

Trinity County Auditor Update

Trinity County Auditor's Office

TRINITY COUNTY AUDITOR STAFF MEMBERS

ANGELA BICKLE-
AUDITOR CONTROLLER
MIKE MARTIN—
ASSISTANT AUDITOR
CONTROLLER-
ACCOUNTANT
DEANNA COTTONE
CHRISTINE GAFFNEY
CHELSEY JONES
PAM COFFEY
SHEILA OWENS

11 Court Street Suite 229
PO Box 1230
Weaverville Ca 96093

Phone: 530-623-1317

Fax: 530-623-1323

E-mail: TC_Auditor@trinitycounty.org



As we move forward in our work we find change to be inevitable. The knowledge of our staff is growing and we are happy to look at new possibilities and modifications to help departments and the public in a more efficient manner. We also want to welcome an individual, Sheila Owens, who will be providing some assistance to the office.

Attached is a list of responsibilities and tasks associated with each member of the Auditor's staff. The list only includes the areas that we feel departments/public would need assistance with. If you have questions or concerns please contact the person designated.

We sincerely appreciate the support and hard work all departments put forth in order to keep the County of Trinity running efficiently. Thank you all!

Within our department, each member of the staff has specific responsibilities/tasks to complete. Below you will find the staff member's name, email address and phone number. Please feel free to contact the staff member with your questions or concerns. We are always happy to help!

Angela Bickle ~ 530-623-1317

abickle@trinitycounty.org

- Approve/Deny Expedited Claim Requests
- Comprehensive Annual Financial Report (CAFR)
- Debt Service
- Property Taxes
- Tax Revenue Anticipation Note

Mike Martin ~ 530-623-8379

mmartin@trinitycounty.org

- Approve/Deny Expedited Claim Requests
- Budget Adjustments
- Capital Assets
- Comprehensive Annual Financial Report (CAFR)
- Copier Trust—Machine Ordering
- Quarterly Sales Tax

DeAnna Cottone ~ 530-623-8380

dcottone@trinitycounty.org

- Audit Expense Allocation
- Cost Allocation Plan
- EBT Monthly Reconciliation from Welfare
- Journal Entry Review
- Parcel Map/Lot Line Adjustments/Mobile home Tax Clearance
- Payroll
- POB UAL-Quarterly JE
- Realignment Reports
- SB90
- Stale Dating Warrants

Christine Gaffney ~ 530-623-8382

cgaffney@trinitycounty.org

- Assistance in Payroll
- Cal Cards
- Court Distribution
- Copier Trust—Billing/Copy Counts
- EMS
- Quarterly Interest Allocation
- Single Audit
- Subsidized Payroll

Chelsey Jones ~ 530-623-8339

cjones@trinitycounty.org

- 1099 reporting
- Accounts Payable
- Deposit Review
- Daily Deposit for County Funds Received from Treasury
- Homicide Expense Tracking
- School Warrant Interface
- W9 & 590 Tracking

Pam Coffey ~ 530-623-8370

pcoffey@trinitycounty.org

- 1st 5 Quarterly Billing
- Authorized Signature forms (Annual)
- Bad Check Account Tracking
- C-IV IN & OUT
- Deposits Posting/Logging Used Receipts
- HRN Annual Distribution
- Journal Entry Posting/Scanning/Emailing
- Outside Checking Account Reconciliation
- Subsidized Payroll Quarterly Billings
- Special Districts - Reports, Budget & Audit Tracking, Fire Department Workers Compensation
- Travel Requests-Scanning/Filing

Sheila Owens ~ 530~623~1317

sowens@trinitycounty.org

- Assistance with:
 - * Data Entry
 - * Filing
 - * Scanning

If you find that your question or concern does not have a specified person assigned to the subject, or there is a substantial delay in response, please forward your request to:

Email: TC_Auditor@trinitycounty.org

OR

Call the main line: 530-623-1317.