

item #8B

**City of Carson City
Agenda Report**

Date Submitted: November 24, 2008

Agenda Date Requested: December 4, 2008

Time Requested: 45 minutes

To: Mayor and Supervisors

From: Larry Werner, City Manager

Subject Title: Action to appoint one member to the Audit Committee for a two year term ending December 2010.

Staff Summary: Per Carson City Municipal Code Chapter 2.14 Section 2.14.030 "The Carson City Audit Committee shall be comprised of five (5) members; two (2) members from the Board of Supervisors, (2) two members from the public-at-large and the City's Director of Finance." There is one opening on the Audit Committee due to a member's term expiring.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to appoint _____ to the Audit Committee for a two year term ending December 2010.

Explanation for Recommended Board Action: There is one vacancy on the Audit Committee in the citizen-at-large position due to a members term expiring.
There are two applicants;

Joe Eiben (requesting reappointment)
Julie Kidd

Applicable Statute, Code, Policy, Rule or Regulation: C.C.M.C., Chapter 2.14, Section 2.14.030.

Fiscal Impact: None

Explanation of Impact:

Funding Source:

Alternatives:

Supporting Material: Letter requesting reappointment, application, roster, recruitment announcement, CCMC Chapter 2.14, Section 2.14.030.

Prepared By: Rose Gardner, Management Assistant

Reviewed By: _____

(City Manager)

Date: 11-24-08

Melanie Boukett

(District Attorney)

Date: 11-24-08

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

OCT 16 2008

Joe Eiben
1342 Goshute way
Carson City, Nevada 89701
775 882-6547

October 16, 2008

Rose Gardner
Carson City Executive Offices
201 N. Carson Street, Suite #2
Carson City, Nevada 89701

I would like to request reappointment to the position as a member of the Audit Committee, as my term expires in December of this year.

I will email this request and present a hard copy to the Executive Offices.

Sincerely,



Joe Eiben

NOV 20 2008

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: **Audit Committee**

Title of Position: **Member at Large**

Name: **Kidd** **Julie** **L.**
Last First Middle Initial

Address: **31 Chinook Circle** **Carson City** **NV** **89701**
Street City State Zip

Occupation/Business: **Bank Chief Financial Officer**

Telephone: Work- **775-267-5363** Home- **775-883-0761** Cell- **775-720-0761**

E-mail- **jkidd@carsonrivercb.com**

How long have you lived in Carson City: **22 years** Are you an **active** Carson City Registered Voter: **Yes**

Note: only complete if a degree is required for this position

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
Grad.School of Banking,Georgetow	Bank Management	Masters-level trade specific
FDIC Examiner School	Bank Examination Management	Vocational training
NCUA Examiner School	Credit Union Exam Management	Vocational training

List any professional license(s) and or certification(s):

License/Certification	License/Certification #
N/A	

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

Twenty-five years of experience in the financial industry, including management of: balance sheet , risk analysis, shareholder relations, asset valuation, regulatory compliance and Internal/external audit. I have supervised and prepared examination reports of sophisticated organizations. Please see attached resume. Overall, I enjoy audit processes and believe it is constructive to management.

2. List the community organizations in which you have participated and describe participation.

Founding Board member of the Women's Financial Information Program in Carson City (in association with AARP). Chairman of the Resource Committee and facilitator in the training program; Instructor, Financial Accountability class at Nevada State Prison, Carson City. (Street Readiness program sponsored by Nevada State Department of Parole and Probation); Various Nevada Bankers Association Committees; Advisory Board Member – Citizens for Affordable Housing; Audited local political party

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3. List your affiliation with professional or technical societies. (if required for the Position)

N/A - not required for the position

4. Do you anticipate any potential conflicts of interest? No If yes, please explain.

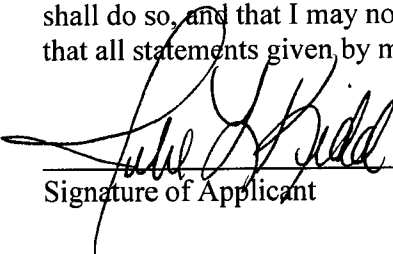
Business in Carson City Service Area: Banking and financial services

