

VLGAA Officers:

President

Kim Taylor
Chesterfield County
(804) 717-6674

First Vice President

Drew Harmon
City of Roanoke
(540) 853-2644

Secretary

Randi Ricco-Clifford
City of Richmond
(804) 646-5645

Treasurer

Chris Pietsch
Fairfax County
(703) 324-4212

At-Large Board Member

Gretchen Hudome
City of Virginia Beach
(757) 426-5873

Committee Chairs:

Audit Committee

Dawn Hardman
Hanover County

Bylaws Committee

John Doren
Chesapeake Public Schools

CPE Committee

Yolanda Tennessee
Richmond Public Schools

Membership Committee

Tasha M. Owens
Chesterfield County

Newsletter Committee

Jay Poole
City of Chesapeake

Nominating Committee

Kathy Seay
Hanover County

Spring Program

John Sanderlin
City of Norfolk

Quality Assurance

Theresa McGrady
Fairfax County Public Schools



HOUSE BILL NO. 781

03/01/06 House: Signed by Speaker
03/02/06 Senate: Signed by President
04/05/06 Governor: Approved by Governor-
Chapter 597 (effective 7/1/06)

As we mentioned in the last issue (Winter 2006) of the VLGAA Newsletter, the final version of the bill does not include a requirement to report investigation and resolution activities to the General Assembly on an annual basis. For more information go to www.legis.state.va.us.

SPRING 2006 CONFERENCE



There's still time to register for the Spring Conference hosted by the City of Norfolk on Monday, May 1 and Tuesday, May 2, 2006 at the Norfolk Waterside Marriott. Registration fees are \$125 for members and \$175 for non-members. The deadline is Wednesday, April 19, 2006. Go to the VLGAA website for details.

FALL 2006 CONFERENCE

The VLGAA and N.A.L.G.A. will be jointly hosting the Fall Conference at the Kingsmill Resort in Williamsburg on Thursday, October 12 and Friday, October 13, 2006. The next issue of the VLGAA Newsletter will include conference and registration information.



Yolanda Tennessee returned to Richmond Public Schools Auditing Department on March 13, 2006. Please update your membership directory.

Yolanda D. Tennessee, Auditor
Richmond Public Schools
301 North Ninth Street, 16th Floor
Richmond, VA 23219
Phone/Fax: (804) 780-7841 / 780-7099
E-mail: ytenness@richmond.k12.va.us

Audit Department Profile



Audit Services Department
306 Cedar Road, P.O. Box 15225
Chesapeake, Virginia 23328

City Population: 218,438

City Operating Budget: \$775,691,479

City Auditor: Jay Poole, CPA, CIA, CFE

Audit Services Budget: \$426,983

Reporting Authority: City Council

Audit Staff:	City Auditor	1
	Auditors	4
	Office Coordinator	1

Types of Audits Performed:

Financial:	15%
Performance:	70%
Other:	15%

Policy on Release of Audit Reports:

Public documents filed in Audit.

Number of Audit Reports Per Year: 5

Last Peer Review: May 2005

What approach does your office use to form your annual audit plan: We start with a long range (i.e., 5 year) plan based upon a Citywide risk analysis. Generally, the annual audit plan includes the audits from the next year in the long range plan. We do try to include requests from the City Council and the City Manager into the plan.

The most controversial audit we ever did: We've had so many, it's impossible to pick one. So I'll do a brief top 5:

1. City Garage – The Garage's head mechanic repaid his personal loans by having his creditors send the City phony invoices.

2. Housing Authority – The City Council fired the **ENTIRE** Housing Authority.

3. Conference Center – We helped turn a \$900,000 loss into a \$1 million surplus and caused three incumbent city council members to lose their seats in the process.

4. Chesapeake Expressway – Contractors threatened to sue to halt the project using our analysis.

5. Airport – One of the Commissioners wrote an Op-Ed piece accusing us of conspiring with the newspaper to bring down the airport, even though the FAA was already disciplining them.

What's unique about auditing the City of Chesapeake: As the items above suggest, Chesapeake has a very unique environment, PERIOD.

Suggestions for other audit departments:

Try to develop an understanding of your operating environment as soon as you can (even if it's as weird as ours). That understanding will help you tremendously if you are involved in a controversial project.

Audit pitfalls to avoid: The converse of the above. Things that work well in some environments don't necessarily work well in others. That's why it's important to understand the one that you're in.

Performance of Agreed Upon Procedures March 20, 2006

Executive Committee
Virginia Local Government Auditors Association

Authority and Scope

The Bylaws of the Virginia Local Government Auditors Association (VLGAA) Article VI, Section 1 states, "The president shall appoint an audit committee to perform an annual audit of the Association's financial accounts and records. The Annual Audit Report shall be communicated to the Association's membership in the newsletter." The Audit Committee was appointed by the 2006 VLGAA President to audit the VLGAA financial records for the period from January 1, 2005 to December 31, 2005.

