

The Auditor's Report

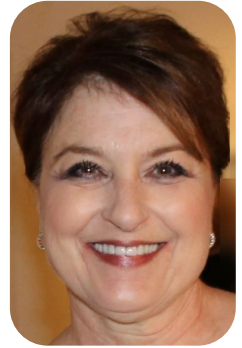


Travis County Auditor's Office Newsletter

Posts from Patti

Closing the Books on Another Fiscal Year

As fiscal year-end approaches, accountants prepare for their version of the Super Bowl: closing the books. Forget confetti and marching bands - this celebration comes with spreadsheets, reconciliations and enough coffee to keep an entire office awake until next April. It's the time when every penny must be found, every account balanced, and every "mystery entry" chased down like it's a fugitive hiding somewhere in the County. Emails and questions multiply like rabbits; patience shortens like a pencil sharpened down to the nub; and the staff shifts into overdrive. The phrase "just one more adjustment" becomes too common place. There is a time during the closing process where staff draw straws to see who's going to tell the boss about that very last adjustment that was just found. By the end, the victory dance isn't a touchdown spike—it's hitting "save" on the final report which doesn't happen until the end of next March. Before that final report is filed there is a lot of proofing, editing and double-checking that the numbers actually tie, and then before you know it, the year has officially been put to bed...at least until the auditors show up with more questions than a toddler at bedtime. Let the fun begin!



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Accountants: the people who solve problems you didn't know you had in ways you don't understand.

A Legislative Change Effective September 1, 2025 of note - This change in the law will have a material and imminent impact on county processes.

- ⇒ Texas Open Meetings Act was changed by HB 1522 amending Government Code 551.043. The notice requirement for local governmental entities was amended from a minimum of **72 hours** to at least **three business days** excluding weekends and holidays from the county counting period. To accommodate this change in statute, Agenda Item Submissions will begin to be due ~two weeks in advance of Court Meeting Dates.
- ⇒ This bill also requires budget-related meeting notices to include a taxpayer impact statement for a "median-valued" homestead with comparison of a tax bill with the proposed rate and the no-new-revenue rate as well as making copy of proposed budget accessible (physically or on website).

2025 July Flooding



Cow Creek Road - low water crossing washed away



Big Sandy Bridge - debris buildup

Travis County citizens faced a severe storm event in July that caused an unprecedented amount of damage. Lives were lost, homes were flooded, and infrastructure was damaged. The County's first responders stepped up in a huge way, exhibiting their dedication to the public's safety. As the County has begun the recovery phase of the disaster, it has shifted its efforts to restoring and stabilizing the affected communities. Initially, by removing debris (which the state has now taken over) and continues its focus on repairing infrastructure and operating the [Disaster Assistance Center](#), providing many services from support & recovery to assistance with permitting.

Some Travis County statistics on this disaster thus far:

- * Over 28,000 hours logged on timesheets
- * Over \$1.5 million in County payroll costs
- * Over \$17 million budgeted for this event by the County
- * Over 191,000 cubic yards of debris has been removed

The County Auditor's Office (AO) with the assistance of responding departments (TNR, ES, HHS, TCSO) have been pulling together the documentation needed to maximize reimbursement from the Federal Emergency Management Agency (FEMA) and the Texas Division of Emergency Management (TDEM). If activity costs and support provided are deemed eligible and sufficient by FEMA (thus obligated) and then verified and substantiated by TDEM in a second validation round, the County will be reimbursed for 75% of the allowable costs, however the reimbursement process can take several years.

