

**SPECIAL AUDIT STANDING COMMITTEE MEETING
TEMPLE CITY, CALIFORNIA
OCTOBER 31, 2014, 11:00 A.M.
CITY HALL COUNCIL CONFERENCE ROOM – 9701 LAS TUNAS DRIVE**

PROCEDURE TO ADDRESS AUDIT STANDING COMMITTEE:

If you wish to address the Audit Standing Committee (Committee), please complete a Speaker Request Form, indicating the agenda item number and submit it to the Administrative Services Director. There will be a maximum 20-minute period for comments on any subject with a 3-minute time limit on each speaker, unless waived by the Committee. You have the opportunity to address the Committee at the following times:

AGENDA ITEM - at the time the Committee considers the agenda item.

NON-AGENDA ITEM - at the time for PUBLIC COMMENTS. Please note that while the Committee values your comments, pursuant to the Brown Act, the Committee cannot take action on any item not listed on the agenda.

PUBLIC HEARING - at the time for public hearings under NEW BUSINESS.

The listing of any item on the agenda includes the authority of the Committee to take action on such item and to approve, disapprove, or give direction on any item.

1. **CALL TO ORDER**
2. **ROLL CALL** – Chairperson Curran, Mayor Pro-Tem Chavez, Councilmember Yu
3. **PUBLIC COMMENTS**
4. **CONSENT CALENDAR**
 - A. **APPROVAL OF MINUTES**

The Audit Standing Committee is requested to review and approve the Minutes of the September 5, 2014, Audit Standing Committee Meeting.

5. NEW BUSINESS

- A. Report to Audit Standing Committee the results of the Fieldwork.

Fieldwork is the process of the Auditors being on site at City Hall and gathering evidence, analyzing and evaluating that evidence as directed by the approved Audit Procedures.

Fieldwork includes:

1. Gaining an understanding of the activity, system, or process under review and the prescribed policies and procedures, supplementing and continuing to build upon the information already obtained in the risk assessment process.
2. Observing conditions or operations.
3. Interviewing people.
4. Examining assets and accounting, business, and other operational records.
5. Analyzing data and information.
6. Reviewing systems of internal control and identifying internal control points.
7. Evaluating and concluding on the adequacy (effectiveness and efficiency) of internal controls.
8. Conducting compliance testing.
9. Conducting substantive testing.
10. Determining if appropriate action has been taken in regard to significant audit concerns and corrective actions reported in prior audits.

Presentation: Peggy McBride, Engagement Partner
Vasquez & Company

Recommendation: Receive presentation

6. **OTHER UPDATES FROM THE ADMINISTRATIVE SERVICES DIRECTOR**
7. **PUBLIC COMMENTS**
8. **SCHEDULE NEXT MEETING DATE**
9. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (626) 285-2171. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the Civic Center bulletin board not less than 72 hours prior to the meeting.

Marilyn Bonus, Deputy City Clerk
Signed and Posted: 4:00PM 10/28/2014