

The following was sent to Auditor-Controller on Friday, Nov. 12 from the County Administrative Office as recommendations for the Auditor-Controller to include in the monthly Payroll Transition Report:

Journals

- No. of journals outstanding for FY 2020-21 as of Sept. 27 and current
- No. of journals received last 30 days
- No. of journals posted in the last week/30 days

Cost Allocation Plan/Internal Service Fund Charges

- Status of Cost Allocation Plans (CAP) for 20-21, 21-22, 22-23
- Status of Internal Service Fund charges posting for 20-21, 21-22

Accounts Payable

- No. of outstanding AP items as of 12/1/2021
- No. AP items received last 30 days
- No. AP items processed last 30 days

Payroll

- No. payroll corrections requested by departments
- No. payroll corrections processed
- No. hours non payroll staff spent on payroll
- Total staff hours spent on payroll, total productive staff hours, payroll as a percentage of total AC activities

Other

- Status of bank/cash reconciliation