



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: October 6, 2009

RE: Payroll Distribution Audit for the Parks and Recreation Department

The Internal Audit Department has completed a Payroll Distribution Audit for the Parks and Recreation Department for the payroll period ending July 17, 2009. The audit consisted of a "surprise" physical distribution of pay checks or EFT stubs to employees on July 31, 2009 upon which they were required to provide photo identification. The purpose of this audit was to confirm the existence of all Parks and Recreation employees included in the current payroll system. Manatee County is in the process of implementing Workfoce, 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 July 17, 2009 payroll, the Parks and Recreation Department employed 181 individuals, including two that were on no pay status. For the 179 active employees, Internal Audit was able to confirm the existence of all these employees.

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

RBS:MDB

CC: Cindy Turner, Parks and Recreation Department 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