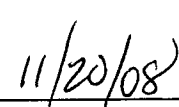
Length of time in Business: 25+ years

Personal/Professional References:

Name	Address	Telephone #
Ronni Hannaman, Exec. Director	CC Chamber, 1900 So. Carson St	775-882-1565
Daniel Dykes, President & CEO	CRCB, 951 Jacks Valley Rd, CC, 89701	775-267-5240
Richard Campbell	1144 Coral Way, CC, NV 89705	775-883-6632

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.


Signature of Applicant


Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100 Fax(775)887-2286

JULIE L. KIDD

31 Chinook Circle, Carson City, Nevada 89701

Home: (775) 883-0761 Messages: (775) 720-0761 (Cell)

CAREER SUMMARY

Twenty-five years of progressively responsible management experience in the banking and financial industry. Varied and extensive background in all facets of the institution, including balance sheet management, risk analysis, shareholder relations, asset valuation and regulatory compliance. Served as primary senior administrative contact for regulators, auditors, shareholders, vendors, customers and the general public. 2004 graduate, Stonier Graduate School of Banking at Georgetown.

PROFESSIONAL EXPERIENCE

CARSON RIVER COMMUNITY BANK, Minden, Nevada

Feb 2007 – Present

Senior Vice President, Chief Financial Officer, Corporate Secretary

Responsible for directing accounting and operations of DeNovo institution. Also serves as Compliance, BSA/AML, OFAC and CRA Officer; in that capacity is responsible for the overall risk management program of the institution.

HERITAGE BANK OF NEVADA, Reno, Nevada

March 2006 – Feb 2007

Vice President, Controller

Responsible for oversight and propriety of accounting entries as well as the creation of policy and procedure related to same. Manages shareholder relations and stockholder transactions. Negotiates with suppliers for purchase of operational equipment. Responds to examiner inquiries and prepares accounting department responses to examination requests.

- Served as interim Human Resources Manager and IT Manager due to temporary staffing issues
- Managed construction of a remodel of administrative offices
- Instituted deposit reclassification, which reduced liquidity reserve requirements by up to \$8 million

HARLEY-DAVIDSON FINANCIAL SERVICES, Carson City, Nevada

2001- 2006

Regulatory Compliance Manager

Responsible for coordinating regulatory and compliance activities dealing with establishing and operating Eaglemark Savings Bank (ILC) charter, and assisting business units with activities necessary for migration into the charter. Conducts regulatory research to facilitate management prioritization and functionally balance organizational business objectives with regulatory risk.

- Member of Bank Steering Committee as well as Compliance, CRA, Asset/Liability, Community Involvement, and Loan Committees of Eaglemark Savings Bank. Permanently invited Board guest.
- Authors and facilitates compliance self-assessments by functional business units.
- Primary liaison for all regulatory contact.
- Responsible for compliance analysis and approval of all Bank programs, products and policies.

FIRST SECURITY BANK, Reno and Carson City, Nevada

1999 - 2001

Vice President, Business Development Officer/Cash Management Officer

Established Cash Management Sales Department in Northern Nevada. Trained branch personnel in sales of cash management products. Provided off-site operational support of software and procedures regarding same. Created spreadsheets for the use of branch personnel in order to analyze profitability of cash management products for customers. Responsible for business development and customer retention in the Carson City area.

- Surpassed all sales and administrative goals.
- Member of merger administration committee; active on the facilities, finance and human resources teams.
- Liaison to acquiring bank for ongoing merger issues such as shareholder relations, regulatory reporting, benefits, taxation and legal matters at the corporate level. Reviewed and approved expenditures relating to merger costs.

