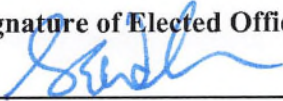



AGENDA PLACEMENT FORM

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

Date: 04/05/24
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 FY23 Q4 - 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

December 11, 2023

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

Dear Mr. Green,

RE: Auditor's Report - Postage Audit- July-September 2023

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 July-September 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.

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: FY23 Q4 Postage Audit Draft

Josh Green <jgreen@johnsoncountytexas.org>

Thu 04-Apr-24 3:47 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Okay, thank you! 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: Thursday, April 4, 2024 3:41:05 PM

To: Josh Green <jgreen@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Subject: FW: FY23 Q4 Postage Audit Draft

Josh, this is the one from the quarter prior to the one you approved yesterday.

sw

From: Steven Watson

Sent: Friday, March 1, 2024 7:28 AM

To: Josh Green <jgreen@johnsoncountytexas.org>

Cc: Kathy Rice <krice@johnsoncountytexas.org>

Subject: FW: FY23 Q4 Postage Audit Draft

sw

From: Kathy Rice <krice@johnsoncountytexas.org>

Sent: Monday, February 5, 2024 1:35 PM

To: Steven Watson <swatson@johnsoncountytexas.org>

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

Subject: FY23 Q4 Postage Audit Draft

Thank you,

Kathy Rice

Audit Manager

Johnson County Auditor's Office

817-556-6953 x1618

KRice@JohnsonCountyTX.org