



# Inter-Departmental Communication

## Office of the City Auditor

**Date:** March 3, 2009

**To:** Mayor Mark Funkhouser and Members of the City Council

**From:** Gary L. White, City Auditor

**Subject:** Monthly Report on Work in Progress

### Projects in Progress

**MBE/WBE Program** – Audit begun in response to a Council request will determine whether the city and contractors follow the city's guidelines and encourage MBE/WBE participation in city contracts.

**Project Status:** Draft report was discussed with City Manager and Human Relations Division Director. Awaiting a written response, due March 11<sup>th</sup>.

**Anticipated Release Date:** March 2009.

**Purchasing Card Use** – Audit examines the use of city purchasing cards and corresponding controls for their use.

**Project Status:** Completing quality assurance.

**Anticipated Release Date:** April 2009.

**Resolution Tracking** – Audit initiated to review how work directed by the City Council through resolutions is tracked and progress is reported.

**Project Status:** Preparing report draft.

**Anticipated Release Date:** April 2009.

**Family and Medical Leave** – The Family and Medical Leave Act (FMLA) is a federal law requiring employers to grant employees up to 12 weeks of protected leave each year. This audit was initiated in response to concerns about the impact of FMLA.

**Project Status:** Preparing report draft.

**Anticipated Release Date:** April 2009.

**Employee Survey** – Report summarizing results of a survey of city employees measuring employee perceptions of the workplace.

**Project Status:** Preparing message draft.

**Anticipated Release Date:** April 2009.

**E-Service Security Controls** – Audit initiated to assess security controls over the city's e-commerce systems.

**Project Status:** Completing field work.

**Anticipated Release Date:** April 2009.

**Revenue Division** – Audit initiated to identify ways the city's Revenue Division can improve revenue collections.

**Project Status:** Completing planning work; preparing planning summary.

**Anticipated Release Date:** Undetermined.

### **Reports released during February 2009**

**Review of Audits of Outside Agencies** – released on February 25, 2009.

cc: Wayne Cauthen, City Manager  
Board of Police Commissioners