



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER 138923

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DATE: 08/30/2022

SUBJECT: **RECEIVE AND FILE THE AUDITOR'S REPORT FOR THE TAX ASSESSOR-COLLECTOR'S OFFICE, CHIEF OF STAFF EXIT REVIEW**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court receive and file the Tax Assessor-Collector's Office, Chief of Staff Exit Review.

BACKGROUND

The Chief of Staff's last day with the County was June 30, 2022. We conducted limited procedures to provide accountability for the transfer of authority to the incoming Chief of Staff. These procedures include ensuring access to bank and computer authorizations were updated. The transfer of authority appears to be complete.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	S. Renee Tidwell
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TARRANT COUNTY
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August 16, 2022

The Honorable Wendy Burgess, Tarrant County Tax Assessor-Collector
The Honorable District Judges
The Honorable Commissioners Court
Tarrant County, Texas

Re: Auditor's Report – Tax Assessor-Collector's Office, Chief of Staff Exit Review

SUMMARY

We conducted limited procedures to provide accountability for the transfer of authority to the *incoming* Chief of Staff. The *outgoing* official's last day with the County was June 30, 2022. Based on the results of our testing, the transfer of authority appears to be complete. Since our review was limited in nature, we do not opine on the Tax Assessor-Collector's Office financial statements and internal control structure.

CLOSING REMARKS

We appreciate the cooperation of the Honorable Wendy Burgess and her staff during our review.

Sincerely,

[REDACTED]
S. Renee Tidwell, CPA
County Auditor

Attachment: Management's response

Audit Team: Julie Hillhouse, Audit Manager - Information Systems
Brandy R. Greene, Senior Internal Auditor



TARRANT COUNTY TAX OFFICE

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In God We Trust

WENDY BURGESS
Tax Assessor-Collector

August 22, 2022

Rene Tidwell, County Auditor
The Honorable District Judges
The Honorable Commissioners Court
Tarrant County, Texas

Subject: Response to Auditor's Report – Tax Assessor-Collector's Office, Chief of Staff Exit Review

The Tax Office acknowledges the importance of auditing the exit process for the Tax Office's Chief of Staff of 21 years. We appreciate the Auditors 100% verification of transfer of authority from Tom Spencer to the new Chief of Staff, Katherine E. Owens.

The Tax Office takes great pride in the Auditors confirmation that our Quality Assurance Audit Team's internal list of transfer of duties was successfully executed in its entirety.

The Tax Office appreciates the contributions of the Auditors office in the continued success of Tax Office operations.

Should you have any questions, please contact me or my Chief of Staff, Katherine E. Owens.

Sincerely,

A large black rectangular redaction box covering the signature of Wendy Burgess.

Wendy Burgess, PCC, CTOP, PCAC, CSTA
Tarrant County Tax Assessor-Collector