Help the AO help the County with the reimbursement by providing documentation such as:

- ♦ **Activity logs** (ICS Form 214) and **equipment logs** detailing staff's duties and equipment use for the emergency response. Corroborating **timesheets** with detailed comments are also submitted.
- ♦ **Itemized receipts** and **lists of staff onsite** if food is ordered for deployed staff, to substantiate the costs. (This is needed not only for reimbursement, and is also required by County Policy!)
- ♦ Supplies purchased or equipment rented by the County require **invoices**, evidence of procurement procedures being enforced (e.g. **quotes**, **RFQs**, **RFPs**, **SAM.gov searches**, **cost analysis**), proper **contract clauses** (federally mandated) and adherence to contract terms, evidence of deliveries or collection (**signed packing/pick-up slips**), and proof of payments (**itemized CC receipts**).
- ♦ **Photos**, **load tickets**, **truck certifications**, **load site/disposal site monitor logs** for debris clean up.

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 2025. These are the dates as we know them today.

Tuesday , September 2, 2025

- **Dpt:** BA's to PBO for 9/16 CC

Wednesday , September 3, 2025

- **Dpt:** Update Open Encumb Rpts In TEAMS

Friday, September 5, 2025

- **Dpt:** Submit PO Liquidation Request to Purch

Tuesday, September 9, 2025

- **Dpt:** Final year-end BA's to PBO for 9/23 CC

Friday, September 12, 2025

- **Dpt:** Request To Liquidate FMD's
- **Aud:** OT FMD's will be liquidated

Tuesday, September 16, 2025

- **Aud:** Complete Applicable FMD's Liquidations - CN
- **PBO:** Complete Applicable FMD's Liquidations - AP
- **Pur:** Complete Applicable FMD's Liquidations - RF
- **Dpt:** Final Year-End BA's To PBO 9/30 Court

Friday, September 19, 2025

- **Dpt:** DFA Approval Of Shopping Carts
- **Dpt:** Submit Invoices/Travel For Last FY25 Check Run
- **Aud:** Distribute Open Mileage Report

Monday, September 22, 2025

- **Pur:** Liquidate PO's / Shopping Carts
- **Dpt:** Approval Travel Expense Report and Mileage

Thursday, September 25, 2025

- **Dpt:** DFA Approval Of Any New FMD's - End of Day

Friday, September 26, 2025

- **Pur:** Convert Shopping Carts to PO's (as time permits)
- **Aud:** Approval of FMD's
- **PBO:** Approval of FMD's
- **Pur:** Approval of FMD's
- **Dpt:** Approval Travel Request

Monday, September 29, 2025

- **Aud:** Final Check Run for FY25

Tuesday , September 30, 2025

- **Dpt:** Goods Receipts On PO's In SAP - Noon
- **Dpt:** Approval FV60's, Cash Receipts - Noon
- **Aud:** 3 pm SAP Access To Be Turned Off
- **PBO:** Approve FY26 Budget
- **Aud:** Enter Travel Accruals

Thursday, October 2, 2025

- **Dpt:** DFA Approval Of Accrual JE - Noon
- **Aud:** Review Revenue Accrual
- **Aud:** Begin Cutoff Testing

Friday, October 3, 2025

- **Aud:** Post Accrual Entry with 9/30 Posting Date
- **Aud:** Reverse Dept Accrual Entry in FY26

Year End Advice to Departments:

- ◇ If you miss the deadlines above for goods and services that **occurred by 9/30/25** (shopping carts, funds management documents, POs, goods receipts, PO-Accruals, Direct Pays, or travel expenses), put them on a **Z6 entry by October 2nd**. Even if you miss that deadline, reach out to us for material expenditures!
- ◇ **Direct Pay (FV60s)** - use the "Invoice Receipt Date" field to correctly assess prompt pay interest.
- ◇ **FY25 Accrual Related Payments made in FY26**
 - ◆ **Direct Pay (FV60s)** - use the "Invoice Date" field to enter "9/30/25" despite the invoice's stated date, if the invoice was for a FY25 event.
 - ◆ **PO Payments** - Departments should notate on the invoice "Accrual Payment" for FY25 goods and services, and AP will populate the "Invoice Date" when processing the payments.

When in doubt, check it out. Contact your [Accrual Auditor](#) with any questions.

