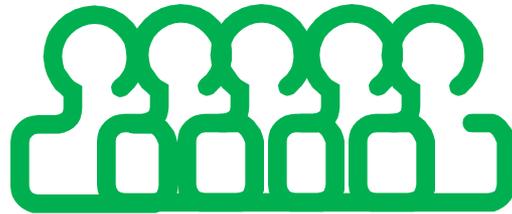


Tax Office FY15 Budget Work Session



Tax Office Reorganization Request

- Status
- Auditor's Executive Summary
- Current request

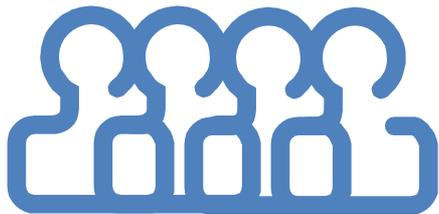
Auditor Executive Summary – 8/4/14

Internal Controls Needed

- Segregation of duties
- Exception reporting
- Regular management oversight
- Third party/management reviews of transactions

Auditor Executive Summary – 8/4/14

“At this time the tax office does not have sufficient personnel, particularly in middle management...”



“These four positions will not be sufficient to eliminate the tax office’s staffing and internal control issues.”

**PBO/Auditor
Recommendation**

**Tax Office
Request**



Business Analyst II



Business Analyst II

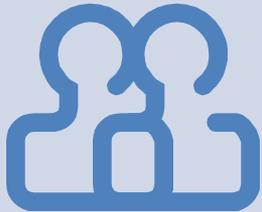
\$87,133

\$87,133

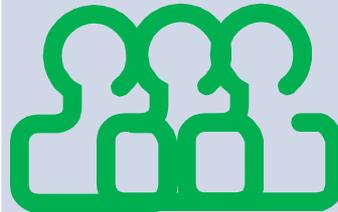
- Duties can address three operational areas: Voter Registration, Property Tax, and Motor Vehicles

**PBO/Auditor
Recommendation**

**Tax Office
Request**



Tax Supervisors



Program Managers

\$68,781 each

\$87,133 each

- Program Managers can address three operational areas: Comm & Training, Property Tax, and Motor Vehicles
- Tax Supervisors currently performing Program Manager job duties can focus on supervision

**PBO/Auditor
Recommendation**

**Tax Office
Request**



Internal Auditor



Internal Auditor

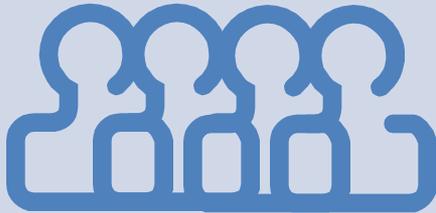
\$72,914

\$72,914

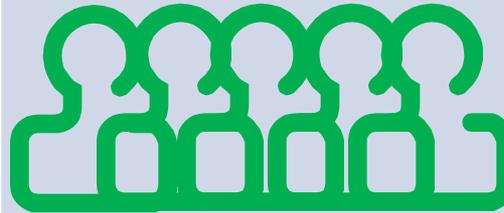
- Internal audits expanded to Property Tax

PBO/Auditor Recommendation

Tax Office Request



4 FTEs



5 FTEs

Business Analyst II	\$87,133	Business Analyst II	\$87,133
Tax Supervisor	\$68,781	Program Manager	\$87,133
Tax Supervisor	\$68,781	Program Manager	\$87,133
		Program Manager	\$87,133
Internal Auditor	\$72,914	Internal Auditor	\$72,914
Operating	\$7,250	Operating	\$9,062
Capital	\$32,065	Capital	\$40,081
Space	\$103,896	Space	\$103,896
Total	\$440,820	Total	\$574,485