Agenda Item No.: **7.**

## *AGENDA SUMMARY PAGE*
## AUDIT OVERSIGHT COMMITTEE MEETING OF: FEBRUARY 10, 2011

**DEPARTMENT: CITY AUDITOR'S OFFICE**
**DIRECTOR: RADFORD SNELDING** ☐**Consent** ☒ **Discussion**

**SUBJECT:**
Discussion and possible action on Audit of City Clerks Office  Passport Services (0221-1011-05)

**Fiscal Impact**
☐ **No Impact** ☐ **Augmentation Required**
☐ **Budget Funds Available**
**Amount:**
**Funding Source:**
**Dept./Division:**

**PURPOSE/BACKGROUND:**
City Auditor's Office staff will review the Audit of City Clerk's Office – Passport Services (0221-1011-05)

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Audit of City Clerks Office  Passport Services (0221-1011-05)
2. Submitted at Meeting  PowerPoint Slides 32-41

Motion made by LOIS TARKANIAN to Accept the Report

Passed For:  4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1
STEVE WOLFSON, PAUL WORKMAN, LOIS TARKANIAN, ALLEN KAERCHER;
(Against-None); (Abstain-None); (Did Not Vote-None); (Excused-MICHAEL W. KERN)

Minutes:
Bryan Smith, Senior Internal Auditor, expressed his gratitude to management for its support in completing this audit. He then narrated PowerPoint Slides 32-41 to give an overview of the findings of the Audit of the City Clerk's Office Passport Services. The slides were submitted as backup documentation.

Vice Chair Wolfson commended the City Clerk's Office on its performance in the area of passports.