

Karl Dean  
MAYOR



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE  
OFFICE OF FINANCIAL ACCOUNTABILITY  
700 2<sup>nd</sup> Avenue South, STE 201  
NASHVILLE, TENNESSEE 37210

March 22, 2012

Ana Escobar, Metropolitan Clerk  
Metropolitan Clerk's Office  
205 Metropolitan Courthouse  
Nashville, TN 37201

Dear Ms. Escobar,

The Office of Financial Accountability has completed a review of a selected number of the FY11 Budget Key Measures Results as reported to the Office of Management and Budget for the year ended June 30, 2011. The purpose of the review was to verify the accuracy of your department's reported results.

As stated in the engagement letter, we randomly selected and tested program results that constitute a minimum of 10% of the department's total reported program budgets. We have completed our review of the supporting documentation and test of the computation of the reported result of the selected FY11 key measure. The result of the testing is attached for your review.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-880-1035.

Sincerely,

Fred Adom, CPA  
Director

Encl

CC: Richard M. Riebeling, Director of Finance  
Talia Lomax-O'dneal, Deputy Director of Finance  
Kevin Brown, Office of Financial Accountability, Department of Finance  
Brad Thompson, Office of Financial Accountability, Department of Finance  
Essie Robertson, Office of Financial Accountability, Department of Finance  
Ken Hartlage, Office of Management and Budget, Department of Finance

## ATTACHMENT I

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Department: Metropolitan Clerk

Purpose: To verify the accuracy of the department's performance measures as reported within WEBudget.

Scope: FY 2011

Methodology: The Office of Financial Accountability randomly selected a sample that consisted of a minimum of 10% of the department's reported budgeted program dollars.

Total Reported Budget: \$1,029,200.00

Line of Business: Legislative

Program: Legislative

Total Tested Budget: \$671,600.00

Percent Tested: 65.25%

Performance Measure: Percentage of requests filled within 30 minutes (Key)

**Reported Data: 98%**

**OFA Calculation: Not Calculable**

Was selected reported performance measure verified? No