



**City of Richmond
Audit Committee Meeting
Wednesday, April 10, 2024, @2:00 p.m.
City Hall – 2nd Floor Large Conference Room
AGENDA**

HYBRID meeting:

This is an in-person meeting for Audit Committee Members. It is also requested that key staff from the Administration responding to the audits, be available in person.

For those that will join virtually, see the instructions below:

- Join on your computer or mobile app [Click here to join the meeting](#)
- You may also listen to the meeting audio from your phone by dialing *67-804-316-9457 and when prompted, enter conference ID 156 095 830#.

There will be no opportunities for public comment at this meeting.

1. Meeting Call to Order – Roll Call
2. Welcome – New Audit Committee Member
3. Welcome – New Audit Staff
4. Approval of Minutes
 - December 12, 2023
5. External Audit Update - *Mr. Sean Walker, CLA*
6. Audit Office Initiatives and Overall Progress – *Riad Ali*
 - Staffing Update
 - Completed Single Audit Assistance
 - Completed Preliminary Annual Risk Assessment
 - Worked with Chief Administrative Offices, DPU, DPW, Finance, and Human Resources (HR) to Close 8 Recommendations
 - Completed the Continuous Audit – Identified \$83,084 Recoverable Funds
 - Completed Non-Audit Service on Meals Tax
7. Audit Reports
 - **2024-08** Continuous Auditing – *Bret Lewis*
 - **2024-07** Non-Audit Service Meals Tax Delinquency Notifications– *Yolanda McCoy/Jennifer Harvell*
8. Closed Recommendations – *Leigh Ann Castro*
 - Chief Administrative Offices (CAO)
 - Department of Public Utilities (DPU)
 - Department of Public Works (DPW)
 - Human Resources (HR)
 - Finance
9. Inspector General Update - *Mr. James Osuna*
10. Old Business
 - Delinquent Personal Property Taxes Discussion – *Sheila White*
 - FY 24 Audit Plan Status – *Riad Ali*
11. New Business
12. Adjourn

Next Audit Committee Meeting – Tuesday, June 18, 2024, @ 2 PM