#1 (Rev. 1/93) **SINGLE PAGE COMMUNICATION TO THE COMMON COUNCIL**

TO: **THE COMMON COUNCIL** **DATE:September 9, 2005**
FROM: **DEPARTMENT:** Audit & Control

DIVISION: Comptroller

SUBJECT: [: **Annual Audit Plan**
[:
[: **2005-2006**
[:
PRIOR COUNCIL REFERENCE: (IF ANY) [:
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 2004-2005 included:

- Animal Shelter
- Review of BERC Pension Plan
- Fuelmaster System for Fleet Gasoline & Diesel Usage
- Police Payroll Review
- License Division
- Performance Audit Report Buffalo Sewer Authority- Single & Sole Source Contracts
- Petty Cash Custodian Audit
- Audit Employee Retirement System (ERS) vs. Police & Fire Retirement System (PFRS)
- Fire Department Demolitions
- Annual Audit Plan
- Erie Basin Marina Audit

The following list of areas for audits is submitted as the Annual Audit Plan for 2005-2006.

- Annual Report on Board of Education: Office of State Comptroller & State Education Dept
- Audit of Erie Basin Marina Lease
- Department of Administration & Finance – Division of Parking Enforcement
- Buffalo Common Council Staff (per specific Charter requirement
- City of Buffalo Parks Audit of Contract
- Fleet Inventory Audit
- Department of Administration – Division of Collections
- Space Rented by City departments & organizations

- Buffalo Economic Renaissance Corporation (BERC)- Loan Receivables
- Contract Personnel
- Buffalo Sewer Authority contracts and change orders
- Buffalo Municipal Housing Authority (BMHA) Audit
- City Clerk - Birth & Marriage Licenses
- Review of Injured on Duty – Police & Fire Departments

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:

TYPE DEPARTMENT HEAD NAME: ANDREW SAN FILIPPO

TYPE TITLE: COMPTROLLER

SIGNATURE OF DEPARTMENT HEAD: _____