

AGENDA ITEM 37

Consider approving transfer of the following fixed assets from 911 Communications to Information Technology:

(1)	Dell CPU	D42XD
(1)	Dell CPU	D6GB4
(1)	Dell CPU	D42Y0
(1)	Dell CPU	D42XI
(1)	Dell CPU	D42XX
(1)	Dell CPU	D42X8
(1)	Dell CPU	D42XS
(7)	Dell Keyboards	
(7)	Dell Mouse Controllers	
(1)	Dell Trinitron PC	89098C1ESA28
(1)	Dell Trinitron PC	87098C19RI28
(1)	Dell Trinitron PC	87098C190Z28
(1)	Dell Trinitron PC	87098C19QUZ8
(1)	Dell Trinitron PC	8198631
(1)	Dell Trinitron PC	8198632
(1)	Dell Trinitron PC	8198405

Moved: Commissioner Limmer

Seconded: Judge Doerfler

Motion: To approve transfer of the following fixed assets from 911 Communications to Information Technology:

(1)	Dell CPU	D42XD
(2)	Dell CPU	D6GB4
(1)	Dell CPU	D42Y0
(1)	Dell CPU	D42XI
(1)	Dell CPU	D42XX
(1)	Dell CPU	D42X8
(1)	Dell CPU	D42XS
(7)	Dell Keyboards	
(7)	Dell Mouse Controllers	
(1)	Dell Trinitron PC	89098C1ESA28
(1)	Dell Trinitron PC	87098C19RI28
(1)	Dell Trinitron PC	87098C190Z28
(1)	Dell Trinitron PC	87098C19QUZ8
(1)	Dell Trinitron PC	8198631
(1)	Dell Trinitron PC	8198632
(1)	Dell Trinitron PC	8198405

Vote: 3 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE May 23, 2001

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>Serial #</u>
1	Dell CPU		D42XD
1	Dell CPU		D6GB4
1	Dell CPU		D42YQ
1	Dell CPU		D42X1
1	Dell CPU		D42XX
1	Dell CPU		D42X8

FROM (Transferor): 911 CommunicationsTO (Transferee): Information Technology

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Lurina Simpson

Transferor - Elected Official/Department Head

J. Schaefer

Transferee - Elected Official/Department Head

Approved 6-19-01
John C. Daugherty

CKNTD

CHANGE OF FIXED ASSET STATUS

DATE May 23, 2001

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

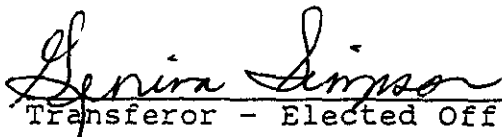
DISPOSED

FIXED ASSET

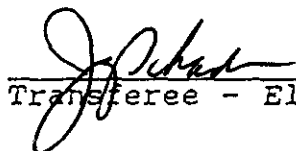
Quantity	Description	Model	Serial #
1	Dell CPU		D42XS
7	Dell Keyboards		
7	Dell Mouse		
1	Dell Trinitron PC	89098C1ESA	28
1	Dell Trinitron PC	87098C19RI	28
1	Dell Trinitron PC	87098C19QZ	28

FROM (Transferor): 911 CommunicationsTO (Transferee): Information Technology

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.



Transferor - Elected Official/Department Head



Transferee - Elected Official/Department Head

Approved 6-19-01

John C. Dwyer

EKH/D

CHANGE OF FIXED ASSET STATUS

DATE

May 23, 2001

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
1	Dell Trinitron PC	87098C	19Q428
1	Dell Trinitron PC	8198631	
1	Dell Trinitron PC	8198632	
1	Dell Trinitron PC	8198405	

FROM (Transferor): 911 CommunicationsTO (Transferee): Information Technology

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Geniva Simpson
 Transferor - Elected Official/Department Head

J. Schaefer
 Transferee - Elected Official/Department Head

approved 6-19-01
 John C. Daefler

AK MTD

REGULAR AGENDA

AGENDA ITEM 38

Discuss and take appropriate action regarding special projects auditor.

No action was taken on this agenda item, which will be added to the June 26, 2001 agenda.

< Attachment >

JOB DESCRIPTION**POSITION IDENTIFICATION**

Job Title: Project Accountant
Department: Auditor's Office
Title of Supervisor: Financial Director
FLSA Status: Exempt
Positions Supervised: Does not supervise other positions.

JOB SUMMARY

To oversee all project related accounting; to coordinate with the commissioners, county judge, county engineer and other county personnel and consultants in the accounting and funding of capital projects; and to assist the Financial Director in the management of all related financial transactions for the county.

ESSENTIAL JOB FUNCTIONS

Evaluate all project expenditures and revenues and generate required financial reports to County Treasurer, County Auditor, County Judge, Commissioners Court, and other appropriate county personnel.

Responsible for ensuring the accuracy of all project related expenditures and revenues in Oracle General Ledger.

Responsible for the maintenance of all project related general ledger accounts and budgets in Projects module of Oracle Financial System.

Responsible for tracking all "project" related capital expenditures.

Audit and enter all project related invoices in Oracle Accounts Payable module.

Assist with GASB 34 requirements as pertains to purchase of capital items.

Prepare monthly and/or weekly reports to Commissioners and County Judge as to status of all project related funds.

Balance and reconcile the project funds in the general ledger and subsidiary accounts; examine all project accounting transactions to ensure accuracy; make corrections to project financial records as necessary.

Monitor project related budgets for each Commissioner and County Judge; research and analyze transactions to resolve budget problems.

Responsible for assisting in the preparation of monthly, quarterly, and annual financial reports in accordance with the Local Government Code.