

**METROPOLITAN NASHVILLE
METROPOLITAN AUDIT COMMITTEE MEETING AGENDA
September 25, 2012 4:00 p.m.**

**Committee Room 4
205 Metropolitan Courthouse**

- I. Call Meeting to Order
 - Introduction of new Department of Law attorneys, Theresa Costonis and Rachelle Gallimore-Scruggs, assigned to support the Metropolitan Nashville Audit Committee
- II. Approval of Minutes for the July 10, 2012, Meeting, (Bob Brannon – Committee Chairman)
- III. New Business
 - Discussion on Juvenile Court Clerk’s Office audit report issued August 9, 2012 (Mark Swann – Metropolitan Auditor)
 - Discussion on Metropolitan Transit Authority Procure-to-Pay Process audit report issued August 10, 2012 (Mark Swann – Metropolitan Auditor)
 - Discussion on Metro Public Health Department Drug Inventory Management audit report issued August 10, 2012 (Mark Swann – Metropolitan Auditor)
 - Discussion on Music City Convention Center Construction Project interim audit report issued August 14, 2012 (Mark Swann – Metropolitan Auditor)
 - Discussion on Metropolitan Nashville Public Schools Custodial Outsourcing audit report issued August 15, 2012 (Mark Swann – Metropolitan Auditor)
 - Discussion on Councilmembers request dated September 4, 2012, for audit of Davidson County Election Commission Use of Electronic Polling Books (Mark Swann – Metropolitan Auditor)
 - Discussion on Hotel Occupancy Tax Audit Approach (Mark Swann – Metropolitan Auditor)
 - Discussion on Annual Metro-Wide Audit Risk Priority Assessment (Mark Swann – Metropolitan Auditor)
 - Annual confirmation of responsibilities outlined in the Metropolitan Audit Committee Bylaws. (Bob Brannon – Committee Chairman)
 - Annual assessment of Metropolitan Auditor’s performance (Bob Brannon – Committee Chairman)
 - Bylaws annual review (Bob Brannon – Committee Chairman)
- IV. Old Business
 - Audit of Nashville Electric Services by State Comptroller’s County Audit Division (Mark Swann – Metropolitan Auditor)
 - Follow-up on external auditor presentation FY 2011 Management Letter and Single Audit (Bob Brannon – Committee Chairman)
- V. Metro Hotline Status and Investigation Reports (Carlos Holt – Internal Audit Manager)

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VI. Internal Audit Project Status (Mark Swann – Metropolitan Auditor)

VII. Other Administrative Matters (Mark Swann – Metropolitan Auditor)

- FY 2013 Budget
- Staffing

VIII. Consideration of Items for Future Meetings (Bob Brannon - Committee Chairman)

IX. Adjournment of public meeting – Next meeting Tuesday, December 11, 2012.



To request an accommodation please contact Mark Swann at (615)862-6158.