



**Attachments:**

[Audit Committee Packet.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)




Carson City, NV

# Audit Committee

## Board Details

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.

## Overview

 **Size** 5 Seats

 **Term Length** 2 Years

 **Term Limit** N/A

## Additional

### Meetings

•Time varies •Typically on a quarterly basis or at the call of the chair •Community Center, Robert "Bob" Crowell Board Room 851 East William Street, Carson City, Nevada

### Powers & Duties

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.

### Additional Information

[CCMC\\_2.14.pdf](#)



## Board Roster



**Lori Bagwell**

**5th Term** Jan 07, 2021 - Dec 31, 2021

No Recruitment

**Position** Board of Supervisors

---



**Stephen Ferguson**

**3rd Term** Jan 06, 2017 - Dec 31, 2022

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large

**Office/Role** Chair

---



**Ernie Mayhorn**

**3rd Term** Jan 06, 2017 - Dec 31, 2022

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large

---



**Margaret Molina**

**1st Term** Jun 04, 2020 - Dec 31, 2021

**Position** Citizen at Large

---



**James Wells**

**1st Term** Dec 03, 2020 - Dec 31, 2021

**Position** Citizen at Large

**Profile**

<u>Bonnie</u>	<u></u>	<u>Duke</u>
First Name	Middle Initial	Last Name

bonnieduke2004@yahoo.com  
 Email Address

<u>405 Boulder Dr</u>	<u></u>
Street Address	Suite or Apt

<u>Carson City</u>	<u>NV</u>	<u>89706</u>
City	State	Postal Code

<u></u>	<u></u>
Primary Phone	Alternate Phone

**Which Boards would you like to apply for?**

Audit Committee: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

To serve the community by offering pertinent knowledge and experience of the roles and responsibilities of audit committees.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?**

Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?**

Yes  No

Question applies to multiple boards

**If yes, please list:**

Question applies to multiple boards

**Term expiration:**

**Conflict of Interest**

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

---

## **Education**

**College, Professional, Vocational or Other Schools attended:**

Weber State University

**Major Subject:**

Accounting

**Degree Conferred:**

Bachelor

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

Many years of experience in local government finance and accounting. Retired.

**List the community organizations in which you have participated and describe participation:**

election volunteer

**List your affiliation with professional or technical societies: \*if required for the position.**

see resume

---

Upload a Resume

---

**Declaration to Accept Terms & Conditions**

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

## Bonnie Duke, Retired CPA

405 Boulder Drive  
Carson City NV 89706

(775) 530-1002 (c)  
[bonnieduke2004@yahoo.com](mailto:bonnieduke2004@yahoo.com)

### Objective

*Serve on the Carson City Audit Committee*

### Experience:

**Nevada Dept. of Taxation  
Local Govt. Srv. Division**  
*Audit Supervisor*  
Nov. 2009-Feb. 2019

- Designed and directed audit programs
- Provided support and training for local governments
- Performance audits and tax compliance audits

**City of Fernley NV**  
*Finance Director/Treasurer*  
Nov. 2001-Mar. 2009

- Supervised city accounting, finance and internal control functions
- Coordinated with external auditors
- Spearheaded creation of the city Audit Committee
- Numerous GFOA awards in budgeting and financial reporting

**Self Employed**  
Jan. 2001-Nov. 2001

- Consulting for Lander County, Great Basin Development Authority
- Accounting, finance, bonding, etc.

**Lander County NV**  
*County Manager*  
Aug. 1997-Jan. 2001

- Chief Administrative Officer for activities of county government
- Supervised department heads and administrative employees
- Prepared recommended budgets for Board of Commissioners
- Provided staff support for various committees and commissions

**City of Bethel AK**  
*Finance Director*  
Aug. 1994-Aug. 1997

- Supervised city accounting, finance and internal control functions
- Coordinated with external auditors

**United Park City Mines Co.**  
*Controller*  
Mar. 1984-Aug. 1994

- Securities and Exchange Commission and NYSE filings
- Supervised accounting functions
- Coordinated with external auditors

**Petersen Sorenson Brough  
CPAs**  
*Staff Accountant*  
1982-1984

- Public accounting

### Education

- Bachelor of Science Degree in accounting 1983
- Weber State University, Ogden, UT

### Qualifications

- Decades of experience in accounting, audit and finance
- Practical knowledge of roles and responsibilities of local government audit committees

### Affiliations

- Licensed Certified Public Accountant in Nevada and Utah (retired from practice)
- Member-American Institute of CPAs
- Member-Nevada Society of CPAs