NEVADA BANKING COMPANY, Stateline, Nevada

1996 - 1999

Vice President, Chief Financial Officer and

Secretary/Treasurer of the Corporation (1997-1999)

Directed all financial/administrative functions of \$120mm commercial bank and its holding company, including accounting, management and governmental reporting, budgeting, risk management, human resources, facilities, purchasing, securities portfolio, shareholder relations and asset-liability management. Established, enforced and monitored policy and procedure relative to all of the above in order to conform to management strategies and regulatory guidelines.

Pg 3 of 5

- Administered Human Resources department. Provided leadership to staff to improve profitability, employee morale and customer service.
- Directed budgeting process. Finalized and negotiated budget items, analyzed performance.
- Initiated application to and implementation of membership in the Federal Home Loan Bank.
- Produced corporate documents and regulatory filings for holding company formation.
- Researched and contracted with outside transfer agent. Developed all press releases, dividend announcements, market-making strategies, proxy statement preparations and annual meeting arrangements.
- Established Employee Stock Ownership Plan and initiated amendments to 401K to allow employee stock purchase. ESOP trust committee member. Managed Incentive Stock Option program.
- Primary liaison to merger attorneys; prepared S-4 and prospectus/proxy materials.

Administrative Services Officer (1996-1997)

Direction and management of the above functions plus: Information technology, item processing, security, retail customer service and overall operations functions. Due to heavy workload and growth of institution, administrative functions were split in late 1997 to separate operations from finance.

- Maintained hands-on working knowledge of all functions in the operations, teller and IT departments.
- Developed policy and procedure for purchase, installation and operation of all branch ATMs.
- Formalized operational and administrative policy and procedure which resulted in substantially improving internal and external regulators ratings.
- Streamlined daily treasury management functions.

STATE OF NEVADA,

FINANCIAL INSTITUTIONS DIVISIONS, Carson City, Nevada

1990 - 1995

Senior Financial Institutions Examiner

Independently and as part of a team examined accounts, records and procedures of 11 different types of financial institutions to establish viability, asset valuation, propriety and conformance with state and federal regulations. Served as team leader in planning, directing, and authoring examination reports.

- Performed special investigations and researched consumer complaints as assigned.
- Conducted sometime – adversarial meetings with Directors and executive-level administrators to discuss findings and recommended or directed corrective action.
- Prepared investigative plans and subpoenas for suspected violations of statute or fiduciary responsibility.
- Served as witness for the state in enforcement hearings and lawsuits.
- Knowledge of state and federal financial institution regulation and experienced in interpreting and applying same to real-life situations.
- Teamed with examiners from the Federal Deposit Insurance Corp. (FDIC), National Credit Union Association (NCUA) and Federal Reserve Bank (FRB) to conduct examinations of subject companies.

STATE OF NEVADA,

EMPLOYMENT SECURITY DEPARTMENT, Carson City, Nevada

1987 - 1990

Contributions Examiner – Employer Accounts Service Unit (1989-1990)

One of eight examiners in the state responsible for review, analysis and follow-up of employer account records to determine status of reporting, collections and accounting adjustments.

- Primary contact for employers with reporting problems or questions.
- Reviewed reports for accuracy and compliance with regulation.
- Established plans for corrections and compliance, including enforcement actions. Communicated with employers regarding same.
- Prepared documents to file levies and garnishments for unreported or underreported contributions.

Contributions Examiner, Cashiering Unit (1987-1989)

Supervised staff of up to 15 that handled the distribution and processing of Quarterly Contribution and Wage Report and remittances.

- Maintained records of all cash receipts.
- Prepared and reconciled daily deposit records for the department.
- Organized workflow and forecasted staffing needs in order to call in intermittent workers.

Pg 4 of 5

FIRST STATE BANK, Rio Vista, Texas**1982 - 1986**Loan Review and Credit Analysis

Audited loan officer portfolios and customer lines for compliance, perfection and asset value as well as adherence to established policies. Reviewed cash flows and trends indicated by financial data in order to analyze proposed credits.

