



Inter-Departmental Communication

Office of the City Auditor

Date: April 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: Awaiting final written response.

Anticipated Release Date: April 2009.

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

Project Status: Written response from management due April 7th.

Anticipated Release Date: April 2009.

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

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: May 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: Completing report draft.

Anticipated Release Date: May 2009.

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

Project Status: Completing report draft.

Anticipated Release Date: May 2009.

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

Project Status: Completing draft scope statement and workplan.

Anticipated Release Date: Undetermined.

Police Workers Compensation – Audit initiated in response to Police Board request. Audit will examine the department’s workers’ compensation efforts and if needed, recommend improvements.

Project Status: Beginning planning work.

Anticipated Release Date: Undetermined.

cc: Wayne Cauthen, City Manager
Board of Police Commissioners