**Profile**

John \_\_\_\_\_ Karg \_\_\_\_\_  
 First Name Middle Initial Last Name

jikargjr@gmail.com \_\_\_\_\_  
 Email Address

1464 ROCKY BLUFF DR \_\_\_\_\_  
 Street Address Suite or Apt

CARSON CITY \_\_\_\_\_ NV \_\_\_\_\_ 89701 \_\_\_\_\_  
 City State Postal Code

Home: (678) 818-8024 \_\_\_\_\_  
 Primary Phone Alternate Phone

**Which Boards would you like to apply for?**

Audit Committee: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

I have an interest in serving our community in this role because I think my 10 years of experience as a Financial Advisor providing advice and council to individual investors, 8 Years as a business owner and more recently my experience as a business educator teaching Accounting, Marketing and Information Technology provide me with an adequate background for this role. Additionally, while while serving in the US Navy I acted, for 3 years, as the Fuel Manager for US Naval Surface Forces Pacific Fleet responsible for a budget of over \$90mm

Question applies to multiple boards

**Are you currently a registered voter in Carson City?**

Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?**

Yes  No

Question applies to multiple boards

**If yes, please list:**

Question applies to multiple boards

**Term expiration:**

---

## Conflict of Interest

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

---

---

## Education

**College, Professional, Vocational or Other Schools attended:**

University of West Georgia National University University of the State of New York

**Major Subject:**

Accounting Taxation Business Education Liberal Studies

**Degree Conferred:**

MBA - Accounting Emphasis MS - Taxation MAT - Business Education BS - Sociology

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

I have an interest in serving our community in this role because I think my 10 years of experience as a Financial Advisor providing advice and council to individual investors, 8 Years as a business owner and more recently my experience as a business educator teaching Accounting, Marketing and Information Technology provide me with an adequate background for this role. Additionally, while while serving in the US Navy I acted, for 3 years, as the Fuel Manager for US Naval Surface Forces Pacific Fleet responsible for a budget of over \$90mm

**List the community organizations in which you have participated and describe participation:**

- Community Relations Committee - Atlanta Commercial Board of Realtors Jan 2018 - Jan 2019 - Awards Committee Clayton County (GA) Rotary Club - Feb 1999 - Apr 2002 - Planned Giving Committee Southern Regional Medical Center Jan 2002 - Aug 2005

List your affiliation with professional or technical societies: \*if required for the position.

---

None required

---

Upload a Resume

---

### **Declaration to Accept Terms & Conditions**

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

# JOHN KARG

Carson City, NV • (678) 818-8024 • jikargjr@gmail.com

---

## PROFESSIONAL EXPERIENCE

---

NEVADA DEPARTMENT OF VETERAN SERVICES, Reno, NV

*Advised Nevada Veterans regarding benefits available to them. Conducted public outreach to educate the veteran community on state services. Created data-driven analytical reports for senior management.*

**Veteran Services Officer Supervisor** (2018 to 2019)

KW COMMERCIAL & HAGEN REALTY GROUP, Atlanta, GA

*Recruited to assist this leading commercial real estate company to expand and grow commercial accounts specific to the Hospitality industry*

**Commercial Real Estate Broker** (2017 to 2018)

Interface directly with clients to assess business needs and provide analytical data regarding current availability of commercial properties and new build projects. Conduct and provide market demographic studies, environmental research, and significant financial analysis to support commercial buyer's decision-making process. Manage entire sales cycle from cold calling, identifying, and qualifying prospective targets, presenting sales proposals, and negotiating/closing contracts. Cultivate and expand client relations to maximize sales growth and territory profits. Track and report sales metrics to Sales Manager.

EDUCATOR, Atlanta, GA/ Baku, Azerbaijan / Kuwait City, Kuwait / Columbus, GA /Carson City, NV

*Delivered high level business /IT educational instruction to wide range of national and international students; provided in-depth understanding of real-world business operations and proper use of industry leading IT applications and technical resources.*

**Business Education / Information Technology /Robotics Instructor** (2012 to 2017 & 2020 to 2021)

**Key Assignments:**

- ◆ St. Teresa of Avila School (2020-2021): Implemented engaging and creative content for computers meeting Nevada Education Standards. Created, from the ground up, an innovative robotics & STEM program.
- ◆ Fulton County Schools (2016-2017): Devised and executed daily lesson plans and projects that drew students into the learning environment, while creatively delivering Business curriculum utilizing "hands-on" classroom instructional style.
- ◆ British School Baku (2015): Demonstrated background in planning and executing business curriculum, related difficult concepts across a variety of student learning levels. Assisted students in learning and mastering English language.
- ◆ Universal American School (2014-2015): Entrusted with education of students regarding current and new IT platforms and digital resources; trained students on how to develop and maintain innovative websites using latest applications.
- ◆ Muscogee County School District (2012-2014): Served as primary faculty advisor to the local chapter of the Future Business Leaders of America (FBLA). Pioneered a new career pathway, Interactive Media.

