

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

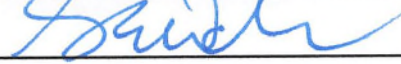
Date: 02/05/2024

Meeting Date: 02/12/2024

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:



<p>Court Decision: This section to be completed by County Judge's Office</p>
<p></p> <p>February 12, 2024</p>

Description:

Acknowledge the Audit Report for FY23 Q4 General Payroll Audit

(May attach additional sheets if necessary)

Person to Present: Steve Watson

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: N/A minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



JOHNSON COUNTY AUDITOR
JOHNSON COUNTY COURTHOUSE
#2 N. MAIN
CLEBURNE, TEXAS 76033
Telephone (817) 556-6305 - Fax (817) 556-6075

Steven E. Watson
County Auditor

Jennifer R. Lyon
First Assistant County Auditor

October 20th, 2023

Mr. Randy Gillespie
Personnel Director
Johnson County
2 N. Main St.
Cleburne, Texas 76033

Filed For Record 8:52 AM

RE: Auditor's Report – FY23 Q4 Payroll – General

FEB 13 2024

Dear Mr. Gillespie,

April Long
County Clerk, Johnson County Texas
BY April Long DEPUTY

Summary

In accordance with Local Government Code, Sections 112 and 115, the Auditor's Office performed a review of transactions in the Kronos Payroll software (Kronos) for the Payroll Audit for July through September, the fourth quarter of 2023.

Background

The Personnel office organizes, maintains and secures each employee's records and documentation for the county. Services include, staffing and employment, training and development, compensation administration, employee services and benefits, along with processing the County's payroll on a bi-weekly basis, utilizing the Kronos.

Scope

Our review was limited to the examination of the Kronos payroll register reports, for the same time period, matching pay period payroll recap & funding reports from the bi-weekly payroll.

Objective

The objectives of this audit were to compare reports from Kronos to the processed bi-weekly payroll reports for accuracy. We ran payroll register, vendor, and job change reports from Kronos. These reports and supporting documents were examined and verified for Medicare rates, FICA rates, retirement rates of employee and county contributions and payroll vendors paid. We also examined the personnel action forms (PAF's) for all new hires, position transfers and rate changes.

Findings

There were no exceptions that would lead us to conclude that the salaries and vendors paid were not, in all material respects, appropriately charged, remitted and reported.

Thank you and your staff for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson
Johnson County Auditor

cc: Kathy Rice, Audit Manager

LACY BRUTON
PERSONNEL CLERK
MAIN (817) 556-6350

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HR GENERALIST/
BENEFITS COORDINATOR
(817) 556-6349

MICHAEL LEWIS
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(817) 556-6162

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JOHNSON COUNTY
RANDY GILLESPIE
PERSONNEL DIRECTOR

February 5, 2024

Mr. Steve Watson
County Auditor
Johnson County
2 N. Main St.
Cleburne, Texas 76033

RE: Auditor's Report – FY23 Q4 Payroll - General

Dear Mr. Watson,

After reviewing the findings of the above indicated audit report, I am sending this letter to show my agreement with the audit findings. I appreciate you and your staff for providing this important County function.

Sincerely,

A handwritten signature in cursive script, appearing to read "Randy Gillespie".

Randy Gillespie
Personnel Director

cc: Laura Baxter, Personnel Assistant

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