- Designed and prepared annual loan officer performance reports for presentation to the Board of Directors.
- Maintained "watch list" of problem loans and monitored those credits for deterioration or improvement.
- Tracked affiliated portfolio credits to monitor legal lending limit compliance.
- Member of Loan and Discount Committee, alternate member of the Executive Committee and Senior Loan Committee.
- Other positions held: Secretary to Chief Executive Officer, Loan Quality Auditor, Loan Processor, Teller.

ARLINGTON STATE BANK, Arlington, Texas**1981 - 1982**Early Morning Drive-in Teller

Teller functions, cross-trained for proof, data entry, bookkeeping and customer service.

CITY NATIONAL BANK, Ft. Worth, Texas**1980 - 1981**Collections and Exchange Teller

Teller functions, collections, balanced and maintained cash items, drafting, wire transfers, balanced and submitted food stamps, research, balanced official check accounts.

EDUCATION

Federal Deposit Insurance Corporation
Federal Reserve Bank
National Credit Union Administration
Stonier Graduate School of Banking at
Georgetown (2004 Graduate)

Baylor University
University of Nevada, Reno
Western Nevada Community College

INTERESTS AND AFFILIATIONS

- Knowledge regarding skip tracing, collections, bankruptcies, suits, litigations, levies and garnishments
- Trained in using the Predictive Index Analysis system to screen and analyze prospective job candidates
- Speaker, 1996, 1997, 1998 sessions of the Douglas County Leadership Council on the use of personality profiles for human resource management
- Founding Board member of the Women's Financial Information Program in Carson City. Served as the Chairman of the Resource Committee of same and acted as a facilitator in the training program
- Instructor, Financial Accountability class at Nevada State Prison, Carson City. Street Readiness program sponsored by Nevada State Department of Parole and Probation
- Named to the following committees by the Nevada Bankers Association:
 - Security Committee: 95/96
 - Operations Committee: 96/97, 02/03
 - Public Relations & Education Committee: 96/97
 - Personnel Committee: 97/98 and 98/99
 - Consumer Compliance Committee: 03/04
- Advisory Board Member – Citizens for Affordable Housing, Carson City, Nevada: 2002-2006
- Invited by the FDIC to participate in regional round table discussions regarding revised compliance examination procedures (2004)
- Performed brief audit for Douglas County Republican Party outgoing Treasurer - 2007

7585

AUDIT COMMITTEE MEMBERSHIP

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
<u>Board of Supervisors</u>		
Pete Livermore 887-2100	Initial Term 3/08	12/2009
Richard Staub 882-6888	Initial Term 3/08	12/2008
<u>Citizens at Large</u>		
Kenneth Brown 916 Jackson Way Carson City NV 89701 888-2008 (w) 883-8997 (h) kenbrown@gbis.com	Initial Term 3/08	12/2009
Joe Eiben 1342 Goshute Carson City NV 89701 882-6547(h) 225-9843(c) jpeiben@rocketmailcom	Initial Term 3/08	12/2008
<u>Director of Finance</u>		
Nick Providenti 887-2133		

AUTHORITY: C.C.M.C, Chapter 2.14.010 Provides for creation and organization of a five member Audit Committee. Staggered two-year terms are served by two members of the Board of Supervisors (BOS), the Director of Finance and two representatives of the city at large. One BOS representative and one at large representative will serve to December 31 of an even-numbered year, and the second BOS representative and one at large representatives will serve to December 31 of an odd-numbered year.

MEETINGS: Monthly meetings on the 2nd Tuesday of the month for the first 6 months, quarterly thereafter in the Capitol Conference Room at City Hall

PURPOSE: The role of the Carson City Audit Committee is to maintain oversight of the auditing function, both internal and external resulting in increased integrity and efficiency of the audit processes for the City and the City's system of internal controls and financial reporting.

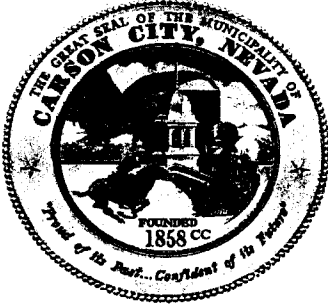
TYPICAL DUTIES

- Review and make recommendations to the Board of Supervisors regarding the annual financial audit, performance, compliance and efficiency audits, including specific issues of concern providing a higher level of accountability over the use of public funds. As appropriate, background documents related to specific audit issues will be sent to the Committee during the course of each year.