WOODY'S HALFPIPE LLC, Dunwoody, GA

*Provide executive-level leadership with full sales and P&L accountability for all business activities.*

**Managing Director** (2004 to 2013)

Utilized entrepreneurial spirit and industry leadership to direct startup and business development efforts of this retail/facility management/event planning firm. Provided executive leadership in sales management, revenue growth, operations management, accounting, and financial management. Managing analytics platforms, SEO, analyzing web trends with and tracking progress. Oversaw and managed all human resources and employee relations activities.

...Continued...

**FINANCIAL ADVISOR**, ATLANTA, GA

Cultivated enduring relationships with a diverse clientele to ensure repeat and referral business. Provided financial advice to High Net Worth and Mass Affluent markets. Partnered with Premier Bankers concerning credit, and lending and with Private Bank when appropriate. Created relationships with Estate Attorneys to allow a more wholistic approach to client needs. Participated in sales, marketing, and business development. Identified performance gaps and implemented process improvements to effectively boost performance. Ensured full compliance with company standards and all industry regulations.

**Financial Advisor & Assistant Vice President** ~ Bank of America Investment Services, Atlanta, GA (2003 - 2006)

**Financial Advisor & Assistant Branch Manager** ~ Prudential Securities, Atlanta, GA (2000 - 2003)

**Financial Advisor & Branch Mutual Fund Coordinator** ~ UBS, Paine Webber, Atlanta, GA (1997 - 2000)

**MILITARY SERVICE**

**United States Navy** 1977 - 1997

---

**EDUCATIONAL  
BACKGROUND**

---

**Master of Arts in Teaching, Business Education** - UNIVERSITY OF WEST GEORGIA, Carrolton, GA

**Master of Business Administration, Accounting** - NATIONAL UNIVERSITY, San Diego, CA

**Master of Science, Taxation** - NATIONAL UNIVERSITY, San Diego, CA

**Bachelor of Science, Sociology** - UNIVERSITY OF THE STATE OF NEW YORK, Albany, NY

*Licensure:*

FINRA Series 3, Series 7, Series 9, Series 10, Series 63, Series 65, GA Health, Life and Variable Annuity (All Inactive)

GA/CA/NV Real estate Salesperson License (Active)

*Certifications:*

Certification in Hotel Industry Analytics (CHIA)

Certificate in Hotel Real Estate and Asset Management - CORNELL UNIVERSITY

Certificate in Hotel Revenue Management - CORNELL UNIVERSITY

NEW YORK UNIVERSITY SCHACK INSTITUTE OF REAL ESTATE

Hotel Investments, Analysis and Valuation (5/2018) • Hotel Real Estate Value Creation Strategies (5/2017)

*Professional Associations:*

American Hotel & Lodging Association (2017-2018) • AAHOA (2017- Present) • Atlanta Commercial Board of Realtors (2017-2018) • Turnaround Management Association (2017- Present) • Rotary Club Clayton County, GA- Annual Awards Chairman (2003-2005) • Planned Giving Committee - Southern Regional Medical Center Foundation (2002-2005) • Clayton County Chamber of Commerce (2001-2004)

*Publications:*

Authored numerous financial management articles for small business owners - Monuments International (2002-2003)

**Profile****James**

First Name

**Wells**

Middle Initial

Last Name

**jimwells3@outlook.com**

Email Address

**4368 Hidden Meadow Dr**

Street Address

Suite or Apt

**Carson City**

City

**NV**

State

**89701**

Postal Code

**Mobile: (775) 434-5524**

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Audit Committee: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

To share my experiences and expertise regarding governmental accounting with the committee members to benefit the community and work to ensure the City is efficient, effective and transparent in using tax dollars it receives from the community.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?** Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?** Yes  No

Question applies to multiple boards

**If yes, please list:**

Board of Equalization

Question applies to multiple boards

**Term expiration:**

January 2,2025

---

## Conflict of Interest

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

---

## Education

**College, Professional, Vocational or Other Schools attended:**

University of Nevada, Reno

**Major Subject:**

Accounting

**Degree Conferred:**

Bachelor of Science in Business Administration

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

I am a former auditor of governmental clients. I have over 30 years of experience in governmental accounting. I was previously a member of the Governmental Accounting Standards Advisory Council representing the National Association of State Budget Officers. I was previously a member of the State of Nevada Committee on Local Government Finance representing the Nevada Association of School Boards.

