



Manatee County


R.B. "Chips" Shore

Clerk of the Circuit Court and Comptroller

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MEMORANDUM

TO: Ed Hunzeker, County Administrator

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

DATE: December 3, 2009

RE: Payroll Distribution Audit for the Community Services Department

The Internal Audit Department has completed a Payroll Distribution Audit for the Community Services Department for the payroll period ending October 23, 2009. The audit consisted of a "surprise" physical distribution of pay checks or EFT stubs to employees on November 6, 2009 upon which they were required to provide photo identification. The purpose of this audit was to confirm the existence of all Community Services 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 23, 2009 payroll, the Community Services Department employed 157 individuals. Internal Audit was able to confirm the existence of all these employees.

We would like to thank the staff at the Community Services Department for the cooperation given to the Internal Audit staff. An additional follow-up audit will not be necessary.

RBS:LCB

CC: Fred Loveland, Community Services Director
Dan Wolfson, Finance Director

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