- The Carson City Audit Committee will:
 - Provide input into the annual risk assessment plan developed by the City Auditor to identify areas of risk or exposure facing the city's organization; review and assess the steps necessary to minimize such risks in the future and improve operating efficiencies.
 - Identify with key Directors significant risks or exposures facing their organizations/operations to develop a "Risk Plan" and "Audit Work plan" to prioritize the City Auditor's work load and assess the need for professional services.
 - Annually review the audit scope and work plan of the City Auditor in conjunction with the external auditors plan to address the coordination of audit efforts to ensure the completeness of coverage, reduction of redundant efforts and effective use of audit resources.
 - Discuss the fiscal health of the City in relation to the adopted budget with the City Manager and the Director of Finance.
 - Consider matters related to the systems of internal controls, including overseeing compliance by management with applicable policies and procedures.
 - Review and make recommendations to the Board of Supervisors regarding audit findings including the status and implementation of recommendations for both internal and external audits.
 - Review and make recommendations to the Board of Supervisors pertaining to the Internal Audit Budget for operating expenses and capital expenditures.
 - Oversee the appointment of the Independent Auditors to be engaged by the Board of Supervisors for external reporting and recommend to the Board of Supervisors the related audit fees.
 - Recommend to the Board of Supervisors to engage outside Professional Services when deemed appropriate for audit issues
 - Review the Internal Audit Charter and make recommendations to the Board of Supervisors when changes are deemed necessary.
 - Review and make recommendations to the Board of Supervisors for special requests for audit projects and have the authority to perform other duties as may be delegated to it by the Board of Supervisors.
- Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards require an independent auditor to evaluate the City's internal controls in connection with determining the extent of their audit procedures. The external auditors are required to alert the Carson City Audit Committee and the governing body regarding material matters. The Carson City Audit Committee will:
 - Review and make recommendations to the Board of Supervisors pertaining to the external auditors annual audit plan and inquire into external audit matters as deemed appropriate.
 - Oversee the appointment of the independent auditors to be engaged by the Board of Supervisors for external reporting and establish the related audit fees; review and evaluate the performance of the independent auditors and establish a regular schedule for periodically re-bidding the annual audit.
 - Review and make recommendations to the Board of Supervisors regarding all significant written communications between the independent auditors and management, such as any management letter or schedule of unadjusted differences.

Coordinators: Sue Johnson, City Auditor

**Attorney Assignment: Melanie Bruketta
District Attorney's Office
887-2070**



CARSON CITY AUDIT COMMITTEE

The Carson City Board of Supervisors is seeking applications from individuals who may be interested in serving on the Audit Committee in the following category:

- **Member at Large**

"Members at Large" are required to be from the private sector with no less than five years (5) of experience in financial services, public accounting, governmental auditing, and are current with public laws and regulations governing the Audit Committee for Carson City.

The applicants (depending on the category or if in business for themselves), may need a license to do business in Carson City. This Committee provides advice on matters involving the internal and external audit function of Carson City.

Applicants should be aware this Committee requires a minimum commitment of up to three hours a month. All members serve without compensation. **There is one vacancy for a two year term that will expire in December 2010.** The Board of Supervisors will interview and appoint a qualified person to the Audit Committee. Members must be residents and registered voters of Carson City.

Volunteer applications may be obtained from and returned to the Carson City Executive Offices. **Applications will be accepted until November 20, 2008.**

Let it be known all applications submitted to this office will be considered public information.

Thank you for your interest in helping Carson City.

