



Erika Zamora <erika.zamora@co.hidalgo.tx.us>

Fwd: TTBH-JII CPCT2

1 message

Erika Zamora <erika.zamora@co.hidalgo.tx.us>
 To: Erika Zamora <erika.zamora@co.hidalgo.tx.us>

Thu, Sep 28, 2023 at 11:51 A

Erika Zamora

Director of Administration
 Hidalgo County Precinct 2
 Commissioner Eduardo "Eddie" Cantu
 300 W Hall Acres, Suite G
 Pharr, TX 78577
 Ph: (956)292-7000 Ext 2015

----- Forwarded message -----

From: **Letty Chavez** <letty.chavez@auditor.co.hidalgo.tx.us>

Date: Fri, Sep 22, 2023 at 4:54 PM

Subject: Re: TTBH-JII CPCT2

To: Armando Campos <armando.campos@co.hidalgo.tx.us>

Cc: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>, Vanessa Hernandez <vanessa.hernandez@co.hidalgo.tx.us>, Fernando Gaitan <fernando.gaitan@co.hidalgo.tx.us>, Martin Cantu <martin.cantu@co.hidalgo.tx.us>

Good afternoon Chief,

In the past, and not all the time, the Auditor's Office sent courtesy emails notifying the Constable's Office that there was no longer any funding for overtime; however, the Auditor's Office doesn't know when there is no longer any funding for overtime until we review the monthly reports, at which point, the officers may be working overtime without funding. Although the letter was addressed to the County Auditor, the responsibility of approving/managing the employee's overtime schedule is that of the department. We recommend that the Constable's Office manage the employee's overtime in order to ensure that funding is in place when allowing an employee to work overtime.

Below are a few best practice recommendations to assist in managing the TTBH program budget:

- Perform an account inquiry after each pay period. The available balance for each object code as well as the total program available balance are reflected on the account inquiry.
- Run an expenditure summary report, biweekly and monthly to view the total expenses and available balance. This report will display the available balance by object code and also the total program available balance at the date the report is run. See the attached notes on how to run this report.
- Review the balance on the monthly invoice. Being aware of the balance will help ensure that the Constable's Office stays within the approved budget.
- Keep track of the approved contract budget and expenses on an Excel spreadsheet. The worksheet may be set up by object code and with a total for each budget category. See the attached worksheet for an example.
- Avoid approving overtime prior to verifying the available program balance. This is especially important during the nearing end term of the grant fiscal year. For example, if the grant ends August 31, 20XX verify the available balance as of June and continue to monitor the balance after each pay period. There was a spike in overtime as of pay period 15, this resulted in exceeding the overall contract budget in September for this program as seen below.

Please keep in mind that the amounts on the account inquiry and/or the expenditure summary report only reflect recorded expenditures. They will not include payroll that has not been posted to the general ledger.

To resolve the current issue, please request funding from the Budget Office and initiate an agenda item for approval to reclassify the expenses for the next Commissioner Court meeting.

If you have any questions or need assistance in generating the reports mentioned above, please contact Minerva Diaz, Grants Supervisor, at ext. 4675.

Best regards,

Letty Chavez

First Assistant Auditor**Hidalgo County Auditor's Office****956-318-2511 ext. 4651**

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On Wed, Sep 20, 2023 at 9:17 AM Armando Campos <armando.campos@co.hidalgo.tx.us> wrote:

Greetings Ms. Diaz, we Pct. 2 Constable's Office took the letter from TTBH as just that, a budget agreement to allow said Deputy to work overtime. In previous emails, we were advised for Deputy Art Garza to stop working over time. since there was no more funding over time. We then received a copy of a letter addressed to Hidalgo County Interim Auditor, where TTBH stated that the deputy may continue working overtime. as the letter states " If the county does foresee a contract that may exceed the total budget which includes salary, fringe, and OT, please notify us so that we may review. prior to the expenses going over budget. We obviously were not aware of grant monies no longer available. Please advise a solution to this issue. We are very tight on our operational budget to provide a place of where to transfer monies to cover overages.

