

SINGLE PAGE COMMUNICATION TO THE COMMON COUNCIL

TO: THE COMMON COUNCIL

DATE: July 9, 2004

FROM: DEPARTMENT: Audit & Control

DIVISION: Comptroller

SUBJECT: [Annual Audit Plan

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PRIOR COUNCIL REFERENCE: (IF ANY)

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EX. (ITEM NO. xxx, C.C.P. xx/xx/xxxx)

TEXT: In accordance with Sec. 7-5 of the City Charter, I hereby submit to this Honorable Body the Annual Audit Plan.

The Division of Audit, as the auditing body of the Department of Audit and Control, conducted various audits of the departments of city government. Those submitted to the Council during 2003-2004 included or will within the next several months:

- Follow-up of Contract Personnel on BNRC & BURA
- Annual Report on Board of Education: Office of State Comptroller & State Education Dept.
- Demolition: Bond Indenture & Block Grant Requirements
- Department of Public Works, Streets, and Parks; Division of Engineering, Marina Lease
- Department of Public Works, Streets, and Parks – Water Board Review
- Buffalo Civic Auto Ramps (BCAR)
- Department of Administration & Finance – Division of Parking Enforcement
- Vendor Payables Review: Skateboarding Assn., Apollo, Plowing etc.

As well, the Division of Audit will continue to conduct performance-type reviews of functions with the intent of maximizing the efficiency of the process and activities within the following areas:

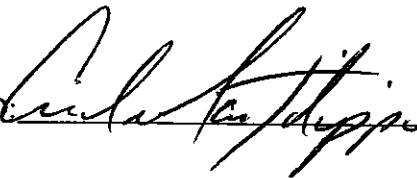
The following list of auditable areas is submitted as the Annual Audit Plan for 2004-2005.

- Buffalo Common Council Staff (per specific Charter requirement)
- Department of Permits & Licenses
- Department of Administration – Division of Collections
- Space Rented by City departments & organizations
- Citywide Cash Controls
- Contract Personnel
- Buffalo Economic Renaissance Corporation (BERC)- Loan Receivables
- Department of Public Works, Streets, and Parks; Division of Engineering, Marina Lease
- Board of Education – Administration and Financial
- Buffalo Sewer Authority contracts and change orders
- Department of Administration & Finance – Transportation
- Board of Education – consultants
- PBA contract – 1st year update

TYPE DEPARTMENT HEAD NAME: ANDREW SAN FILIPPO

TYPE TITLE: COMPTROLLER

SIGNATURE OF DEPARTMENT HEAD:

A handwritten signature in black ink, appearing to read "Andrew San Filippo", is written over a horizontal line. The signature is cursive and somewhat stylized.