

GIVE US FEEDBACK!

This is your chance to tell the City Auditor ways you think City government could be improved. Every year, the City Auditor's staff compiles an audit work plan based partly on input from City employees and Tallahassee citizens. **If you have suggestions for improvements to City processes and/or suggestions for future audits, complete the survey below, detach it, and return it to the Office of the City Auditor by mail at 300 S. Adams Street, Tallahassee, FL 32301 or by fax at 891-0912.**

1. Are there any particular departments/divisions you would like to see audited and if so, why?

2. Are there any particular City processes you think could be changed or improved to maximize effectiveness and to better manage City dollars? If so, what is the process and what improvements would you suggest?

3. To help us better educate and communicate with the employees and citizens of Tallahassee, please answer the following questions:

Are you aware that City departments, offices, programs, and processes are audited? Yes___ No___

Are you aware that City departments, offices, programs, and processes make improvements to their operations based on audits and are regularly reevaluated until the action plan steps provided in the audit are complete? Yes___ No___

Are you aware that City Auditor reports are available to the public in hard copy, electronic copy, and on the City of Tallahassee web site? Yes___ No___

Would you be interested in being notified when the City Auditor's Office issues audits? If so, list your contact information below. Yes___ No___

Name
Contact Information



Fraud Hotline

The Office of the City Auditor sponsors a confidential **Fraud Hotline**, which is a method for City employees, contractors, citizens, and other interested parties to confidentially present a suspected incident of **fraud, waste, or abuse** involving City money, property, or other resources.

If you suspect or know that someone is:

- Using City property or resources for personal gain
- Intentionally misleading the City for financial gain
- “Looking the other way” and not protecting the City

CALL 850-891-8813

When calling the hotline, it will be most beneficial if you:

- Describe your concern.
- Provide names of all individuals involved, including other witnesses.
- Give dates, times, and locations the incidents occurred.
- State whether there is any supporting documentation such as birth dates, license plate or City vehicle numbers, social security numbers, addresses, invoice numbers, purchase order numbers, check numbers, or other document numbers.

Office of the City Auditor

Providing Accountability
to the Citizens of
Tallahassee



Our Mission

- Provide the Tallahassee City Commission an independent, objective, and comprehensive auditing program of City operations
- Advance accountability through the provision of assurance and advisory services
- Actively work with the Appointed Officials in identifying risks, evaluating controls, and making recommendations that promote economical, efficient, and effective delivery of City services

Our Authority

As provided by the Tallahassee City Charter, the City Auditor is appointed by and serves at the pleasure of the City Commission. [Ordinance 81-0-1945]

A City Audit Committee serves in an advisory capacity and provides oversight of audit activities. [Ordinance 93-O-0017]

Our Values

- Integrity
- Objectivity
- Independence
- Accountability
- Citizen Focus

Our Staff



Sam M. McCall, CPA, CGFM, CIA, CGAP, is the City Auditor. He can be reached at 891-8397.

The office performs audits in three primary areas:

- Financial and Performance
- Information Technology
- Performance Measurement and Operational

Audit Managers overseeing these units:

- Bert Fletcher 891-8398
- Beth Breier 891-8386

Our Standards & Internal Controls

Audits are conducted in accordance with applicable:

- Governmental Auditing Standards issued by the Comptroller General of the United States
- Standards for the Professional Practice of Internal Auditing
- Other standards, such as Information Systems Auditing Standards published by the Information Systems Audit and Control Association

Internal controls are reviewed to determine whether policies, procedures, practices, and organizational structures designed by management provide reasonable assurance that organizational goals and objectives will be achieved and that undesired events will be prevented or detected and corrected in a timely manner.

What We Do

- Develop an annual plan for oversight of select city departments and programs with input from the Appointed Officials, Audit Committee members, the City Commission, and City management
- Review organizational processes, accounting and financial processes, and other operations and goals of the City
- Provide assistance and guidance in the development of performance measures, standards, and procedures for the evaluation of City programs
- Serve as consultant to management
- Evaluate risk, analyze operations, review compliance, and recommend controls and changes that promote economical efficiency and effective delivery of City services
- Report on the progress made in correcting operational deficiencies
- Conduct special projects and inquiries as directed by the City Commission
- Report to the Audit Committee and to the City Commission the activities of the City Auditor
- Work in a coordinated and cooperative manner with the City's external auditors

Contact Us

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(850) 891-8397

Fax
(850) 891-0912

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Website
talgov.com