



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/19/2023

**SUBJECT: RECEIVE AND FILE THE AUDITOR'S REPORT OF THE TAX
OFFICE, EXIT REVIEWS FOR KEY PERSONNEL**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court receive and file the Auditor's Report for the Tax Office, Exit Reviews for Key Personnel.

BACKGROUND

The Auditor's office conducted limited procedures to provide accountability for the transfer of authority over County assets from key Tax Office personnel who left County employment in July. These procedures included the verification of cash and other receipts, the return of County owned assets, access to electronic systems, online banking, and signature authority for Tax Office accounts. The Auditor's Office confirmed offboarding procedures performed by Tax Office staff were complete. The transfer of authority appears to be complete without exception.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	Julie K. Hillhouse Kimberly M. Buchanan
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