**List the community organizations in which you have participated and describe participation:**

Northern Nevada Chapter of the Association of Government Accountants (AGA). I served two years as president and one year as treasurer of the organization.

List your affiliation with professional or technical societies: \*if required for the position.

---

Nevada Certified Public Accountant since 1995

---

Upload a Resume

---

### **Declaration to Accept Terms & Conditions**

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*



# **JAMES WELLS, CPA**

4368 Hidden Meadow Drive  
Carson City, NV 89701

(775) 434-5524  
jimwells3@outlook.com

---

## **CAREER PROFILE AND ACHIEVEMENTS**

A results-oriented professional with diverse experience in state and local government. A respected team member able to work with others to achieve positive outcomes. An effective communicator and problem solver with a dedicated customer service focus.

### **Managing Vision and Purpose**

- Experience creating and implementing strategic plans along with measurable goals and performance objectives.
- Experience drafting, defending, interpreting and implementing legislation, regulations, policies and procedures.
- Overhauled the State's health insurance plan to control long-term costs in response to funding freezes resulting from the economic downturn of the Great Recession.
- Implemented a customer service system to record calls and standardize responses to provide more consistent and higher quality information to participants.
- Guided the State's health insurance plan through the implementation of the Patient Protection and Affordable Care Act provisions.

### **Budget, Contract and Financial Management**

- Created and defended the 2017-2019 State of Nevada Executive Budget.
- Directed creation of budget training programs for state agencies.
- Experience preparing and auditing governmental financial statements.
- Experience preparing grant applications, implementing grant programs and auditing grants under the Single Audit Act.
- Guided the Department of Education through several rounds of significant budget reductions during the Great Recession with a focus on maintaining service delivery and retaining jobs.
- Created budget and finance regulations for charter schools.
- Negotiated lower provider rates and decreased monthly participant premiums with vendors.

### **Process Improvement**

- Identified and implemented process efficiencies to reduce operational costs and improve the timeliness of collections with a focus on eliminating duplication and increasing accuracy.
- Implemented on-line enrollment capability for participants to access and make changes to their health insurance benefits.
- Implemented an on-line reporting program to reduce printing costs and improve distribution time.
- Initiated development of a grant database to streamline reporting and Cash Management Improvement Act compliance.
- Decentralized statewide accounts payable functions to pay vendors more timely and eliminate payment lag times by three days or more.
- Developed a comprehensive training manual for a new financial system and conducted training for over 750 users.
- Assisted with creating a statewide debt collection program and related training and regulations.

# JAMES WELLS, CPA

Page 2

---

## **PROFESSIONAL EXPERIENCE**

JRW CONSULTING, LLC (October 2018 to present):

### **Managing Member-Owner**

Provide accounting, budgeting and consulting services to various state agencies.

STATE OF NEVADA (January 1992 to November 2002; October 2003 to July 2018):

- **Director** – DEPARTMENT OF ADMINISTRATION/GOVERNOR’S FINANCE OFFICE, Carson City, NV (02/15-07/18)  
Oversee budget creation and implementation, as well as state agency performance audits. Responsible for review of state contracts and serve as Clerk to the Board of Examiners.
- **Executive Officer** – PUBLIC EMPLOYEES’ BENEFITS PROGRAM, Carson City, NV (06/10-02/15)  
Oversee operations of a statewide health insurance benefits program.
- **Deputy Superintendent for Administrative & Fiscal Services** – DEPARTMENT OF EDUCATION, Carson City, NV (06/06-06/10)  
Oversee budget, finance, school funding apportionment, grants management, audit, information technology, personnel and payroll functions as well as the charter school and child nutrition programs.
- **Chief Financial Officer** – PUBLIC EMPLOYEES’ BENEFITS PROGRAM, Carson City, NV (10/03-06/06)  
Manage budget and finance functions of the Program.
- **Chief Deputy Controller** – STATE CONTROLLER’S OFFICE, Carson City, NV (11/01-11/02)  
Oversee daily operations, including financial reporting and information technology functions as well as the implementation of a new statewide financial system.
- **Chief Accountant** – STATE CONTROLLER’S OFFICE/NEVADA HOUSING DIVISION, Carson City, NV (8/99-11/01)
- **Accountant III** – STATE CONTROLLER’S OFFICE, Carson City, NV (8/98-8/99)
- **Fiscal Officer/Finance Manager** - UNIVERSITY OF NEVADA, RENO, Sierra Nevada Job Corps Center/Nevada Cooperative Extension (1/95-8/98)
- **Grants & Projects Analyst II** - UNIVERSITY OF NEVADA, RENO, Controller’s Office, Reno, NV (11/92-1/95)
- **Accountant** - NEVADA HOUSING DIVISION, Carson City, NV (1/92-11/92)

