



**Finance-Division of Internal Audit & Licensing**  
Cornelia Louis  
Interim Deputy Director of Finance

**Chief Executive Officer**

W. Burrell Ellis, Jr.

**Board of Commissioners**

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July 15, 2013

**TO:** Joel Gottlieb, Finance Director/Chief Finance Officer  
**FROM:** Interim Deputy Director of Finance, Internal Audit & Licensing  
**SUBJECT:** Payroll Check Distribution Audit – Roads & Drainage, Public Works

On May 30 and 31, 2013, Internal Audit distributed payroll checks and direct deposit advices to Roads & Drainage employees at their assembly hall (at 727 Camp Road) and in the Traffic Engineering break room. Employees were required to sign for their payroll checks after identifying themselves using one of the following:

- \*DeKalb County Identification Card
- \*Driver's License
- \*State of Georgia Identification Card
- \*Military Identification Card

Checks/advices not picked up on those days were available the following week at the Internal Audit office. Checks/advices unclaimed at that point were turned over to the Sr. Payroll/Personnel Tech for Roads & Drainage on June 18, 2013. We were unable to verify the identity and status of employees who did not participate in the distribution.

Attached is a breakdown of the distribution.

The Public Works – Roads & Drainage distribution for pay date May 31, 2013 was satisfactory. We appreciate the cooperation of the Roads & Drainage staff in this matter.

Cornelia Louis

cc: Zachary L. Williams, Executive Assistant/Chief Operating Officer  
Douglas T. Edwards, Interim Director, Public Works  
Michael Anderson, Interim Assistant Director of Roads & Drainage, Public Works  
Mellonise Wheeler, Fiscal Officer  
Michelle Braxton, Sr. Payroll Technician

**ROADS & DRAINAGE  
PAYOUT AUDIT  
May 30/31, 2013**

	For Distribution	Distributed	Remaining
Checks	73	69	4
Advices	163	152	11
Total	236	221	15

Type of ID	Number
County ID	151
Driver's License	65
Authorization	4
Other	1
P/R Coordinator	15
Total	236