CARSON CITY EXECUTIVE OFFICES
201 N. Carson Street #2
Carson City, Nevada 89701
(775)887-2100 FAX(775)887-2286
E-Mail Rgardner@ci.carson-city.nv.us
Web Page <http://www.carson-city.nv.us>
AN EQUAL OPPORTUNITY EMPLOYER

Chapter 2.14 CARSON CITY AUDIT COMMITTEE

2.14.010 Introduction.

2.14.020 Purpose of the Carson City audit committee.

2.14.030 Composition of the Carson City audit committee.

2.14.040 Responsibilities of the Carson City audit committee.

2.14.050 Meetings of the Carson City audit committee.

2.14.060 Organizational chart.

2.14.010 Introduction.

As the demand for enhanced accountability and the increased examination of an adequate system of internal controls occurs in the public sector due to the Sarbanes-Oxley Act, so does the significance and importance of an audit committee.

The independence and objectivity between the Carson City audit committee and the city's management team ensures that internal controls are a key management objective of the city's operation. The Government Finance Officers Association and the Institute of Internal Auditors encourage the effective use of an audit committee in the public sector and considers this committee an integral element of public accountability and governance. The Carson City audit committee plays a key role with respect to integrity of the city's financial information; its systems of internal controls, the legal and ethical conduct of management and employees, and is an invaluable tool for ensuring that those responsible for financial management (management, auditors, and governing boards) meet the respective responsibilities for internal control compliance and financial reporting. Additionally, the Carson City audit committee provides a vehicle for open communications between the board of supervisors, the city management team, internal audit, and the independent external auditors. (Ord. 2008-10 § 3, 2008)

2.14.020 Purpose of the Carson City audit committee.

The role of the Carson City audit committee is to maintain oversight of the auditing function, both internal and external resulting in increased integrity and efficiency of the audit processes for the city and the city's system of internal controls and financial reporting. The committee has three primary characteristics for it to successfully fill its obligations:

1. Independence. The Carson City audit committee will be independent both in fact and in appearance and requires processes to be in place to ensure such independence is maintained at all times.
2. Communication. The Carson City audit committee will maintain an open line of communication with the board of supervisors, city management, internal and external auditors; providing direction for the city's audit function and a framework of accountability.

3. Accountability. The Carson City audit committee contributes to the integrity of the financial reporting process and reinforces the culture of a strong system of internal controls throughout the city.

The Carson City audit committee shall provide oversight to the city's internal controls by assuring that the system of internal controls established by management are reviewed on a regular and systematic basis for functionality and effectiveness. The Carson City audit committee's duties shall include, but are not limited to, development of the risk assessment and annual work plan, review of all individual audit reports, review of the annual report of audits completed, review the status of corrective actions, the annual budget, and the performance of the internal auditor. Upon completion of these reviews, the Carson City audit committee will make appropriate recommendations to the board of supervisors. (Ord. 2008-10 § 4, 2008)

2.14.030 Composition of the Carson City audit committee.

1. The Carson City audit committee will be independent and objective in its collective mindset individually and as a group. The committee will reflect the following attributes:

- a. Excellent communication skills with each other and with others;
 - b. A willingness to fully participate in complex and sensitive matters that require resolution;
 - c. Public accounting, governmental accounting and auditing experience.
2. The Carson City audit committee shall be comprised of 5 members; 2 members from the board of supervisors, 2 members from the public at-large and the city's director of finance.
- a. 2 members of the Carson City audit committee will be selected from the board of supervisors. The board members shall be selected each January when the board of supervisors addresses board and commission assignments; these 2 positions will have staggered 2 year terms.
 - b. The 2 members at-large of the Carson City audit committee will be interviewed and selected by the board of supervisors. These members must be from the private sector with no less than 5 years of experience in financial services, public accounting, and/or governmental auditing, and current knowledge of public laws and regulations governing an audit committee. The terms shall be for staggered 2 years; expiring on each alternate year.
 - c. The members at-large shall not accept any consulting, advisory, or other compensatory fees from the city and may not be an affiliated person with the city or any subsidiary thereof.
3. Should a vacancy occur in any position on the Carson City audit committee, the board of supervisors must follow the procedure set forth above to select a new member for the committee. The selection must occur within one month of the vacancy occurring.
4. When deemed necessary, the Carson City audit committee may request that the city manager and other management employees attend a Carson City audit committee meeting in an advisory capacity. This individual may be requested to provide necessary information relative to internal controls, data, and analysis related to the specific objectives of the Carson City audit committee. (Ord. 2008-10 § 5, 2008)

