

SINGLE PAGE COMMUNICATION TO THE COMMON COUNCIL

TO: THE COMMON COUNCIL

DATE: July 21, 2002

FROM: DEPARTMENT: Audit & Control

DIVISION: Comptroller

SUBJECT: [ : Annual Audit Plan  
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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 2001-2002 included:

- Department of Permits, Licenses and Inspections; Division of Permits – Revenues follow-up
- Department of Permits, Licenses and Inspections; Division of Licenses – Revenues follow-up
- Department of Public Works, Streets, and Parks; Division of Engineering, Marina Lease 2001 Season
- Department of Public Works, Streets, and Parks; Division of Telecommunication, Utilities and Franchises, Public Access TV
- Office of Strategic Planning, Division of Real Estate, In-Rem Sales of 800 block of Main Street
- Department of Fire – Overtime in Dispatch Office
- Department of Fire – GML-207(a) Injured on Duty (IOD) Retirement Payments
- Board of Education Special Projects Claims Office
- Citywide Interim Transportation Audit

In addition, the Division of Audit will conduct performance-type reviews of several functions of city government, focusing not on the creation of compliance-based audit reports but rather conducting reviews of the efficiency and process. Some of these performance-type reviews include:

- Department of Public Works, Streets, and Parks

In the coming months of 2002-2003, the Division of Audit has planned to complete and file revenue and compliance-type audits of the following departments, activities, or functions:

- Department of City Clerk
- Department of Public Works, Streets and Parks – Division of Water
- Department of Public Works, Streets and Parks – Division of Streets- User Fees
- Citywide Transportation Final Report

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:

- Buffalo Common Council Staff
- Department of Administration – Division of Collections
- Citywide Cash Controls
- Buffalo Economic Renaissance Corporation (BERC)
- Buffalo Neighborhood Revitalization Corporation (BNRC)
- Department of Public Works, Streets, and Parks; Division of Engineering, Marina Lease
- Department of Public Works, Streets, and Parks; Division of Telecommunication, Utilities and Franchises, Public Access TV

Department Head Name: Anthony R. Nanula

Title: Comptroller

Signature of Department Head: 