



Dallas County: Auditor's Department

FY2024 Budget



FY2024- Department Key Objectives

1. Maximize invoice payment accuracy by monthly tracking of AP staff productivity and efficiency for each FY quarter.
2. Minimize fraud by monthly tracking of subpoenas, public information request and fraud complaints.
3. Track and analyze state and federal legislation that affects the Auditor's Office and Dallas County on a monthly basis to determine any procedural changes to ensure compliance with statutory requirements.
4. Provide financial transparency by evaluating County departments' internal controls by performing mandatory and non-mandatory audits each quarter.
5. Review and compile annual risk assessment on all County departments by the end of the FY to determine the upcoming FY audit schedule.
6. Using annual risk assessment, develop strategies to allocate resources to timely complete high-risk audits by the end of FY Q1.
7. Manage the utilization of the ERP system on a monthly basis and track the end-user issues to completion timeframe

FY2024 Budget Request Overview

Account	Description	Requested Amount	FY23 Budget Variance
61050	Salaries- Overtime	\$ 40,000	\$ 40,000
62093	Computer Hardware less than \$5k	\$ 20,000	\$ (2,980)
62095	Software	\$ 164,526	\$ (992)
62160	Office Supplies	\$ 20,000	\$ 0
62160	Classroom Training	\$ 60,000	\$ 35,000
62225	Other Professional Fees	\$ 40,000	\$ (30,000)
	<i>Total</i>	\$ 314,526	\$ 41,028

FY2024- Department's Critical Needs

- **Salaries Overtime (61050)- \$40,000**
 - Pay staff working additional hours on streamlining various processes in Fusion
- **Hardware (62093)- \$20,000**
 - 4- new positions
 - Dell Latitude 5430 i7 laptop/bag/docking stations for new positions *(estimated \$2,500 each)*
 - Dell Precision 3460 desktop with monitors *(estimated \$2,500 each)*
 - Refresh laptops and desktops for Financial Audit (15), Internal Audit (15), and Grants Audit (15) due to issues with laptops overheating
- **Software (62095)- \$164,526**
 - Annual license renewals for Teammate audit (Internal and Grants), WASP asset (fixed asset inventory), Camtasia video (training videos for webpage)
- **Professional (62225)- \$40,000**
 - *Use retiring managers* as consultants for historical knowledge to verify essential functions are processed accurately in ERP for external reports
 - Additional funds needed for future ERP/Kronos vendor assistance based
- **Classroom Training (62440)- \$60,000**
 - Oracle ERP and Kronos training- \$40,000
 - Audit training for staff to gain CPE credits towards maintaining current CPA, CIA, and CISA licenses- \$20,000
- **Administrative Concerns**
 - Evaluating review process for awarded grants to the County
 - Working with County HR on special education pay for CPA/CIA/CISA

FY2024- Department's Critical Needs cont.

- Position Requests
 - New Positions
 - (2) Audit Manager II (gr L)
 - To assist with the review and assignment of the increasing amount of grants awarded to County departments
 - Build consistency within the department and have the same structure as Internal Audit division
 - (2) Internal Auditor I (gr 13)
 - To perform entry level review and processing of grant audits for HHS and Juvenile
 - Will work with Budget and HHS to cover expense

New Positions			
# of positions	Position Name	Grade	MAX rate
2	Audit Manager II	L	\$ 108,460
2	Internal Auditor I- GR	13	\$ 63,606
Total:		4	\$ 344,132

Reclass Positions								
# of positions	Position Name	Grade	MAX rate	# of positions	Position Name	Grade	MAX rate	Variance
1	Business Analyst III	HM	\$ 84,254	1	Sr. Audit Management Analyst	KM	\$ 104,956	\$ +20,702
1	Secretary	6	\$ 40,893	1	Sr. Secretary	8	\$ 46,821	\$ +5,928
1	Financial Audit Supervisor	J	\$ 95,685	1	Audit Manager II	L	\$ 108,460	\$ +12,775
Total:		3	\$ 220,832			3	\$ 260,237	\$ +39,405

- Reclass Position Requests

- (1) Business Analyst III gr HM to Sr. Audit Management Analyst gr KM
 - Generate reports that align with tracking the department's progression of KPIs, OKRs, and other status reports
- (1) Secretary gr 6 to Senior Secretary gr 8
 - Primary contact to handle all front desk administrative and clerical duties
- (1) Financial Audit Supervisor gr J to Audit Manager II gr L
 - Build consistency within the department; will be the same structure as Internal Audit and Grants Audit
 - To retain talent with current CPA and financial audit background