

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Amber Kincheloe

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office

Years of Service with the County: 4.2 Yrs.

Why the Honoree is receiving a GEM Award including dates:

As of April 2016 Amber Kincheloe has taken over the accounting process for the Sheriff's Office. She immediately identified discrepancies in requisitions, processing issues and untimely collections. She developed a plan to streamline all processing and started keeping better records on funds being spent. For example, if a requisition is submitted for office supplies she will first check other areas to redeploy the abundance of supplies currently lying around the office. Her efforts have saved money but also identified where money was being spent unnecessarily. Another example of her efforts, she was able to reconcile a stale collection from over a one year period and after contacting the vendor a full payment was immediately received. Had she not taken the time to go back and research the returned checks and identified the fees that were due, she would not have been able to collect what was due to the Sheriff's Office.

Amber's outstanding efforts and eagerness to pick up this role, in addition to her normal daily tasks, has warranted the elimination of an accounting clerk position saving the Sheriff's Office even more money. She constantly works to figure out ways to save money, streamline processing and eliminate errors. Her efforts have not gone unnoticed and I recommend she receive a GEM Award for her continued support, willingness to help others, and her outstanding performance.

Submitted 12/05/2016 – Susan Hayes

[Signature]
11/5/16

Approved by elected official or department head on the 5th day of DEC, 2016

[Signature]

Signature of Elected Official
or Department Head

TERRY G. BOY

Printed Name