

**City of Carson City  
Agenda Report**

**Date Submitted:** Sept. 12, 2007

**Agenda Date Requested:** Sept. 20, 2007

**Time Requested:** 5 Minutes

**To:** Mayor and Supervisors

**From:** Internal Audit Department

**Subject Title:** Action to approve a preliminary internal audit work plan for the period September 2007 through December 2007.

**Staff Summary:** The preliminary audit work plan for the period September 2007 through December 2007 will be directed towards establishing an Audit Committee. This committee will provide oversight to the City's Internal Audit Department and direction on the development of an Audit Plan for the period January 1, 2008 through June 30, 2008. Additionally, per discussions with Supervisor Staub and advice from the City Manager, it was agreed that the following special projects should be assigned to the City Auditor to ensure a smooth transition. These projects include the PERS Audit, P2K System, Travel and Expense Reimbursement Policy, Capital Expenditure Policy and the completion of the Risk Management Restructure.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Status Report)

**Does this action require a Business Impact Statement:** ( ) Yes (X) No

**Recommended Board Action:** I move to approve the preliminary internal audit work plan for the period September 2007 through December 2007.

**Explanation for Recommended Board Action:** In 1997, the GFOA first issued a recommended practice on Audit Committees. Since that time and in the wake of the Sarbanes-Oxley Act in 2006, the GFOA expanded their recommended practice. The audit committee is an invaluable tool for ensuring that those responsible for financial management (management, independent auditors, and the governing boards) meet the respective responsibilities for internal control compliance and financial reporting. To be effective, the Audit Committee should be formally established by the governing body. Additionally, per discussions with Supervisor Staub and advice from the City Manager, it was agreed that the following special projects should be assigned to the City Auditor to ensure a smooth transition. These projects include the PERS Audit, P2K System, Travel and Expense Reimbursement Policy, Capital Expenditure Policy and the completion of the Risk Management Restructure.

**Applicable Statute, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** N/A

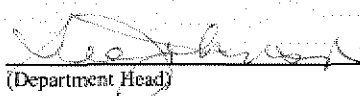
**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** Modify or Deny Approval

**Supporting Material:**


**Prepared by:** Sue Johnson

**Reviewed by:**   
(Department Head)

**Date:** 9/12/07

: \_\_\_\_\_  
(City Manager)

**Date:** \_\_\_\_\_

:   
(District Attorney)

**Date:** 9-13-07

**Board Action Taken:**

**Motion:** \_\_\_\_\_

- |    |       |         |
|----|-------|---------|
| 1) | _____ | Aye/Nay |
| 2) | _____ | _____   |
|    |       | _____   |
|    |       | _____   |
|    |       | _____   |

\_\_\_\_\_  
(Vote Recorded By)