

**Carson City Audit Committee
Agenda Report**

Date Submitted: September 19, 2011 **Agenda Date Requested:** September 27, 2011

To: Audit Committee

From: William Prowse, Chair

Subject Title: For Possible Action: To approve the process to review and select Internal Auditor candidates.

Type of Action Requested: (check one)

Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Committee Action: To be determined by the Committee.

Explanation for Recommended Committee Action: N/A

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: N/A

Supporting Material: Memo

Prepared By: Janet Busse, City Manager's Office

Reviewed By: _____

Mark Phalet

(Finance Director)

Date: _____

9/21/11

Board Action Taken:

Motion: _____

Member

Aye/Nay

1) _____

2) _____

3) _____

4) _____

5) _____

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMO TO: Carson City Audit Committee

FROM: William Prowse, Chair

DATE: September 20, 2011

SUBJECT: Process to Review and Select Internal Auditor Candidates

To seek and interview persons qualified to be the Carson City Internal Auditor and for the Audit Committee to recommend at least two suitable persons for hire by the Board of Supervisors. If qualified persons cannot be recommended, then to seek businesses interested in contracting with the City to provide services as the Carson City Internal Auditor. The Committee Chair and another member of the Committee will work with appropriate City agencies to prepare announcements, screen interested parties, and draft contracts and/or other documents necessary to recommend a minimum of three candidates for the Audit Committee to interview and make a recommendation for the Board of Supervisors consideration.