SAP UPDATES



Important SAP Enhancement

Prompt Pay Automation

Starting in early September, SAP will automate part of the prompt pay calculation process, eliminating a manual step previously performed by our Accounts Payable team. This change improves accuracy, reduces delays, and eases the burden on both Departments and AP staff.

WHAT'S CHANGING FOR YOU:

To support this automation, we need your partnership in entering two key dates:

* New Field when Entering a Direct Pay Invoice (FV60)

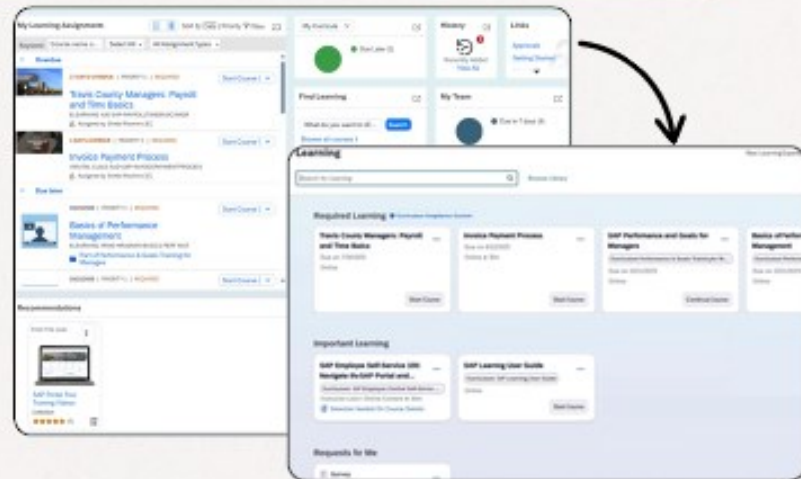
[Click here for a How - To Article](#)

When entering an invoice, you'll now see a field labeled Invoice Receipt Date. Please enter the actual date the invoice was received.

* Existing Field when Entering a Goods Receipt

[Click here for a How - To Article](#)

When entering a goods receipt, there's a field you've seen before called Document Date. Ensure this date reflects the actual date the goods or services were received.



New Learning Home Page

As part of our continued journey with Project Monarch and our commitment to evolving with SAP's technology, we're excited to announce the upcoming launch of the new SAP Learning Homepage.

While SAP is requiring all customers to transition in November of 2025, you can opt in early to begin exploring and getting comfortable with the new layout. We're embracing this change as a major opportunity. After more than seven years with the same Learning Homepage, this upgrade reflects our ongoing commitment to modernization and delivering a better user experience for everyone.

Resources

Learn how to opt in to the new learning experience, explore the layout, and navigate through your learning efficiently by clicking the link.



SAP Tips and Tricks



Expenditure Accrual Journal Entry (Z6)



Expenditure Z6 Accrual Journal Entries are necessary to account for year-end **estimated** services or goods **provided** or **delivered** on or before **midnight September 30th**, but have not yet been invoiced (FV60), received (MIGO) on a Purchase Order (PO), or could not be accrued through a PO-Accrual (MIGO “YE25”) **by noon September 30th**.

Follow the steps to complete a Z6 transaction:

- ⇒ In the SAP Portal go to **Finance > General Ledger > Create/Park Journal Entry**;
- ⇒ Complete the required **Header Fields**: Doc Date and Posting Date “9/30/25”, Reference “Accrual Dept 1xx”, Doc Header Text “FY25 Dept Accruals”, Document Type “Z6”);
- ⇒ Complete **Line Item Entry** fields (Dr and Cr Totals should net to zero by fund/grant/business area);
 - ◇ Credit should post to GL “200xxx” (200 + your Dept number) - Cost Center will be blank
 - ◇ If not PO related, enter “FY25 Dept Accruals Vendor xxx” in text field for each vendor
 - ◇ If Shopping Cart created, enter “SC + number” in text field for each cart
 - ◇ If PO created, enter “PO + number” in text field for each PO
 - ◇ If Funds Management Document was created, enter “FMD + number” in text field and input related earmark funds number and item number in their respective fields
 - ◇ If PO requisition process was not initiated before YE, enter “PO RELATED” in text field
- ⇒ Select **Save Parked Document** taking note of the JE **Document Number** at the bottom of the screen, to attach supporting documentation in the following step; and
- ⇒ Proceed to **Edit Parked Document**, input the Document Number, and attach the documentation and click **Save Parked Document** to be able to edit the Z6 later or click **Save as Completed** to begin JE workflow and verify that budget is still available.