2.14.040 Responsibilities of the Carson City audit committee.

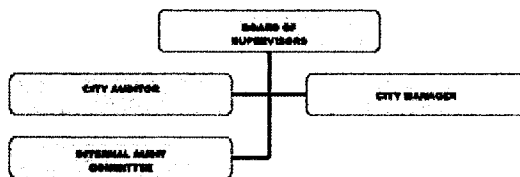
1. The Carson City audit committee will review and make recommendations to the board of supervisors regarding the annual financial audit, performance, compliance and efficiency audits, including specific issues of concern providing a higher level of accountability over the use of public funds. As appropriate, background documents related to specific audit issues will be sent to the committee during the course of each year.
2. The Carson City audit committee will:
 - a. Provide input into the annual risk assessment plan developed by the city auditor to identify areas of risk or exposure facing the city's organization; review and assess the steps necessary to minimize such risks in the future and improve operating efficiencies;
 - b. Identify with key directors significant risks or exposures facing their organizations/operations to develop a "risk plan" and "audit work plan" to prioritize the city auditor's work load and assess the need for professional services;
 - c. Annually review the audit scope and work plan of the city auditor in conjunction with the external auditors plan to address the coordination of audit efforts to ensure the completeness of coverage, reduction of redundant efforts and effective use of audit resources;
 - d. Discuss the fiscal health of the city in relation to the adopted budget with the city manager and the director of finance;
 - e. Consider matters related to the systems of internal controls, including overseeing compliance by management with applicable policies and procedures;
 - f. Review and make recommendations to the board of supervisors regarding audit findings including the status and implementation of recommendations for both internal and external audits;
 - g. Review and make recommendations to the board of supervisors pertaining to the internal audit budget for operating expenses and capital expenditures;
 - h. Oversee the appointment of the independent auditors to be engaged by the board of supervisors for external reporting and recommend to the board of supervisors the related audit fees;
 - i. Recommend to the board of supervisors to engage outside professional services when deemed appropriate for audit issues;
 - j. Review the internal audit charter and make recommendations to the board of supervisors when changes are deemed necessary;
 - k. Review and make recommendations to the board of supervisors for special requests for audit projects and have the authority to perform other duties as may be delegated to it by the board of supervisors;
3. Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards require an independent auditor to evaluate the city's internal controls in connection with determining the extent of their audit procedures. The external auditors are required to alert the Carson City audit committee and the governing body regarding material matters. The Carson City audit committee will:
 - a. Review and make recommendations to the board of supervisors pertaining to the external auditors annual audit plan and inquire into external audit matters as deemed appropriate;
 - b. Oversee the appointment of the independent auditors to be engaged by the board of supervisors for external reporting and establish the related audit fees; review and evaluate the performance of the independent auditors and establish a regular schedule for periodically re-bidding the annual audit;
 - c. Review and make recommendations to the board of supervisors regarding all significant written communications between the independent auditors and management, such as any management letter or

schedule of unadjusted differences. (Ord. 2008-10 § 6, 2008)

2.14.050 Meetings of the Carson City audit committee.

1. The Carson City audit committee will meet once a month, on the second Tuesday of each month for the first six months and then quarterly thereafter. All members are expected to attend on a regular basis.
2. The Carson City audit committee may ask members of management or others to attend meetings and to provide pertinent information when necessary.
3. Meetings are scheduled in accordance with the state's open meeting laws. The city auditor shall establish the agenda for meetings and will provide to members in advance, all appropriate briefing material. (Ord. 2008-10 § 7, 2008)

2.14.060 Organizational chart.



(Ord. 2008-10 § 8, 2008)

[<< previous](#) | [next >>](#)