

Memo

To: City Council
From: Members of the
Audit Advisory Board
CC: Mayor's Office
Date: November 10, 2010
Re: Audit Advisory Board Status

As you are probably aware, we have not been asked to complete any work since the Agreed Upon Procedures Engagement that reviewed the City's fund balances in March 2009.

We are available and eager to assist the City in carrying out its policy statement identified in section 4.66.010 of the City Charter. The members of the Audit Advisory Board would like to take this opportunity to provide the City Council with some suggestions. We have noted other cities looking at opportunities in these areas:

1. Comparing services provided to the citizenry for a fee and the fees charged for those services to other cities of a similar size.
2. Purchasing card use (are we using it where we should to gain rebates and are we using it appropriately)
3. Specific department audits (sometimes where there are believed to be problems and on a rotating or recurring basis)
4. Business Process reviews (such as payroll, construction or purchasing) to assure ourselves appropriate controls are in place and functioning as we believe for these important areas.
5. Reviews of specific tax collections
6. Use of overtime
7. Review of Business Continuity and Disaster Recovery plans.

These are just a few of the projects you may wish to consider. We are sure there are others that you are more attuned to because of your relationship and responsibility to the City.

Please feel free contact me if you have any questions. I can be reached at 483-4706