Contact your assigned Accrual Auditor for assistance with budget or other warning messages.

Helpful Z6 Tips

1. **WHAT DOCUMENTATION IS REQUIRED?** Verifiable supporting documentation, like a previous invoice used to estimate the current amount accrued or a packing slip to show amounts received.
2. **DOES THIS ENTRY ENSURE PAYMENT TO THE VENDOR?** No, send invoice to ap@traviscountytexas.gov to have AP process the invoice for payment.
3. **WHAT DO I NEED TO VERIFY BEFORE INPUTTING Z6 ACCRUAL?**
 - ⇒ Ensure items listed on JE have **not** been processed on a previous **FV60** Direct Pay Transaction;
 - ⇒ Ensure **Goods Receipt** of PO was **not** input in SAP by **3pm on 09/30**; and
 - ⇒ Ensure **only** the amounts of goods and services that **were received** by **11:59 on 9/30** are included.

SAP Tips and Tricks



Expenditure Accrual Journal Entry (Z6) continued



PO related Z6 entry example

Park G/L Account Document: Company Code 1000

Menu

Document Date: 09/30/2025 Currency: USD
 Posting Date: 09/30/2025
 Reference: ACCRUAL DEPT 106
 Doc.Header Text: FY25 Dept Accruals
 Document Type: Z6 Expense Accruals
☐ Doc.currency
 Company Code: 1000 Travis County Austin

Amount Information

Total Dr.: 1,100.00 USD
 Total Cr.: 1,100.00 USD

By using PO/SC/FMD, the goal is to make Accrual vs Actual data more accurate

5 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	L...	Bus...	Fund	Cost center	Grant
✓	510210	Ofc Furn	Debit	300.00	PO RELATED ACCRUAL	1000	0001	1060010001		NOT-RELEVANT
✓	510050	Clothing & U...	Debit	100.00	SC 1000XXXXXX	1000	0001	1060010001		NOT-RELEVANT
✓	510270	Recreational ...	Debit	200.00	PO 4100XXXXXX	1000	0001	1060010001		NOT-RELEVANT
✓	510270	Recreational ...	Debit	500.00	FMD XXXXXXXXXX	1000	0001	1060010001		NOT-RELEVANT
✓	200106	AcrdPays-106	Cred...	1,100.00	FY25 Dept Accruals	1000	0001			

Direct Pay / non-PO related Z6 entry example

Park G/L Account Document: Company Code 1000

Menu

Basic Data **Details**

Document Date: 09/30/2025 Currency: USD
 Posting Date: 09/30/2025
 Reference: Accrual Dept 106
 Doc.Header Text: FY25 Dept Accruals
 Document Type: Z6 Expense Accruals
☐ Doc.currency
 Company Code: 1000 Travis County Austin

Amount Information

Total Dr.: 350.00 USD
 Total Cr.: 350.00 USD

4 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	L...	Bus...	Fund	Cost center
✓	512040	Pf Membership	Debit	100.00	FY25 Dept Accruals - Vender A	1000	0001	1060010001	
✓	512060	Subs & Pbcabo...	Debit	200.00	FY25 Dept Accruals - Vender B	1000	0001	1060010001	
✓	513010	BackgrndCkSV	Debit	50.00	FY25 Dept Accruals - Vender C	1000	0001	1060010001	
✓	200106	AcrdPays-106	Cred...	350.00	FY25 Dept Accruals	1000	0001		



Department DFA approval of Z6 accruals is due at noon October 2, 2025.



