

AGENDA PLACEMENT FORM

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

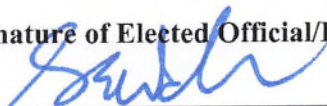
Date: 04/03/24


Meeting Date: 04/22/24

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:



Court Decision: <small>This section to be completed by County Judge's Office</small>

April 22, 2024

Description:

Acknowledge the Audit Report for FY24 Q1 - Facilities Management's Postage Account

(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

March 15, 2024

Josh Green
Director Facilities Management
Johnson County
2 Mills St.
Cleburne, Texas 76033

Dear Mr. Green,

RE: Auditor's Report – FY24 Q1 Postage Audit

Summary

In accordance with Chapter 115 of the Local Government Code, we completed the regular quarterly audit procedures for the Johnson County Postage for the time period October-December 2023.

Background

The Johnson County Postage (Mailroom) processes roughly 280K pieces of mail yearly. The mailroom receives all incoming letters, packages, and inter-office mail. It is then sorted and delivered to the twelve County facilities, and four outlying Precinct buildings. Outgoing letters are stamped and sealed by a high-volume postage machine. Packages are shipped using PitneyShip Pro, an online shipping software that saves the County more than 20% per package on postage.

Scope

Our review was limited to the examination of the postage transactions and their supporting documentation for this period.

Objective

To accomplish this audit, we examined the collateral documents and ensured they were current, met statutory minimums, and were properly recorded. We verified funds recorded in Innoprise matched the monthly postage reports.

Observation

Since the change to Pitney Bowes, we found there has been a difference between the Innoprise general ledger reconciliations and the amount reflected in Pitney Bowes. We also discovered that the individual departments shipping expenses were not being recorded to the general ledger. These expenses have since been recorded, and we are currently working with Facilities Management to clear up the remaining differences.

Findings

There were no exceptions that would lead us to conclude that the examined postage transactions for this period were not, in all material respects, appropriately charged, remitted and reported.

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

Sincerely,



Steve Watson
Johnson County Auditor

cc: Sherron Beard, Internal Auditor
cc: Kathy Rice, Audit Manager

Re: Approval Needed - FY24 Q1 Postage Audit Draft

Josh Green <jgreen@johnsoncountytexas.org>

Wed 03-Apr-24 2:48 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Good afternoon,

Thanks for this report and for working with us while the mail machine was replaced. We are working hard to better our mail room and to stream line the reports and the internal audits on our end. Please let me know if you ever see something that needs adjusted on the mailroom side of things. We look forward to working and better serving this county. Thanks JG

Joshua Green, Director

Facilities Management

411 Marti Drive

Cleburne, TX 76033

(817) 556-6071 ext. 3460

From: Steven Watson <swatson@johnsoncountytexas.org>

Sent: Tuesday, April 2, 2024 11:53:33 AM

To: Josh Green <jgreen@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Subject: FW: Approval Needed - FY24 Q1 Postage Audit Draft

Josh,

Here is a draft of the Q1 postage audit. Please review and respond for commissioners court.

sw

From: Kathy Rice <krice@johnsoncountytexas.org>

Sent: Monday, March 18, 2024 12:53 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Cc: Sherron A. Beard <Sherron@johnsoncountytexas.org>

Subject: Approval Needed - FY24 Q1 Postage Audit Draft

Steve,

Attached is the Draft Letter for this audit.
Please forward for approval.

Thank you,

Kathy Rice

Audit Manager

Johnson County Auditor's Office

817-556-6953 x1618

KRice@JohnsonCountyTX.org