



December 2019

The Auditor's Report

Travis County Auditor's Office Newsletter



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Posts from Patti

I can't believe it's been a full year since my appointment as County Auditor! I can honestly say I never envisioned myself in this position, but I have embraced the opportunity bestowed upon me by the District Judges of Travis County and I have appreciated their support and guidance throughout the year. I have also had the assistance and support of many people within the Travis County family. I reached out to many and was always greeted with a positive attitude and a willingness to help.

This time of year is a good time to reflect on the past 12 months. In doing so all I can feel is gratitude. I work with some amazing people at the Auditor's Office and I enjoy coming to work each and every day.

I hope each of you can take a minute to reflect on the past year. I understand some years are better than others, but I've always been a very positive person and I believe you can find something to be grateful for in 2019.



Travis County Super Star "Shout Outs"



Thank you for all you do

Gloria Villarreal and Vivian Butler (HRMD)— for assistance and advice on several HR projects and personnel actions.

Amanda Michael & Peg Liedtke (Civil Courts); Joseph Kertz & Debra Hale (Criminal Courts); Angelica Torres (JP 5); Ann-Marie Sheely (County Attorney); Alex Braden, Alexis Milligan, & Alan Miller (PBO) — for their assistance with the changeover in visiting judges' status from staff to vendor.

Rhonda Ambrose (Treasurer) —for her years of expertise and ongoing assistance and advise with collateral, unclaimed property, and banking transactions.

Brandon Rogers & Information Security Team (ITS) — for their very informative lunch and learn: *The Adversarial Mindset—How Hackers Take Control*. It was a great experience and networking opportunity.

Kelly Novak & Web Team (ITS) — for quickly getting out our Public Announcements (more than once) for sale of Trick or Treat Grams.

Employee News

Congratulations!

The following Auditor's Office personnel have received promotions for FY20:

Sean O'Neal-Business Support Manager

David Stanton—Security Architect I

James Matlock-Auditor/Analyst IV

The Auditor's Office also:

- ◆ Welcomes **Nora Robles**, who joined the Consolidations & Financial Reporting team as Financial Auditor Analyst, replacing **Scott Langenbeck**.
- ◆ Welcomes **Keshi O'Neal** who joined the Payroll Division as a Financial Auditor Analyst.
- ◆ Welcomes **Jenna Scheie** and **Michael Gutierrez** to the Disbursements Auditing Division as Associate Auditors.
- ◆ Says a fond farewell to **Shannon Clayboss** who accepted a position with HRMD and **Butch Soto**, who accepted a position with Purchasing.



Holiday Payment Processing Schedule

With the County's holiday schedule, the Commissioners Court will not meet on Tuesday December 24th to approve payments. The last 2019 payment will be December 31st. The final deadline to submit invoices for 2019 payment is **Friday, December 20th**. The invoice deadline for the first 2020 payment is **December 31st**.

See the calendar below for important deadlines

| Disbursement Auditing December/January Payment Cycles | | | | | | |
|---|--------|---|---|----------|---|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| December 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | Invoice Deadline (5:00 PM) – December 17th payment cycle | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | Payment Approval (CC) | | | Invoice Deadline (5:00 PM) – December 31st payment cycle | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | |  |  | | | |
| 29 | 30 | 31 | January 1 | 2 | 3 | 4 |
| | | 2019 Payment Approval (CC) Invoice Deadline (5:00 PM) – first 2020 payment cycle (Jan. 7) |  | | | |

Disbursements News

Did you know...

- ◆ **County is exempt from sales tax?** This applies to everything you buy—even emergency purchases. Make sure the vendor is aware and County is not charged sales tax. Contact Purchasing to obtain an exemption form.
- ◆ **You can submit invoices daily to our Office?** Beginning in January, **Fridays** are the deadline for the weekly payment cycle—so **please don't hold your invoices**. For faster processing, submit invoices **daily** and by **email** to AP@traviscountytexas.gov.
- ◆ **You must submit travel reimbursement requests within 60 days of travel completion?** If you don't, the reimbursement becomes taxable income per IRS regulations. Elected Officials, whose salary is set by statute, run the risk of not being reimbursed—so don't delay!
- ◆ **We have a tool to help employees when they travel?** Download and use the [Traveler's Checklist](#).
- ◆ **Employees need to approve the Travel Expense in SAP (even if someone else enters it)?** This the primary reason for delays in processing reimbursement—so make sure to remind employees to do this!
- ◆ **The Enterprise rental car contract should be used for County business travel?** It provides a discounted rate, the ability to cancel without charges, and insurance. And, County is billed after the fact.