Please note, **encumbrances are not expenditures**. Actual expenditures **must** be recorded in the fiscal year in which they are **incurred**, not necessarily when they are paid or invoiced. For instance, if a vendor's services are provided from September 10, 2025 to October 9, 2025 you must accrue estimated service costs for September 10th through September 30th in FY25 either on a PO-Accrual or a Z6 Accrual. If you miss the deadlines, the Auditor's Office still wants to be notified of material expenditures that should be recorded.



Meet with your Accrual Auditor to seek advice on year-end activities or if you run into hick-ups along the way.
 More detailed instructions and the GL team email are provided below:

[Expenditure Accrual Journal Entry \(Z6\) - Travis County SAP Support \(helpjuice.com\)](#)

[Auditor GL team](#)

SAP Tips and Tricks

Need a refresher on shopping cart basics? We can help with a brush-up session on:

- Creating punchout, internal catalog, and free-text carts
- Checking the status of your carts and other shopping docs
- Doing goods receipts - or undo them if needed

Interested? Just click the link to let us know, and we'll reach back out with some dates/times. [SAP Business Support - Financial & Purchasing](#)



Wondering how the purchasing process affects the [Budget to Actual Report \(B2A\)](#)?

Let's walk through each step of a typical budget consumption process. B2A before:

Travis County Budget to Actual Report		Fiscal Year: 2025		Through Period: 16	
Fund: FUNDS-B2A Fund Groups				Funded Program: NON-FUNDED-PROGRAM	
Fund Center: 1060010001 Co Auditor Aud-GF					
Commitment Items	Revised Budget	Pre-Encumbrance	Encumbrances	Actuals	Remaining Budget
510020 Books	4,789.00	10.00		273.50	4,505.50
510030 Building Maintenance Supplies &	450.00				450.00
510050 Clothing & Uniforms	90.00	2.00		90.98	-2.98
510990 Procurement Shipping	450.00			368.11	81.89
* Supplies & Equipment Budget Control	145,688.21	45.39	2,332.72	79,476.92	63,833.18
** Total Supplies & Equipment	145,688.21	45.39	2,332.72	79,476.92	63,833.18

1. Once the Shopping cart is fully approved by the Department Financial Approver, budget is **pre-encumbered** and remaining budget for the budget control group is reduced.

Travis County Budget to Actual Report		Fiscal Year: 2025		Through Period: 16	
Fund: FUNDS-B2A Fund Groups				Funded Program: NON-FUNDED-PROGRAM	
Fund Center: 1060010001 Co Auditor Aud-GF					
Commitment Items	Revised Budget	Pre-Encumbrance	Encumbrances	Actuals	Remaining Budget
510020 Books	4,789.00	10.00		273.50	4,505.50
510030 Building Maintenance Supplies &	450.00	7.29			442.71
510050 Clothing & Uniforms	90.00	2.00		90.98	-2.98

2. Once the cart is converted into a Purchase Order, the pre-encumbrance is released, and budget is **encumbered** (remaining budget stays the same).

Travis County Budget to Actual Report		Fiscal Year: 2025		Through Period: 16	
Fund: FUNDS-B2A Fund Groups				Funded Program: NON-FUNDED-PROGRAM	
Fund Center: 1060010001 Co Auditor Aud-GF					
Commitment Items	Revised Budget	Pre-Encumbrance	Encumbrances	Actuals	Remaining Budget
510020 Books	4,789.00	10.00		273.50	4,505.50
510030 Building Maintenance Supplies &	450.00		7.29		442.71
510050 Clothing & Uniforms	90.00	2.00		90.98	-2.98

3. Once a Goods Receipt is entered for the Purchase Order, the encumbrance is released, and the **actual expenditure** is recognized.

