

TRAVIS COUNTY

Auditor's Office

Newsletter, DECEMBER 2015



MY NEW YEAR'S RESOLUTIONS FOR 2016

I can't believe it's been an entire year since the newsletter with my New Year's Resolutions for 2015! I have to admit that I was not able to stop chewing my nails, cook at least once a week or get along with everyone, but I tried. These resolutions will just have to roll over to 2016 . . . and then probably over to 2017. ☺

This year I thought I would focus, like everyone else, on health and exercise. If you know me, you know I already love to exercise, but my eating habits could definitely stand to improve. I recently read

an article in Austin Woman magazine. I was instantly drawn to an article with a picture of a woman that looked like she could have easily won the latest Ninja Warrior contest. She had some nutritional suggestions that I am going to try to follow in 2016.



FOODS TO AVOID/LIMIT

1. Soda (Duh!)
2. Ranch, Thousand Island or blue cheese salad dressing (way too much fat, GO BALSAMIC!)
3. Cream sauces (tomato-based sauces are a better choice)
4. Frappuccinos and lattes (45 grams of sugar in just a medium drink goes straight to the belly)
5. Fast food (too much salt, preservatives, fat, need I say more?!?)
6. Doughnuts (this one will probably roll over to 2017, 2018, etc.)
7. Juice and smoothies (crazy amounts of sugar in these)
8. Potato chips (seriously, this goes without saying)
9. Tuna or chicken salad (way too much fat in the mayo)
10. Alcohol (one and done for me in 2016!)

Have a wonderful holiday season and I'll see you next year!

A handwritten signature in black ink, which appears to read "Nicki B.".

"Leaders think and talk about the solutions. Followers think and talk about the problems."

--Brian Tracy

AUDIT SCHEDULE

UPCOMING REVIEWS	TYPE	PROJECTED START DATE
1 ST QUARTER CASH COUNTS	QUARTERLY REVIEW	12/28/2015
RECORDS MANAGEMENT	MINI-AUDIT	12/28/15
BONDS	STATUTORY AUDIT	1/8/2016
COURTHOUSE SECURITY FUND	REVIEW	1/11/2016
COURT COSTS	STATUTORY AUDIT	1/11/2016



PAYROLL YEAR-END SCHEDULE

TASK	DEADLINE
Last day to request/receive a manual check	12/28/2015
Deadline for W-2 address changes	1/15/2016
Deadline for Payroll to produce and mail W-2 to employees	2/1/2016
Deadline to file a 2016 W-4, if you filed exempt on your 2015 W-4	2/16/2016

Fun Fact: Before he was lead singer in the Rolling Stones, Mick Jagger studied to be an accountant at the London School of Economics.

SAP Tip of the Quarter

Add a Frequently Used Transaction to *Favorites*

1. Click navigation link (ex: **Create Budget Adjustment (BA)**) to launch transaction.
2. Click **Favorites** and select **Add to Favorites** option.

The image consists of two screenshots of the SAP web interface. The top screenshot shows the 'Budget Adjustments' page with a sidebar menu. A red circle with the number '1' highlights the 'Create Budget Adjustment (BA)' link in the sidebar. A red circle with the number '2' highlights the 'Favorites' tab in the top navigation bar. A dropdown menu is open under 'Favorites', showing 'Add to Favorites' and 'Organize Favorites'. The bottom screenshot shows the same page after the transaction has been added to the Favorites list. The 'Create Budget Adjustment (BA)' link is now listed in the Favorites dropdown menu, highlighted with a red box. A blue arrow points from the top screenshot to the bottom one, indicating the sequence of steps.

Selected transaction has been added to the Favorites list.

WHEN IS OVERTIME PAID OUT?

Overtime Pay Schedule Fiscal 2016

Week	Dates	Pay Date	Week	Dates	Pay Date
0	October 1-3	October 30, 2015	27	April 3-9	April 29, 2016
1	October 4-10	October 30, 2015	28	April 10-15 April 16	April 29, 2016 May 13, 2016
2	October 11-15 October 16-17	October 30, 2015 November 13, 2015	29	April 17-23	May 13, 2016
3	October 18-24	November 13, 2015	30	April 24-30	May 13, 2016
4	October 25-31	November 13, 2015	31	May 1-7	May 31, 2016
5	November 1-7	November 30, 2015	32	May 8-14	May 31, 2016
6	November 8-14	November 30, 2015	33	May 15 May 16-21	May 31, 2016 June 15, 2016
7	November 15 November 16-21	November 30, 2015 December 15, 2015	34	May 22-28	June 15, 2016
8	November 22-28	December 15, 2015	35	May 29-31 June 1-4	June 15, 2016 June 30, 2016
9	November 29-30 December 1-5	December 15, 2015 December 31, 2015	36	June 5-11	June 30, 2016
10	December 6-12	December 31, 2015	37	June 12-15 June 16-18	June 30, 2016 July 15, 2016
11	December 13-15 December 16-19	December 31, 2015 January 15, 2016	38	June 19-25	July 15, 2016
12	December 20-26	January 15, 2016	39	June 26-30 July 1-2	July 15, 2016 July 29, 2016
13	December 27-31 January 1-2	January 15, 2016 January 29, 2016	40	July 3-9	July 29, 2016
14	January 3-9	January 29, 2016	41	July 10-15	July 29, 2016
15	January 10-15 January 16	January 29, 2016 February 12, 2016	42	July 16 July 17-23	August 15, 2016 August 15, 2016
16	January 17-23	February 12, 2016	43	July 24-30	August 15, 2016
17	January 24-30	February 12, 2016	44	July 31 August 1-6	August 15, 2016 August 31, 2016
18	January 31 February 1-6	February 12, 2016 February 29, 2016	45	August 7-13	August 31, 2016
19	February 7-13	February 29, 2016	46	August 14-15 August 16-20	August 31, 2016 September 15, 2016
20	February 14-15 February 16-20	February 29, 2016 March 15, 2016	47	August 21-27	September 15, 2016
21	February 21-27	March 15, 2016	48	August 28-31 September 1-3	September 15, 2016 September 30, 2016
22	February 28-29 March 1-5	March 15, 2016 March 31, 2016	49	September 4-10 September 11-15	September 30, 2016 September 30, 2016
23	March 6-12	March 31, 2016	50	September 16-17	October 14, 2016
24	March 13-15 March 16-19	March 31, 2016 April 15, 2016	51	September 18-24	October 14, 2016
25	March 20-26	April 15, 2016	52	September 25-30	October 14, 2016
26	March 27-31 April 1-2	April 15, 2016 April 29, 2016			

