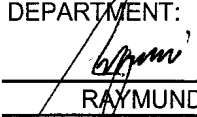


**COUNTY OF HIDALGO  
COUNTY AUDITOR'S OFFICE  
COMMISSIONERS' COURT AGENDA REQUEST FORM**

No: \_\_\_\_\_

DATE: March 20, 2007 MEETING DATE REQUEST: March 27, 2007  
DEADLINE FOR ACTION: A.S.A.P. CONTACT PERSON: RAYMUNDO EUFRACIO  
DEPARTMENT: AUDITOR'S OFFICE PHONE: (956) 318-2511 FAX: (956) 318-2577

  
RAYMUNDO EUFRACIO, COUNTY AUDITOR

**CAPTION: REGULAR AGENDA**

Requesting approval to decrease slots 0040 & 0041 and reclassify both from Internal Auditor to Accountant I.

Requesting approval to increase slots 0018, 0027, 0029 and 0030 due to additional duties.

Changes to be effective with the pay period beginning on 4/2/2007.

**BACKGROUND: (Briefly summarize your request, if needed use separate sheets or attach supporting documentation.)**

Slot 0041 will be vacated on 3/30/2007.

**BUDGETARY IMPACT: \$0**

**PLEASE INITIAL FOR APPROVAL:**

LEGAL COUNCIL: \_\_\_\_\_ BUDGET: \_\_\_\_\_ HUMAN RESOURCES: \_\_\_\_\_  
DEPT/FUND NO: \_\_\_\_\_ AMT EXPENDED: \$ \_\_\_\_\_ FUNDS/STAFFING BUDGETED: Yes \_\_\_\_\_ No \_\_\_\_\_  
ACCOUNT CODE: \_\_\_\_\_ IMPACT ON FUTURE BUDGET: YES \_\_\_\_\_ No \_\_\_\_\_

**COMMENTS:**

**ACTION TAKEN BY COMMISSIONERS' COURT:**

APPROVED ON: \_\_\_\_\_ TABLED ON: \_\_\_\_\_ DENIED ON: \_\_\_\_\_  
(DATE) (DATE) (DATE)

MOTION MADE BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_ VOTE: \_\_\_\_\_

Slot No	Position Title	2007 Budget	2007 Actual	Adjustment	Revised 2007 Budget
170-001-0-0027	ACCOUNTANT	\$41,705.00	\$41,705.00	\$ 2,295.00	\$ 44,000.00
170-001-0-0029	GRANTS SUPERVISOR	\$45,895.00	\$45,895.00	\$ 2,836.00	\$ 48,731.00
170-001-0-0030	SENIOR GRANTS ACCNT	\$41,305.00	\$41,305.00	\$ 1,695.00	\$ 43,000.00
170-001-0-0040	INTERNAL AUDITOR ACCOUNTANT I	\$37,973.00	\$37,973.00	\$ (3,973.00)	\$ 34,000.00
170-001-0-0041	INTERNAL AUDITOR ACCOUNTANT I	\$37,973.00	\$36,165.00	\$ (3,973.00)	\$ 34,000.00
170-001-0-0018	ASST A/P SUPERVISOR	\$30,380.00	\$30,380.00	\$ 1,120.00	\$ 31,500.00

## ADDITIONAL DUTIES

### Slot 0018 Assistant Accounts Payable Supervisor

- Assist in developing an *Accounts Payable Policies and Procedures Manual* to serve as a reference to accounts payable auditors and as a training tool for new employees.

### Slot 0027 Accountant

- Develop a *CIP Accounting Policies and Procedures Manual* to serve as a reference to accountants and as a training tool for new employees.
- Prepare schedule of accounts receivable due from TxDOT and other entities for construction related projects.

### Slot 0029 Grants Supervisor

- Develop a *Grants Policies and Procedures Manual* to serve as a reference to grant accountants and as a training tool for new employees.
- Review grant applications prior to submission to Commissioners Court in order to gain an understanding of the grant purpose and to determine the financial implications of the grant.

### Slot 0030 Senior Grants Accountant

- Assist in developing a *Grants Policies and Procedures Manual* to serve as a reference to grant accountants and as a training tool for new employees.
- Assist in reviewing grant applications prior to submission to Commissioners Court in order to gain an understanding of the grant purpose and to determine the financial implications of the grant.