Travis County Budget to Actual Report		Fiscal Year: 2025		Through Period: 16	
Fund: FUNDS-B2A Fund Groups				Funded Program: NON-FUNDED-PROGRAM	
Fund Center: 1060010001 Co Auditor Aud-GF					
Commitment Items	Revised Budget	Pre-Encumbrance	Encumbrances	Actuals	Remaining Budget
510020 Books	4,789.00	10.00		273.50	4,505.50
510030 Building Maintenance Supplies &	450.00			7.29	442.71
510050 Clothing & Uniforms	90.00	2.00		90.98	-2.98
510990 Procurement Shipping	450.00			368.11	81.89
* Supplies & Equipment Budget Control	145,688.21	45.39	2,332.72	79,484.21	63,825.89
** Total Supplies & Equipment	145,688.21	45.39	2,332.72	79,484.21	63,825.89

Happy Anniversary

*Join us in congratulating these Auditor
Office Team Members who had
anniversaries this quarter!*

Teammate	Anniversary Day	Yrs of Svc
Scott Diamond	Jul 24	25 yrs
Lisa Denton	Jul 31	25 yrs
Woody Whitten	Aug 21	25 yrs
Catherine Sefcik	Jul 30	24 yrs
Kelly Allen	Sep 2	17 yrs
Hailan Zhang	Aug 17	16 yrs
John Rabb	Jul 12	15 yrs
Angel Candelario	Jul 1	12 yrs
Tracey Powers	Aug 19	12 yrs
Ben Yardenay	Sep 16	12 yrs
Tom Stephenson	Aug 11	11 yrs
Kim Elizondo	Sep 21	10 yrs
James Matlock	Aug 15	9 yrs
Ely Allen	Aug 16	8 yrs

Teammate	Anniversary Day	Yrs of Svc
Josh Dunlap	Aug 6	7 yrs
Anthony Truong	Aug 13	7 yrs
Kristin Singley	Jul 8	6 yrs
Anitha Purushothaman	Jul 6	4 yrs
Rickey Clement	Jul 6	4 yrs
Frank Williams	Jul 26	4 yrs
Shelbi Roohms	Jul 10	2 yrs
Leo D'Souza	Jul 17	2 yrs
Kristie Garza	Aug 3	2 yrs
Sharon Neukam	Aug 21	2 yrs
Patrick Hennecke	Jul 16	1 yr
Jessica Chapa	Aug 12	1 yr
Maddie Ereckson	Sep 9	1 yr

**HAPPY
ANNIVERSARY**



REC Audit Schedule

Upcoming Reviews	
Tax Office	
Official Fees	Year-End Cash Counts
Treasurer	County Clerk

Hello! Howdy! Hi there!



Meet Rongke Lyu, Data Scientist

Rongke joined the Risk Evaluations & Consulting (REC) Data Science Team in June. She has a Bachelor of Science and Masters in Statistics and recently earned a Doctorate in Statistics from Rice University in Houston where she worked as a graduate research assistant at MD Anderson's Department of Biostatistics. Rongke enjoys spending time with her two cats, her one hamster, exploring the city, good movies, and simply relaxing.



***"Only auditors can
save the world through
peace and
reconciliations."***
Marina Peters



GFOA 2025 Conference Washington, D.C.

Several members of the Auditor's Office traveled to our nation's capital this June to attend the 119th GFOA (Government Finance Officers Association) Conference. Thousands of government accountants from all over the U.S. attended continuing education sessions on GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standards Board) standards learning the latest best practices for government finance.



The Auditor's Office's own Chief Assistant I **Cameron Van Noy**, who serves as the Chair of the GFOA's Standing Committee on Accounting, Auditing, and Financial Reporting, was a speaker on a **Qualitative Disclosure** panel. As a subject matter expert, he discussing his own experiences and lessons learned on the preparation of the County's tax abatement agreement disclosures. This disclosure is reported in Note 3 of the Travis County ACFR (Annual Comprehensive Financial Report) for those who are curious.