Armando Campos CPM
 Chief Deputy Constable
 for Constable Martin Cantu
 Office (956) 784-3510
 Fax (956) 784-8687
armando.campos@co.hidalgo.tx.us

"IGNORANCE OF POWER IS THE WORST SUBSTITUTE FOR TRUE LEADERSHIP"

On Thu, Sep 7, 2023 at 1:28 PM Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us> wrote:
 Vanessa,

The expenses that may need to be reclassified are those that exceeded the contract amount. Currently the amount over the contract budget is \$2,159.17; this is due to pay period 18 (Pay Date 9/8/23)-see also screenshots below. Although the letter does allow for OT to be over the individual budgets it does not allow for the expenses to exceed the contract budget. By any chance is there another approval letter/notice from TTBH that does allow us to exceed the contract budget? If so, please provide the approval.

Labor Distribution - Report Specs		Standard Report Format		Hidalgo County	
Report Description: 1001 - Standard Report Spec		Check Date Range: 09/01/2023 - 09/30/2023			
FUND	EMPLOYEE	EMPLOYEE NAME	CHECK DATE	CHECK KEY	AMOUNT
3-1285-421-00-292-021-2-113	247111	CONST 2 TTBH-JII-REG F/T EMPLOYEES GARZA, ARTURO	09/08/2023	160140459	1,846.27
					Total Account:
					\$1,846.27
3-1285-421-00-292-021-2-131	247111	CONST 2 TTBH-JII-OVERTIME PAY GARZA, ARTURO	09/08/2023	160140459	2,284.76
					Total Account:
					\$2,284.76
3-1285-421-00-292-021-2-211	247111	CONST 2 TTBH-JII-HEALTH INSURANCE GARZA, ARTURO	09/08/2023	160140459	368.00
					Total Account:
					\$368.00
3-1285-421-00-292-021-2-212	247111	CONST 2 TTBH-JII-LIFE INSURANCE GARZA, ARTURO	09/08/2023	160140459	2.34
					Total Account:
					\$2.34
3-1285-421-00-292-021-2-220	247111	CONST 2 TTBH-JII-FICA GARZA, ARTURO	09/08/2023	160140459	315.07
					Total Account:
					\$315.07
3-1285-421-00-292-021-2-230	247111	CONST 2 TTBH-JII-RETIREMENT GARZA, ARTURO	09/08/2023	160140459	523.81
					Total Account:
					\$523.81
3-1285-421-00-292-021-2-250	247111	CONST 2 TTBH-JII-UNEMPLOYMENT COMP GARZA, ARTURO	09/08/2023	160140459	6.20
					Total Account:
					\$6.20
					DESIGNATED PURPOSE GRANTS LEVEL 5
					YEAR 2023
					1285
					3
					\$5,346.45
					\$5,346.45

Account Number	Description	Budget	Encumbrance	Actual	Avail/Rec
3-1285-421-00-292-021-2-113	CONST 2 TTBH-JII-REG F/T EMPLOYEE	32,113.34	00	31,386.59	726.75
3-1285-421-00-292-021-2-115	CONST 2 TTBH-JII-LONGEVITY PAY	.00	00	.00	.00
3-1285-421-00-292-021-2-117	CONST 2 TTBH-JII-SUPPLEMENTAL P.	.00	00	.00	.00
3-1285-421-00-292-021-2-131	CONST 2 TTBH-JII-OVERTIME PAY	5,833.59	00	10,113.60	4,280.01-
3-1285-421-00-292-021-2-211	CONST 2 TTBH-JII-HEALTH INSURANC	6,190.38	00	6,255.00	65.62-
3-1285-421-00-292-021-2-212	CONST 2 TTBH-JII-LIFE INSURANCE	43.07	00	39.78	3.29
3-1285-421-00-292-021-2-220	CONST 2 TTBH-JII-FICA	3,007.77	00	3,159.43	151.66-
3-1285-421-00-292-021-2-230	CONST 2 TTBH-JII-RETIREMENT	4,952.58	00	5,262.25	309.67-
3-1285-421-00-292-021-2-250	CONST 2 TTBH-JII-UNEMPLOYMENT C	310.63	00	62.27	248.36
3-1285-421-00-292-021-2-260	CONST 2 TTBH-JII-WORKERS COMP	1,669.39	00	.00	1,669.39
Totals		54,120.75	.00	56,279.92	2,159.17-

