, replacing **Ely Allen**.
- ◆ **Karen Doane**, who joins the General Ledger team from Payroll, replacing **Sandy Hendrix**, who retired.
- ◆ **Holly Huff**, the new AP supervisor, replacing **Aaron Joy** who joined the Financial Systems Integration & Reporting team as a Business Analyst.
- ◆ **Mary Reyna**, who moved to the GL/AP teams to provide training and support.



General Ledger Team on the Move

General Ledger is moving from 11th to 12th floor to work more closely with Financial Reporting.
The move should be complete by fiscal year-end.

Volunteer Spotlight—Foster Angels

Auditor’s Office staff teamed up with the Purchasing Office staff in a school supply drive for the Foster Angels of Central Texas. **Jennifer Proctor-Romero (Purchasing)** and **Karina Carr (Auditor’s Office)** spearheaded the drive, challenging staff to donate supplies to fill backpacks. The backpacks are distributed to children in foster care.

Thanks to the generosity of the following staff, the drive netted **43 filled backpacks**.

Auditor’s Office Staff			
Edie Hopkins	Robyn Wright	Jason Niedzwiedz	Vanessa Robles
Beth Adams	Woody Whitten	Karen Doane	Rachel (“Rocky”) Ortiz
Brooke Greenfeder	Donna Scarbrough	Kelly Allen	Sean O’Neal
Eduardo Gonzalez	Christina Adair	Karina Carr	Ely Allen
Purchasing Office Staff			
Jenn Proctor-Romero	Sara Kassem	Scott Worthington	Sylvia Lopez
Bonnie Floyd	Jorge Talavera	Limbania Rodriguez	Lori Clyde
Tenley Aldredge	Geri Castaneda	Sam Francis	Karina Damian



If you want to learn more about the program or its impact—check out the following link:

[Foster Angels Website](#)

Meet the Auditor's Office

Meet Scott



Scott Langenbeck, a Financial Auditor Analyst with Consolidations & Financial Reporting, is *Asset Man* for the County—at least with respect to approving asset-related shopping carts and asset reporting. Scott, born and raised in Dallas, moved to Lago Vista, where he graduated from Lago Vista High School in 2002. He has an older brother and sister and two step-brothers. He previously worked for the State of Texas doing audits.

The family has the Texas college sports field covered. Scott, his mom, and brother are all Longhorns; step-dad and one step-brother are Red Raiders; one step-brother is an Aggie; and his sister took a different path, graduating from LSU. In his free time, Scott gardens and has amassed a large collection of potted plants. He unwinds by biking around Lady Bird Lake.

Ask Scott * *What aspect of your role do you enjoy the most?* Seeing how the County is using its available funds to provide and improve services in Travis County.

- * *What is on your bucket list?* Travel around Europe for a few weeks, stopping by Germany to visit the door company that shares my last name.
- * *What is the most unusual job you had?* Afterschool day care for Pre-K kids in Lago Vista.

Meet Daniel

Daniel Flournoy, a Systems Engineer and part of the two-man *Auditor Tech* team, is responsible for providing system support for the Auditor's Office. Daniel, the middle child with 5 siblings, is single with 12 nieces and nephews. He has the distinction of being the only one of his siblings that's not married and has no children. Daniel LOVES Delorean cars (as you can tell by the photo). He is an avid reader and really good at solving puzzles. A real puzzler is that although Daniel has been skydiving, he has never been on a commercial flight.



Ask Daniel * *What three words best describe you?* Bald, smart and funny.

- * *What are three career lessons you have learned?* 1) there is a time and place to joke; 2) as technology evolves, we need to continue expanding our knowledge—education does not stop after school; and 3) attitude is everything—negativity is a waste of thought process and gets you nowhere.
 - * *What have you gained from working at Travis County?* A new perspective on how the county operates, great friendships and parking downtown.
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Audit Schedule

Upcoming Reviews

Forfeited Property Accounts
(District Attorney, Sheriff, Constable 5, Constable 2)

Official Fees

Year-End Cash Counts

CAPSO

DAPSO

Tax Office Special Inventory Tax (SIT)

4th Quarter Tax Refunds

"Everyone wants to be appreciated, so if you appreciate someone, don't keep it a secret!"

- Mary Kay Ash, American businesswoman and founder of Mary Kay Cosmetics



Auditor Speak

Things you've heard us say,
but didn't want to ask!

Check out this month's Lingo Board. It is a list of acronyms or terms you've probably heard us mention before and their meanings.

Test your knowledge—how many did you already know? Heard others that you want to know?

AUDITOR'S OFFICE *LINGO* BOARD

Commitment Item

⇒ SAP term for a GL account in the *Funds Management* (budgetary) module. This is the term you will see on most internal budget to actual reports.

Encumbrance

⇒ A portion of a budget set aside to prevent overspending. Created by an SAP Purchase Order, Travel Request, or Funds Reservation.

Pre-Encumbrance

⇒ An SAP Shopping Cart process to reserve funds for planned expenditures that are not yet legally binding. Once the Cart is converted to a Purchase Order (PO), which is legally binding, the pre-encumbrance becomes an encumbrance.

SEFA

⇒ Acronym for Schedule of Expenditures of Federal Awards—commonly referred to *Single Audit*. A list of federal/state grants and their corresponding expenditures.

Year-End Close

⇒ An accounting procedure to close out the County's financial operations from the previous year, carry forward balances from the previous year, and open accounts for the upcoming year.