



Manatee County


R.B. "Chips" Shore

Clerk of the Circuit Court and Comptroller

P.O. Box 25400 • Bradenton, Florida 34206 • (941) 749-1800 • FAX (941) 741-4082 • www.manateeclerk.com

MEMORANDUM

TO: Ed Hunzeker, County Administrator

FROM: R. B. "Chips" Shore, Clerk of the Circuit Court 

DATE: February 10, 2010

RE: Payroll Distribution Audit for the Convention and Visitors Bureau

The Internal Audit Department has completed a Payroll Distribution Audit for the Convention and Visitors Bureau for the payroll period ending October 9, 2009. The audit consisted of a "surprise" physical distribution of pay checks or EFT stubs to employees on October 23, 2009 upon which they were required to provide photo identification. The purpose of this audit was to confirm the existence of all Convention and Visitors Bureau employees included in the current payroll system. Manatee County is in the process of implementing Workforce, a paperless timecard payroll system, and this test will ensure that the data to be transferred from the existing system to Workforce includes valid employees.

For the October 9, 2009 payroll, the Convention and Visitors Bureau employed 72 individuals. Internal Audit was able to confirm the existence of all these employees.

We would like to thank the staff at the Convention and Visitors Bureau for the cooperation given to the Internal Audit staff. An additional follow-up audit will not be necessary.

RBS:LCB

CC: Larry White, Convention and Visitors Bureau Executive Director
Dan Wolfson, Finance Director

"Pride in Service with a Vision to the Future"

Clerk of Circuit and County Court - Clerk of Board of County Commissioners - County Comptroller, Auditor and Recorder