Date: May 15, 2023
 From: Fiscal Department, TTBH
 To: HIDALGO COUNTY INTERIM COUNTY AUDITOR
 Subject: Budget

We would like to inform you that we have discussed internally the Hidalgo County officer contracts. After speaking with Rick, our MHOT supervisor, he informed us that Hidalgo County was concerned about Tropical reimbursing for overtime that exceeds each Officer's individual OT budget. Please be advised that Tropical is willing to pay the county for reimbursement of OT that exceeds the Officer's individual budget amount **if the total contract budget is not exceeded**. We review the total budget as per all our individual officer contracts, not necessarily line-item totals. **If the county does foresee a contract that may exceed total budget which includes salary, fringe, and OT, please notify us so that we may review prior to the expenses going over budget.**

Sincerely,

Marina Luna

On Thu, Sep 7, 2023 at 12:40 PM Vanessa Hernandez <vanessa.hernandez@co.hidalgo.tx.us> wrote:
 Good Afternoon,

Please see attached email as we were advised to allow that Deputy to continue working overtime. I have also attached a letter that was provided to us from TTBH in regards to overtime.

Moises Beltran <moises.beltran@auditor.co.hidalgo.tx.us>

Wed, May 24, 4:25 PM

to me, Armando, Minerva, 103253

Good afternoon Ms. Hernandez,

We received permission from TTBH to continue working overtime as per the attached memo. Please allow the Deputies to work overtime. As long as we do not go over the total budget for salaries, fringes, and overtime.

Wed, Jun 7, 2:22 PM

Moises Beltran <moises.beltran@auditor.co.hidalgo.tx.us>

Good afternoon,

A friendly reminder the Deputies working the TTBH grant for MHOP and JII are allowed to work overtime.

On Thu, Sep 7, 2023 at 12:33 PM Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us> wrote:

Good afternoon Vanessa,

Please see below, the accounts for overtime and fringes are over budget. In addition, the program is over the contract budget for the grant period. Expense over the contract budget will need to be reclassified, please provide the account number for the reclass. Also, the negative accounts need to be cleared. Let me know if you have any questions.

Account Number	Description	Budget	Encumbrance	Actual	Avail/Rec
3-1285-421-00-292-021-2-113	CONST 2 TTBH-JII-REG F/T EMPLOYEE	32,113.34	.00	31,386.59	726.75
3-1285-421-00-292-021-2-115	CONST 2 TTBH-JII-LONGEVITY PAY	.00	.00	.00	.00
3-1285-421-00-292-021-2-117	CONST 2 TTBH-JII-SUPPLEMENTAL P.	.00	.00	.00	.00
3-1285-421-00-292-021-2-131	CONST 2 TTBH-JII-OVERTIME PAY	5,833.59	.00	10,113.60	4,280.01-
3-1285-421-00-292-021-2-211	CONST 2 TTBH-JII-HEALTH INSURANC	6,190.38	.00	6,256.00	65.62-
3-1285-421-00-292-021-2-212	CONST 2 TTBH-JII-LIFE INSURANCE	43.07	.00	39.78	3.29
3-1285-421-00-292-021-2-220	CONST 2 TTBH-JII-FICA	3,007.77	.00	3,159.43	151.66-
3-1285-421-00-292-021-2-230	CONST 2 TTBH-JII-RETIREMENT	4,952.58	.00	5,262.25	309.67-
3-1285-421-00-292-021-2-250	CONST 2 TTBH-JII-UNEMPLOYMENT C	310.63	.00	62.27	248.36
3-1285-421-00-292-021-2-260	CONST 2 TTBH-JII-WORKERS COMP	1,669.39	.00	.00	1,669.39
Totals		64,120.75	.00	66,279.92	2,159.17-

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2 attachments



Example-WS.xlsx
58K



ESR Notes - CPCT2.docx
604K