

LATE MATERIAL

EXHIBIT A

MEETING DATE 1/19/12
 ITEM # 9-3A

Carson City
 Internal Audit Risk Assessment
 Project Scope

I. Work Plan		Estimated Hours
Tasks		
1. Project Initiation and Ongoing Management		8
A.	Conduct project initiation meeting	2
B.	Develop project work plan/schedule	1
C.	Discuss and confirm risk assessment approach	1
D.	Conduct ongoing project management and reporting (in-person/phone/email)	4
2. Fact Finding		68
A.	Obtain and review available documentation <ul style="list-style-type: none"> • Send document request list • Coordinate receipt • Review documents 	8
B.	Conduct stakeholder interviews (see listing below)	28
C.	Conduct Web-based survey <ul style="list-style-type: none"> • Develop draft survey • Discuss with City • Revise and distribute • Coordinate survey process • Compile results • Review feedback with City 	20
D.	Document findings (detailed PowerPoint format)	8
E.	Discuss with City	4
3. Analyze Risk		48
A.	Define relevant risk factors	4
B.	Assess City Departmental risks	12
C.	Aggregate risk, formulate conclusions, and discuss	12
D.	Develop document risk assessment (matrix format)	20
4. Reporting		76
A.	Prioritize risks and develop recommendations	16
B.	Develop draft risk assessment report (PowerPoint and matrix format)	16
C.	Discuss with Internal Audit Committee	4
D.	Revise, finalize, and present risk assessment	16
E.	Develop 2012 work programs and discuss (Gantt chart format)	24
Grand Total		200

II. Interview Listing (By Position)	
1. City Manager	9. Court Administrator
2. Public Works Director	10. Parks and Recreation Director
3. Sheriff	11. Juvenile Special Master
4. Finance Director/Risk Manager	12. Fire Chief
5. Planning Director	13. Human Resources Manager
6. Assessor	14. External Auditor
7. Treasurer	15. District Attorney
8. Clerk-Recorder	

III. Moss Adams Staff

- Tom Krippaehne, Project Partner
- Mark Steranka, Lead Analyst
- Colleen Rozillis, Staff

IV. Schedule

- Three months elapsed time
- Start either late January or early February depending on Board approval

V. Cost

- Hours: 200
- Cost: \$35,000