Audit Process

The responsibilities of the Audit committee, according to the Operations Manual, were to: audit all Association financial records and prepare an annual audit report for submission to the Executive Committee; review and test controls over reported income and expense activities; review CPE records and test for compliance with the Virginia State Board of Accountancy requirements; and maintain a file of records and correspondence to pass on to successor at close of the Association year.

Opinion

Based upon the performance of the Agreed Upon Procedures for the Review of VLGAA Financial Activities for the period from January 1, 2005 to December 31, 2005, receipts were recorded, disbursements were made, and Continuing Professional Education records were maintained in accordance with stated operation procedures.

A Comparative Schedule of Dues, Interest and Seminar Income (Loss), Disbursements and Cash Balances for the Calendar Year Ended December 31, 2005 and December 2004 is attached.

Recommendations

None. The Treasurer is commended for a job well done.

**VIRGINIA LOCAL GOVERNMENT AUDITORS ASSOCIATION
COMPARATIVE SCHEDULE OF DUES, INTEREST AND SEMINAR INCOME (LOSS)
DISBURSEMENTS AND CASH BALANCES FOR CALENDAR YEARS
ENDED DECEMBER 31, 2005 AND DECEMBER 31, 2004**

	2005	2004	Difference	
Income				
Dues Received	\$2,535.00	\$420.00	\$2,115.00	[1]
Interest Income	\$56.89	\$55.71	\$1.18	
Seminar Income	\$14,025.00	\$2,990.00	\$11,035.00	[2]
Other Income	\$1,504.61	\$10.00	\$1,494.61	[3]
	<u>\$18,121.50</u>	<u>\$3,475.71</u>	<u>\$14,645.79</u>	
Disbursements				
Seminar Costs	\$16,922.14	\$4,696.63	\$12,225.51	[2]
Registration Refunds	\$125.00	\$255.00	(\$130.00)	
Awards/Gifts	\$382.34	\$535.19	(\$152.85)	
Newsletter Mailings	\$131.40	\$101.38	\$30.02	
State License/CPE Registration	\$95.00	\$25.00	\$70.00	[4]
Directory	\$207.88	\$209.59	(\$1.71)	
Supplies	\$0.00	\$0.00	\$0.00	
Bank fees	\$34.74	\$0.00	\$34.74	
Board Meals & Travel	\$328.51	\$197.03	\$131.48	
	<u>\$18,227.01</u>	<u>\$6,019.82</u>	<u>\$12,207.19</u>	
Gain/(Loss)	(\$105.51)	(\$2,544.11)		
Cash Balance January 1	\$10,354.76	\$12,898.87		
Balance December 31	<u><u>\$10,249.25</u></u>	<u><u>\$10,354.76</u></u>		

NOTES:

- [1] In 2005, dues were collected for calendar years 2005 and 2006. Dues collected in 2005 for 2006 totaled \$1,035. Dues received in the previous year were for 2004 calendar year only.
- [2] The Spring 2004 membership meeting was held in conjunction with NALGA's National Convention in Richmond, VA. This resulted in no registration fees or seminar costs for the spring conference but VLGAA gave NALGA \$656 towards a Silver Level Sponsorship. AGA Audio Conference registration fee of \$249.00.
- [3] Sponsorship of \$1,500 was received from Cherry, Bekaert and Holland for the Spring conference evening social.
- [4] Website domain name fee for two years for \$70.00

AUDITOR II/III (Unclassified) (City Auditor's Office)
09M000000010/09M000000011



The City's Auditor's Office is seeking and Auditor II and III. The successful incumbent will be responsible for conducting internal audits in accordance with current professional standards and providing recommendations to improve City operations. Other varied duties include conducting audits of City programs, evaluating program effectiveness, assisting with external auditors and analyzing findings, report writing and performing related duties as assigned. Position does not involve travel.

The ideal candidate will have local government audit experience and CPA or CIA. Utilities and/or information technology experience is a definite plus!

Positions require a Bachelor's degree (accounting degree preferred) and two years directly related (budgeting, financial management or strategic planning) experience at the II level and four years directly related (budgeting, financial management or strategic planning) experience at the III level or equivalency. Candidates will have passed courses required by the Commonwealth of Virginia for a professional exam (ex. CPA, CIA, CISA, CMA). Candidates will be hired at either the II or III level depending on experience. Salary range: Auditor II - \$38,925-\$63,937; Auditor III - \$45,896 - \$75,384. Open until filled.

City of Richmond
HR, Room 109
900 East Broad Street
Richmond, Virginia 23219

For more information call (804) 646-5900

www.richmondgov.com

EOE

A resume may accompany your application but is not accepted in lieu of a fully completed City application.

ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL RECEIVE A RESPONSE.