The ACFR (and its in-depth disclosures) and GFOA's Best Practices, can be found here:

[Annual Financial Reports](#)

[GFOA Best Practices](#)

Get to know the Grants Auditing Team

What does the Grants Audit Team do?

We monitored 250+ grants, filed 540+ reports, and recorded \$110M in grant revenue in FY2024! We perform all grant-related financial reporting and work with departments to ensure budgetary controls meet grantor requirements. **Check out our stellar [Single Audit](#) results.** 



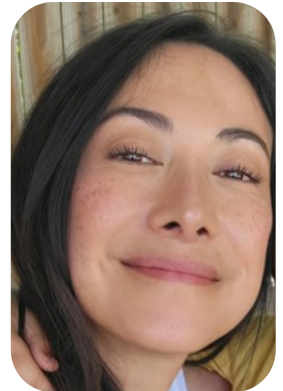
Tracy Leblanc, Financial Audit Manager

Tracy grew up in Iowa, Louisiana and has a Bachelors of Government and Professional Accounting Certification. She has worked for the County for 22 years! She is the proud mom of one child and a pet dog. She is a die-hard New Orleans Saints fan and her favorite color is blue. She is the fearless leader of the Grants Team and your subject matter expert for all County grants and related reporting and is proficient with SAP system support to boot.



Evelyn grew up in El Paso, TX and has a Bachelors of Business Administration. She has worked for the County for 11 years (10 of those with TNR). She has three precious children and a pet cat. Evelyn's favorite color is black, she practices yoga (she has even mastered a headstand), and enjoys good wine and good movies.

Evelyn Vasquez, Financial Analyst III



Michael Gutierrez, Financial Analyst I

Michael is one of the rare Austinites that actually grew up in Austin, TX. He has a Masters of Business Administration and Bachelors in Culinary Management. He has worked for the County for five years. He enjoys spending time with his extensive family and traveling far and wide (he just returned from Europe). His favorite color is green and enjoys sweet tea.



Nutty Degraffenreid, Financial Analyst IV



Nutty grew up in Bangkok, Thailand and has a Bachelors of Cost Management Systems and Masters of Accounting. She has worked for the County for five years and has a systems background. She has one precious child and four pet chickens. Nutty's favorite color is purple, loves playing badminton, and enjoys baking.



Get to know the Grants Auditing Team



Amy Smith, Financial Analyst IV

Amy grew up in Columbus, Ohio and is a loyal Ohio State Buckeye's fan. She has a Bachelors of Financial Services. She has worked for the County for four years and previously in the non-profit sector for several years prior to joining us. She has two adorable children and a pet cat. She loves amusement parks, mocha iced coffee, and her favorite color is black.



Alphonso Wehye, Financial Analyst II



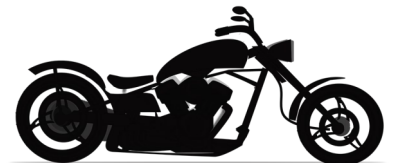
Alphonso grew up in Yekepa, Liberia and has lived on three continents. He has a Bachelors of Accounting. He has worked for the County for three years. He has five beautiful children, two even cuter grandchildren, two dogs and one cat. He used to be an alcolyte (altar boy), his favorite color is blue, he loves tea, and he is a superfan of the Manchester United Football Club.



Jody Cook, Financial Analyst IV



Jody grew up in Llano, TX and has a Bachelors of Business Administration. Jody is the newest teammate, she has worked for the County for eight months and has several years of experience in governmental grants prior to joining us. She has two delightful children and two dogs and two cats. Jody's favorite color is purple and enjoys riding on Harleys and is a cornhole ace.



Reach out to the friendly and helpful [Auditor Grants Team](#) for assistance on the particulars of your awards and subawards, they are more than happy to chat!

