



# REPORT TO AUDIT COMMITTEE

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915 I Street, Sacramento, CA 95814-2604

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**Staff Report**  
**August 9, 2011**

**Honorable Members of the Audit Committee**

**Title: Quarterly Audit Activities Report**

**Location/Council District: Citywide**

**Recommendation:** Accept the Auditor's Office Quarterly Audit Activities Report for the April 2011 to June 2011 period and forward to City Council for final approval.

**Contact:** Jorge Oseguera, City Auditor 808-7270

**Presenters:** Jorge Oseguera

**Department:** Office of the City Auditor

**Division:**

**Organization No:** 01001201

## **Description/Analysis**

**Issue:** According to Resolution No. 2009-407, the City Council should be kept apprised of the City Auditor's work. The Audit Committee shall receive, review, and forward to the full Council the City Auditor's updates and reports. This report documents the Auditor's Office activity for the fourth quarter of Fiscal Year 2010-2011.

**Policy Considerations:** The City Auditor's presentation of the Quarterly Audit Activities Report is consistent with the Mayor and City Council's intent to have an independent audit function for the City of Sacramento.

**Environmental Considerations:** None.

**Sustainability Considerations:** None.

**Rationale for Recommendation:** This staff report provides the Audit Committee with information that may be used to meet its responsibility to provide oversight and supervision of the City Auditor.

**Financial Considerations:** The costs of the audits listed in the Quarterly Audit

Activities Report are funded out of the 2010-11 Office of the City Auditor Budget.

**Emerging Small Business Development (ESBD):** No goods or services are being purchased as a result of this report.

Respectfully Submitted by:



Jorge Oseguera, City Auditor

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CITY OF SACRAMENTO  
CALIFORNIA

Office of the City Auditor  
Jorge Oseguera, City Auditor

August 9, 2011

Honorable Members of the Audit Committee  
915 I Street - Fifth Floor, New City Hall  
Sacramento, CA 95814-2604

Honorable Members of the Audit Committee:

Activity highlights for April through June 2011:

- Issued the *Audit of Employee Health and Pension Benefits*: April 2011.
- Issued letter responding to Council's request for additional information regarding an *Audit of Employee Health and Pension Benefit*: April 2011.
- Issued Auditor's Quarterly Audit Activities Report for the January 2011 to March 2011 period.
- Restarted the Fleet Management audit.
- Attended the Association of Local Government Auditor's training.
- In coordination with the Audit Committee, held two special audit committee meetings in April and May to solicit feedback from the public on the Utilities Audit.
- Presented the results of a survey we performed in coordination with Councilmember Ashby regarding Utilities' services.
- Issued *Sacramento Utilities Department Operational Efficiency and Cost Savings Audit*: May 2011.
- Began gathering information for the Golf Maintenance 2010-11 shortfall review.
- Held exit conferences for audit for the *Audit of City Revenue Collection* and for the *Audit of Citywide Policies and Procedures*.
- Requested and received Audit Committee direction on issuing a Request For Proposal for the Utility Billing audit.

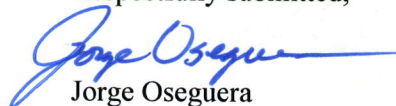
The following table summarizes the status of the audits adopted on June 22, 2010 for the 2010-2011 Audit Plan and incorporates the additional audits added by the 2011-12 Audit Plan.

## Status of the City Auditor's FY 2010-11 Work Plan as of June, 2011

	Preliminary Survey	Risk Assessment	Audit Fieldwork	Report Writing	Audit Issuance Date
<b>Assignments Completed</b>					
Audit of the Community Development Department	Completed	Completed	Completed	Completed	October 2010
Health Benefits and Public Employees Retirement System (PERS) Contributions	Completed	Completed	Completed	Completed	April 2011
Utilities Department Operational Efficiency Audit	Completed	Completed	Completed	Completed	May 2011
Citywide Policy and Procedures Assessment	Completed	Completed	Completed	Completed	July 2011
Revenue Collections	Completed	Completed	Completed	Completed	July 2011
<b>Assignments In Process</b>					
Fleet Management	Completed	Completed	In Process		
Golf Maintenance Shortfall Review	N/A	N/A	In Process		
<b>Assignments Not Yet Started</b>					
Fire Inspection Fees	Projected Start Aug 2011				
Utilities Billing	Projected Start Sep 2011				
Citywide Employee Supplemental Pay	Not Started				
City Whistleblower/Audit Hotline	Not Started				
Purchase Cards	Not Started				
City Sidewalk Repair Process	Not Started				
311 Call Center	Not Started				

On behalf of the Auditor's Office, I would like to express my appreciation to the City staff for their cooperation and assistance during our reviews.

Respectfully submitted,

  
Jorge Oseguera