Disbursement Calendar



Note the weekly deadlines—Submit on time for prompt pay

| COMPLETE & ACCURATE DOCUMENTS RECEIVED AT AUDITOR'S OFFICE/ APPROVAL LEVEL | CHECK DATE (Fridays) | COURT APPROVES CHECKS FOR RELEASE on Tuesdays * | COMPLETE & ACCURATE DOCUMENTS RECEIVED AT AUDITOR'S OFFICE/ APPROVAL LEVEL | CHECK DATE (Fridays) | COURT APPROVES CHECKS FOR RELEASE on Tuesdays * |
|--|----------------------|---|--|----------------------|---|
| 10/01/19 | 10/04/19 | 10/08/19 | 03/27/20 | 04/03/20 | 04/07/20 |
| 10/08/19 | 10/11/19 | 10/15/19 | 04/03/20 | 04/10/20 | 04/14/20 |
| 10/15/19 | 10/18/19 | 10/22/19 | 04/10/20 | 04/17/20 | 04/21/20 |
| 10/22/19 | 10/25/19 | 10/29/19 | 04/17/20 | 04/24/20 | 04/28/20 |
| 10/29/19 | 11/01/19 | 11/05/19 | 04/24/20 | 05/01/20 | 05/05/20 |
| 11/05/19 | 11/08/19 | 11/12/19 | 05/01/20 | 05/08/20 | 05/12/20 |
| 11/12/19 | 11/15/19 | 11/19/19 | 05/08/20 | 05/15/20 | 05/19/20 |
| Thanksgiving-No Court | | | 05/15/20 | 05/22/20 | 05/26/20 |
| 11/26/19 | 11/29/19 | 12/03/19 | 05/22/20 | 05/29/20 | 06/02/20 |
| 12/03/19 | 12/06/19 | 12/10/19 | 05/29/20 | 06/05/20 | 06/09/20 |
| 12/10/19 | 12/13/19 | 12/17/19 | 06/05/20 | 06/12/20 | 06/16/20 |
| Christmas- No Court | | | 06/12/20 | 06/19/20 | 06/23/20 |
| 12/20/19 | 12/27/19 | 12/31/19** | 06/19/20 | 06/26/20 | 06/30/20 |
| 12/31/19 | 01/03/20 | 01/07/20 | 06/26/20 | 07/03/20 | 07/07/20 |
| 01/03/20 | 01/10/20 | 01/14/20 | 07/02/19 | 07/10/20 | 07/14/20 |
| 01/10/20 | 01/17/20 | 01/21/20 | 07/10/20 | 07/17/20 | 07/21/20 |
| 01/17/20 | 01/24/20 | 01/28/20 | 07/17/20 | 07/24/20 | 07/28/20 |
| 01/24/20 | 01/31/20 | 02/04/20 | 07/24/20 | 07/31/20 | 08/04/20 |
| 01/31/20 | 02/07/20 | 02/11/20 | 07/31/20 | 08/07/20 | 08/11/20 |
| 02/07/20 | 02/14/20 | 02/18/20 | 08/07/20 | 08/14/20 | 08/18/20 |
| 02/14/20 | 02/21/20 | 02/25/20 | 08/14/20 | 08/21/20 | 08/25/20 |
| 02/21/20 | 02/28/20 | 03/03/20 | 08/21/20 | 08/28/20 | 09/01/20 |
| 02/28/20 | 03/06/20 | 03/10/20 | 08/28/20 | 09/04/20 | 09/08/20 |
| Spring Break - No Court | | | 09/04/20 | 09/11/20 | 09/15/20 |
| 03/13/20 | 03/20/20 | 03/24/20 | 09/11/20 | 09/18/20 | 09/22/20 |
| 03/20/20 | 03/27/20 | 03/31/20 | 09/18/20 | 09/25/20 | 09/29/20 |

Payroll Year-End Deadlines Are Coming

Avoid the 'naughty list' - help us meet year-end Payroll processing deadlines

SANTA'S LIST

naughty

nice

Misses
Payroll
Deadlines



December 14th*/15th:

Completes timesheet entry

*if shift ends on 14th

December 16th:

Completes time approvals

December 27th:

Submits request for manual or replacement check

Now through December 31st:

Signs up for electronic W-2 (ESS)

Did you move this year to a new home?

Planning to retire by the end of the year?

Update your address **now** in SAP to receive your W-2.

Address not up-to-date? We will be unable to accept requests for W-2 reprints until mid-February.



Audit Schedule

Current and Upcoming Reviews

| | |
|---------------------------------------|------------------------------|
| TCSO Forfeited Property | Constables (Pct. 4 & Pct. 5) |
| DAPSO (District Attorney) | Medical Examiner |
| Special Inventory Tax Special Revenue | Salvage Dealers |
| LEOSE Expenditures | Treasurer's Office |



Direct Deposit—it delivers, so you don't have to!

