

**Carson City
Agenda Report**

Date Submitted: January 8, 2013

Agenda Date Requested: January 17, 2013
Time Requested: 30 minutes

To: Mayor and Board of Supervisors

From: Larry Werner, City Manager

Subject Title: For possible action: To appoint two members to the Carson City Audit Committee, each for a two year term that expires in December 2014. *(Larry Werner)*

Staff Summary: C.C.M.C. Chapter 2.14.030 provides for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the public at-large. There are two vacancies for public-at-large due to two member's terms expiring. An application was received from John Bullis and a reappointment request was received from Bill Prowse. There are no additional applicants.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to appoint _____ and _____ to serve on the Carson City Audit Committee, each for a two year term that expires in December 2014.

Explanation for Recommended Board Action: See Staff Summary

Applicable Statute, Code, Policy, Rule or Regulation: C.C.M.C. 214.030

Fiscal Impact: None

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: Re-open the position for additional applicants

Supporting Material: Recruitment Announcement, Current Roster, Application, Incumbent Attendance Record, Reappointment Request, C.C.M.C. 2.14.030

Prepared By: Laura A. Banks, Executive Offices

Reviewed By:




(City Manager)

Date: 1/7/13



(District Attorney)

Date: 1/8/13



(Finance Director)

Date: 1/8/13

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



Carson City Audit Committee

The Carson City Board of Supervisors is seeking applications from individuals who may be interested in serving on the Audit Committee as a **Citizen-At-Large**. **There are two (2) open positions, each for a term that expires in December 2014.**

Applicants must be:

- **A resident of Carson City**
- **Have experience in financial services, public accounting, and/or governmental auditing, and current knowledge of public laws and regulations governing an audit committee.**
- **Shall not accept any consulting, advisory, or other compensatory fees from the city and may not be an affiliated person with the city or any subsidiary thereof.**

The role of the Carson City Audit Committee is to maintain oversight of the auditing function, both internal and external, resulting in increased integrity and efficiency of the audit processes for the city and the city's system of internal controls and financial reporting.

The Committee meetings are held at least quarterly. Applicants should be prepared for a minimum commitment of up to three hours a month. The positions shall serve without compensation.

Volunteer applications may be obtained from and returned to the Carson City Executive Offices. *Let it be known that all applications submitted to this office will be considered public information.*

Applications will be accepted until November 1, 2012. Interviews for this volunteer position are tentatively planned to be held at the regularly scheduled Board of Supervisors meeting on Thursday, November 15, 2012.

Thank you for your interest in assisting Carson City.

CARSON CITY EXECUTIVE OFFICES

201 N. Carson Street #2

Carson City, Nevada 89701

(775) 887-2100 FAX 887-2286

E-Mail: lbanks@carson.org

Web Page: <http://www.carson.org/volunteer>

AN EQUAL OPPORTUNITY EMPLOYER

AUDIT COMMITTEE

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
<p><u>Internal Auditor</u> (part time) Moss Adams LLP Contact: Tom Krippaehne, Partner 999 Third Ave. Ste. 3300 Seattle, WA 98104 (206) 302-6544 (w) (206) 622-9975 (f) tom.krippaehne@mossadams.com</p>	<p>by BOS 1/19/12</p>	
<p><u>Board of Supervisors</u> John McKenna Supervisor Ward 3 201 N. Carson St. Ste. 2 Carson City, NV 89701 883-2908 (w) 450-2260 (c) john@mckennacpa.com</p>	<p>Initial Term 01/11 Reappt. 01/12</p>	<p>01/2013</p>
<p><u>Citizens at Large</u> Kenneth Brown 916 Jackson Way Carson City, NV 89701 888-2008 (w) 883-8997 (h) kenbrown@gbis.com</p>	<p>Initial Term 03/08 Reappt. 12/08; 01/10; 01/12</p>	<p>12/2013</p>
<p>Michael Bertrand (Chair) 4320 Gentry Ln. Carson City, NV 89701 882-8892 (w) 544-1832 (c) michael@bertrandcpa.com</p>	<p>Initial Term 01/10 Reappt. 01/12</p>	<p>12/2013</p>
<p>William (Bill) Prowse (Vice-chair) 3279 Upland Ct. Carson City, NV 89703 883-0902 (h) 721-5601 (c) willpro2001@yahoo.com</p>	<p>Initial Term 10/09 Reappt. 01/11</p>	<p>12/2012</p>
<p>Robert Parvin 218 Carville Cir. Carson City, NV 89703 841-7184 (h) rparvinr@gmail.com</p>	<p>Initial Term 01/11</p>	<p>12/2012</p>

AUTHORITY: CCMC, Chapter 2.14.030 provides for creation and organization of the Carson City Audit Committee. The Committee shall be comprised of five members; 1 member from the BOS and 4 members from the public-at-large.

- a. One member of the CC Audit Committee will be selected from the BOS. The board member shall be selected each January when the BOS addresses board and commission assignments.
- b. The four members at-large of the committee will be interviewed and selected by the BOS. These members should have experience in financial services, public accounting, and/or governmental auditing, and current knowledge of public laws and regulations governing an audit committee. The terms shall be staggered 2-years, expiring on each alternate year.

*Reappointment OK

MEETINGS: Quarterly

PURPOSE: Pursuant to CCMC 2.14.020, the role of the Audit Committee is to maintain oversight of the auditing function, both internal and external resulting in increased integrity and efficiency of the audit processes for the city and the city's system of internal controls and financial reporting. The committee has three primary characteristics for it to successfully fill its obligations: 1. Independence, 2. Communication, and 3. Accountability.

Liaison: Nick Providenti, Finance Director 283-7143 nprovidenti@carson.org

Attorney Assignment: Randal Munn 283-7665 rmunn@carson.org

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