

AGENDA ITEM 32

Consider approving late expense reimbursement from Pct. #4 Constable (presented for payment beyond the 60 day deadline required in the budget order).

Moved: **Commissioner Limmer**

Seconded: **Commissioner Hays**

Motion: To approve late expense reimbursement from Pct. #4 Constable (presented for payment beyond the 60 day deadline required in the budget order).

Vote: 3 - 1 with Commissioner Boatright voting against the motion and with Commissioner Heiligenstein absent from the dais.

< Attachment >

WILLIAMSON COUNTY TRAVEL EXPENSE REPORT

RECEIPTS REQUIRED FOR ALL REIMBURSEMENT ITEMS

PAY REIMBURSEMENT TO:

12451
MARK BIRCHARD

DEPARTMENT:

Constable Precinct 4

SUBMITTED:

DATE:

DESTINATION:

PURPOSE:

MILES:

3-8-01 Emergency Purchase Ammunition

needed for a school. Badge covers for funeral. SEE ATTACHED RECEIPT.

Pay to pay w/out PO per Bob Space - Marty did not think PO was needed when ammunition was required for class Mark was attending since PO's are not required for training. ~~PO~~ TOTAL MILES 132.43

TOTAL MILES X .29 = MILEAGE REIMBURSEMENT

MEALS (RECEIPTS REQUIRED/ATTACHED) OUT OF COUNTY ONLY

LODGING (RECEIPTS REQUIRED/ATTACHED)

CONFERENCE/SEMINAR REGISTRATION FEES (RECEIPTS)

OTHER TRAVEL EXPENSES (RECEIPTS REQUIRED/ATTACHED)

SUPPLIES (RECEIPTS REQUIRED/ATTACHED)

POSTAGE (RECEIPTS REQUIRED/ATTACHED)

OTHER EXPENSES (EXPLANATION/RECEIPTS REQUIRED)

TOTAL REIMBURSEMENT \$ 132.43

CERTIFICATION BY EMPLOYEE: "I CERTIFY THAT THE EXPENSES AS SHOWN ABOVE ARE TRUE AND CORRECT AS INCURRED WHILE TRAVELING ON WILLIAMSON COUNTY BUSINESS."

SIGNATURE OF PERSON SUBMITTING REPORT

CERTIFICATION BY OFFICIAL/DEPARTMENT HEAD: "I CERTIFY THAT THE ABOVE LISTED EXPENSES ARE TRUE AND CORRECT."

SIGNATURE OF OFFICIAL/DEPARTMENT HEAD

approved 6-26-01
John C. Gayler

06/26/2001

RECORDERS MEMORANDUM

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All or parts of the text on this page was not
clearly legible for satisfactory recordation.

Cash Receipt



P.O. Box 16080
Austin TX 78761
Phone: (512) 451-8298
Fax: (512) 453-6149

Invoice No. RTL0039543
Invoice Date 3/8/01
Master No. 84,548
Order Date 0/0/00
Page: 1

Bill To:

Williamson Co Constable Pct 4
Attn: Constable MartyRuble
115 W. 6th Street
Taylor TX 76574

Ship To:

Williamson Co Constable Pct 4
Attn: Mark - PO#52991 *
115 W. 6th Street
Taylor TX 76574

PO Number	Customer ID	Salesperson	Ship Via	Payment Terms	Ship Date
MARK BIRCHARD	001305	KW		NET 15	3/8/01

Shipped	B/O	Item Number Description Serial Number	Price	UM	Ext. Price
10.00	0.00	GT-MBC Gt Mourning Badge Cover W/ Inscription Size Reg	\$4.95	EA	\$49.50
0.05	0.00	CCI-53653 CCI Lawman .45 230GR TMJ	\$219.80	M	\$10.99
0.30	0.00	CCI-53919 CCI Lawmen .357 Sig 125gr. TMJ	\$239.80	M	\$71.94

SIGNATURE
DATE
TIME
TOTAL 132.43

GT
DESCRIPTION
APR 1 2001
TAYLOR TX 76574

GT
DESCRIPTION
APR 1 2001
TAYLOR TX 76574

GT
DESCRIPTION
APR 1 2001
TAYLOR TX 76574

Your Cashier was Ken
Thank you for your business

Subtotal	\$132.43
Freight	\$0.00
Tax	\$0.00
Total	\$132.43
Amount Received	\$132.43
Balance Due	\$0.00

FL Number:

Expires:

All returns must be authorized by GT. Interest charges on past due invoices at
max rate allowed by law.

ORIGINAL

AGENDA ITEM 33

Discuss and take appropriate action regarding special projects auditor.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve the hiring of a Special Projects Auditor at grade 23, step 1 to work exclusively on road bond, Certificates of Obligation, and parks funds projects.

Vote: 4 – 0 with Commissioner Heiligenstein absent from the dais.

< 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.