Did you know direct deposit is Travis County's preferred payroll payment method?



It's quicker and more secure than waiting to receive a paper check. It's green—there's no paper and no need to go to the bank to deposit your check.

Best of all, some banks and credit unions actually post payments early, so your funds are available sooner.

Does your department practice emergency drills or have a disaster recovery plan? Could you get paid if a fire or flood shut down Travis County?

If you have direct deposit you can still receive your pay, even in a disaster.

Online W-2 Option in SAP!

Have you heard about the rise in identity theft? Is your mailbox secure?

Thieves know what a W-2 looks like and that it contains a person's social security number.

Don't set yourself up to be a victim. Use the SAP option to receive your W-2 online and to stop it from being sent in the mail.

How to sign up? Log into SAP *Employee Self-Service (ESS) Pay and Benefits* to choose to view/print your W-2 online, instead of receiving it by mail.

Need assistance? Call Rachel (Rocky) at 854-6928 and she will help you.



Giving Thanks

Trick or Treat Grams

Thank you to all Travis County employees who sent 'Trick or Treat' grams of candy to fellow employees. Your generosity netted **\$1,164 for the Ronald McDonald House**. A big thanks to **Karina Carr**, who spearheaded the event for our office—overseeing the assembly and delivery of more than **200 grams**.



Veterans

We thank those who have served our country selflessly in the Armed Services. In our Office, we recognize our staff who sacrificed and served (left to right): U.S. Army veterans **Chuck Leckbee, James Marlett, and Angel Candelario**; and U.S. Marines veteran, **Dr. John Gomez**.



Giving Thanks (continued)

Staff is in the pink (wearing it that is). During Breast Cancer Awareness Month, staff donned their best pink duds on October 18th to raise awareness and recognize survivors. We are grateful for the life-saving research and support to all cancer survivors!



Staff has literally gone to the dogs (and cats too) with volunteering at the Austin Animal Center to help with dog walking and cat care. It was a great experience for all who participated.



Giving Thanks—November 14th Thanksgiving Potluck—Yum!



Meet the Auditor's Office

Meet Mary

Mary Reyna, a Business Analyst with the General Ledger and Disbursements Auditing Division, supports accounts payable processes and procedures and provides staff training. She is a Southwest Texas (Texas State) grad in business management and joined the Auditor's Office in 1998 as an associate auditor.

Mary has been married to her husband Dennis for 33 years and has two daughters, Elena and Andrea. She is a true soccer (Fútbol) fan as evidenced by the names of two of her three dogs: Jordi (named for a player), Chelsea (named for a team), and Charlie (the outcast).

Mary has come full circle—beginning in Disbursements and coming back recently. One of her favorite projects was the conversion of Jury Check payments to SAP. It was a chance to use a variety of skills and to be in charge of a project, seeing it through from start to finish.



Ask Mary * *What is your proudest moment at Travis County?* My 20 years' service.

- * *What is on your bucket list?* Spending at least a month visiting the Pyrenees on both sides, which came from watching the Tour de France. I want to visit the Spanish side near where pilgrimages occur and the French side for its beautiful scenery. It will have to wait until retirement, though.
- * *What is one thing you cannot live without?* A good cup of coffee.

Meet Suzanna



Suzanna Fleegal, a Financial Auditor Analyst in the Disbursements Auditing Division, is primarily responsible for auditing invoices and travel for her assigned areas. She also prepares the weekly claims list. Every invoice (even payroll) must be approved by Commissioners Court for payment. A native Virginian, she moved to Austin when she was five and has been a local ever since. She graduated with an accounting degree from Texas State in 2015.

Suzanna and husband Jeff have been together for almost 12 years. Their two dogs, Ginger and Toby are 10+ years' old, but both still act like puppies. They also have four chickens: Keanu (a silly and airheaded Silkie), Henrietta, Toby Jr. and David, the Silkie rooster.

Ask Suzanna * *How do you define success?* Happiness

- * *What book did you read last?* Financial Peace University by Dave Ramsey. I am already on the 'envelope system' and working on my 'debt snowball' for any other fans of the book out there.
 - * *What is on your bucket list?* Pay off all my debt, buy an RV and travel more, finish my last classes and sit for the CPA exam, and write a book.
-

Holiday Wrap Up

Can you guess what all of these have in common?

Trevlig Helg!

Hau'oli Lanui

Jie Ri Yu Kuai

Buone Feste!

Frohe Feiertage

Prettige feestdagen

Selamat Hari Raya!

Shiawasena kyūjitsu

Beannachtaí na Féile

Joyeuses Fêtes

Boas Festas e Feliz Ano Novo

Felices Pasquas y Felices Ano Nuevo

Happy Holidays!