THANK YOU!!

TRAVIS COUNTY EMPLOYEES ROCK!!

Dear ITS,

We would like to give a big shout out to several of your employees for their help and assistance!

Thanks to:

- Kate Spencer of the ITS web team for outstanding service and work related to the overview pages in our improved SAP Portal; and
- Dain Herbat, Max Oberkichner, Patrick Kutac and their respective teams in ITS who together with project managers Julie Ortega and John Stark successfully moved our SAP production servers with minimal impact to the end-users.

Christina Adair

Financial Systems Maintenance and Support Team

Employee Spotlight

Melinda Grahmann, Chief Assistant County Auditor II General Ledger and A/P

Melinda was born and raised in San Antonio and went to Southwest Texas State University where she earned a BBA in Accounting. After graduation, she moved to Houston and took her first job with Pennzoil, then later moved to Chas P Young, a printing company in Houston, as their Controller. After 5 years in Houston, Melinda decided she would like the calmer life so she and her husband moved to San Marcos where she has lived ever since.



Melinda decided to pursue her CPA in 2000 and passed the exam on the first try. She followed that with 7 years at Southwestern Bell Telephone as a Senior Manager in Finance and then 6 years at Harland Clarke as an Executive Director of Accounting before deciding to come to Travis County.

Melinda has two sons. Her eldest is at Lincoln College of Technology pursuing a Welding Certification and her youngest is at Goodnight Middle School in San Marcos and loves playing on the football team. Melinda currently lives on 45 acres in San Marcos with a 5 acre pond. In her free time, you will find her on the tractor shredding the field, fishing along the side of the pond or riding the 4 wheelers with her sons. If you happen to be looking for her in the summer, on any given weekend, she is probably sitting on the beach in Port Aransas.

Christina Adair, Financial Systems Director - ERP

Christina joined Travis County and the Auditor's Office in 1998. Her role over the years has always revolved around supporting and improving the County's Financial System. When it became clear that Travis County needed to replace the 20+ year old system, Christina took on the role of Project Manager for implementing a new Financial System, known as Project BEFIT. This was by far the hardest, most stressful but also most rewarding assignment of her career. She had an amazing team from the County working on the project making them successful with implementing the SAP system on time and within budget.



Today, Christina manages the team supporting the SAP system County-wide. Her goals for the team are to provide excellent customer support to all in the County and to keep improving business process to make sure that the County gets maximum benefit from its investment in the SAP system.

On a personal front, Christina is a Swede with a Texas accent. She grew up in Malmö, Sweden, and ended up in Texas by marrying a Texan. Her degree is in Computer Science and she started her IT professional career working eight years for IBM in Sweden. During her visits to Texas, she realized that Austin was the place to live, so when her husband and she decided to relocate to Texas, Austin became their new home. Once in Austin, they added to their international family by adopting two children from Russia, who are now both in high school. Besides spending time with her family, she enjoys the outdoors and is a huge animal lover with two adopted rescue dogs as part of the family. In Sweden, soccer and hockey are the dominant sports, so it took her a while to adjust but she is now a basketball and San Antonio Spurs fan.

FUN CHRISTMAS RECIPES

HOT BUTTERED RUM

Ingredients:

- 1 cup butter, softened
- ½ cup confectioners' sugar
- ½ cup packed brown sugar
- 2 cups vanilla ice cream softened
- 1 teaspoon ground cinnamon
- 1 teaspoon ground nutmeg

Each Serving:

- ½ cup boiling water
- 1 to 3 tablespoons rum



Directions:

1. In large bowl, cream butter and sugars until light and fluffy. Beat in the ice cream, cinnamon and nutmeg. Cover and store in the freezer.
2. For each serving, place ½ cup butter mixture in a mug; add boiling water and stir to dissolve. Stir in rum. **Yield:** 7 servings (3-1/2 cups mix).

PEPPERMINT BARK

By Paula Deen

Ingredients:

- Crushed candy canes, to yield 1 cup
- 2 pounds white chocolate
- Peppermint flavorings, optional

Directions:

Place candy canes in a plastic bag and hammer into ¼-inch chunks or smaller. Melt the chocolate in a double boiler. Combine candy cane chunks with chocolate (add peppermint flavoring at this point if desired.) Pour mixture onto a cookie sheet layered with parchment or waxed paper and place in the refrigerator for 45 minutes or until firm. Remove from cookie sheet and break into pieces (like peanut brittle.)

