

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Janet Graves _____

Honoree's Job Title: Accounting/Audit Specialist _____

Department: Auditor's Office _____

Years of Service with the County: 41 _____

Why the Honoree is receiving a GEM Award including dates:

Janet made significant improvements to the processes used in the Family Protection Fees duty which she assumed from another group this year. Janet set up templates for the 21 letters and affidavits for the various cities so that the information can be entered each quarter more quickly and efficiently for Accounts Payable to process the payments. Janet also set up control spreadsheets so that she can input the data on a weekly basis. This greatly reduced the time required to update the spreadsheets at quarter end for financial entries to be made.

In addition, Janet researched the Texas State Comptrollers website for data on court cost collections for all seizures over \$2,500. Janet also researched and made copies of the previous two years' Sheriff's Office monthly reports on inmates to provide information to the Sheriff's Office as a result of their recent reorganization.

Approved by elected official or department head on the 20TH day of September, 2017



Signature of Elected Official
or Department Head

Jeff May Jeff May

Printed Name