



# City of San Antonio

## Agenda Memorandum

**File Number:**16-3770

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**Agenda Item Number:** 2.

**Agenda Date:** 6/21/2016

**In Control:** Audit Committee

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### **AUDIT COMMITTEE SUMMARY**

**June 21, 2016**

**Audit of Office of the City Council, City Council Expenses**

Report Issued June 7, 2016

### **Background**

The Mayor and City Council Members have support staff employed on a contract basis that assists them with their daily operations. The Mayor and City Council are also provided City administrative staff support that serve as constituent liaisons to all Council Members. The City support staff makes up the Office of the City Council. The Office of the City Council is funded by the City's general fund.

The Office of the City Council support staff job responsibilities include responding to incoming citizen calls, scheduling meetings and appointments and disseminating pertinent information to the citizens of San Antonio. In addition, the support staff is responsible for monitoring the budget of all ten Council Districts and the Mayor's office. In FY 2015, each council district was budgeted approximately \$394,000 and \$416,000 for the Mayor's office. Examples of expenses included within this budget are staff personnel, field office rent, printing, and office supplies.

### **Audit Objective**

Determine if Council district expenses are properly managed, authorized and supported.

### **Audit Scope and Methodology**

The audit scope included reviewing expenditures from Fiscal Year 2014, Fiscal Year 2015 and the first quarter of fiscal year 2016 for all 10 districts and the Mayor's office. We reviewed expenditures for approval and adequate support.

### **Audit Conclusions**

Council district expenses were properly managed, authorized and supported. The Office of the City Council has adequate controls in place to ensure City Council staff payroll adjustments were properly approved and accurately processed. Additionally, management controls were in place to ensure City Council expenditures were allowable, adequately supported and approved.

We made no recommendations.