CITY OF ROANOKE, VIRGINIA

**Manager of Accounting Services**, (November 2002 to October 2003)

Manage financial reporting and accounting functions.

DELOITTE & TOUCHE, Reno, Nevada (January 1990 to December 1991)

**Senior Staff Accountant**

# JAMES WELLS, CPA

Page 3

---

## **EDUCATION**

*Bachelor of Science in Business Administration, Accounting, 1989*

University of Nevada, Reno

Graduated with High Distinction, Beta Alpha Psi

*Accounting Studies (1985-1987)*

University of Nevada, Las Vegas (Margaret Elardi Scholarship recipient)

*Carson City High School Valedictorian, 1985*

## **PROFESSIONAL CERTIFICATIONS, MEMBERSHIPS AND ACTIVITIES**

- Certified Public Accountant, 1995
- Project Management Certificate, 2000
- Nevada Committee on Local Government Finance member representing the Nevada Association of School Boards (2006-2010)
- Association of Government Accountants
  - Northern Nevada Chapter President (2008-2010)
  - Regional Vice President (2011-2012)
  - Northern Nevada Chapter Treasurer (2012-2013)
- Public Employees' Benefits Program Board Member (2015-2017)
- Governmental Accounting Standards Advisory Council member representing State Budget Officers (2016-2018)

## **JAMES WELLS, CPA**

Page 4

---

### **REFERENCES**

Leo Drozdoff, Former Director, State of Nevada Department of Conservation and Natural Resources

Phone: (775) 781-1889

Email: leodrozdoff@att.net

Ron Knecht, Former State of Nevada Controller

Phone: (775) 882-2935

Email: ronknecht@aol.com

Mike Willden, Former Chief of Staff to Nevada Governor Brian Sandoval

Phone: (775) 220-4432

Email: mikejwillden@gmail.com

## Chapter 2.14 - CARSON CITY AUDIT COMMITTEE

### Sections:

#### 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 five (5) members; one (1) member from the board of supervisors and four (4) members from the public at-large.
  - a. One (1) member of the Carson City audit committee will be selected from the board of supervisors. The board member shall be selected each January when the board of supervisors addresses board and commission assignments.
  - b. The four (4) members at-large of the Carson City audit committee will be interviewed and selected by the board of supervisors. These members should have 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 two (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 (1) 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)

[\(Ord. No. 2009-24, § 1, 10-1-2009\)](#)

#### 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 and the adequacy of any city department or office performance measure for internal audit purposes. Reviews and recommendations by the internal auditor will be guided by the internal auditing standards. 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; oversee the internal auditor's creation and implementation of processes to indentify potential fraud, waste and abuse of city resources and property and a findings reporting protocol;
  - 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)

[\(Ord. No. 2012-11, § I, 8-2-2012\)](#)

#### 2.14.050 - Meetings of the Carson City audit committee.

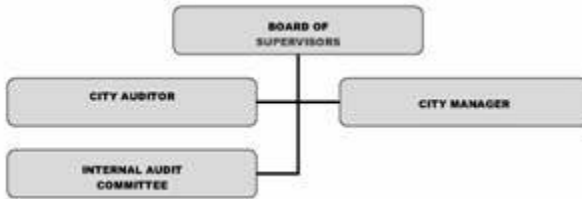
- 1. The Carson City audit committee will meet quarterly. All members are expected to attend on a regular basis.
- 2. The Carson City audit committee may ask members of management or others to attend meetings and to provide pertinent information when necessary.

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)

[\(Ord. No. 2009-24, § II, 10-1-2009\)](#)

2.14.060 - Organizational chart.



(Ord. 2008-10 § 8, 2008)