



AUDIT COMMITTEE AGENDA

DATE: November 30, 2016

LOCATION: CITY HALL FOURTH FLOOR CONFERENCE ROOM

TIME: 3:00 PM

- I. CALL TO ORDER – Audit Committee Chairman
- II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
- III. ADOPTION OF MINUTES: September 28, 2016 Audit Committee Meeting
- IV. DEPARTMENT REPORT
 - A. Budget Report
 - i. FY 2017
 - B. Update on Internal Audit Activity
 - i. P-card audit report to Purchasing, waiting for response
 - ii. Management Expense Audit, summarizing results
 - iii. Misc Agency Funding Audit, testing phase
 - iv. External Audit Status (NGAC, CDE complete, CGW and City General in Partner review), billing
 - v. Risk Assessment Meetings – (Mayor’s Office, Municipal Properties, Community Development, Golf Courses, IT, Legal, Legislative, Finance, Garage, HR, Purchasing)
 - vi. Fraud Reporting process – new policy drafted, IA preparing revisions
 - vii. HR learning performance management system meetings
 - viii. Beginning follow up work for previously completed audits
- V. COMMITTEE ACTION REQUIRED
 - A. Nominate new audit committee member
- VI. CITY COUNCIL ACTION REQUIRED
 - A. Appoint new audit committee member
- VII. NEW BUSINESS
 - A. Nominate new audit committee member
- VIII. ADJOURNMENT OF PUBLIC MEETING
- IX. PUBLIC COMMENTS (5 minutes each)
- X. NEXT MEETING - **January 11, 2017 – 3:00 PM**

XI. EXECUTIVE SESSION – Vote by the Committee to go into executive session.

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address a pending audit issue will be asked to leave.

- A. Ongoing audits and investigations
- B. Hotline reports
- C. Audit plan

XII. AJOURNMENT OF EXECUTIVE SESSION