



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the City Auditor

# MEMORANDUM

**TO** The Honorable Richmond City Council Members

**FROM** Joseph Kearfott, Chairperson  
Audit Committee

**DATE** December 31, 2023

**COPIED** Riad Ali, City Auditor

**SUBJECT** **Audit Committee 2023 Annual Activity Report**

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On behalf of the Audit Committee, I am pleased to present to you the attached 2023 Annual Activity Report. This report reflects all activity for the Calendar Year (CY) 2023.

Thank you for your support. We look forward to continuing to serve the City as members of this body. If you require additional information, we may be contacted through the Audit Committee Secretary, Ms. Rochelle Carter at 804-646-5632.

c: Audit Committee Members  
Office of the City Clerk

# AUDIT COMMITTEE

## ENACTED

Chapter 2, Article V, Division 13 of the Richmond City Code

(Ord. No. 83-248-224, adopted November 14, 1983; Ord. No. 86-122-84, adopted April 28, 1986; Ord. No. 2009-90-100, adopted June 8, 2009; Ord. No. 2010-32-50, adopted March 8, 2010; Ord. No. 2011-144-154, adopted September 12, 2011; Ord. No. 2016-094, adopted April 11, 2016)

## COMPOSITION

The Audit Committee shall consist of seven members to be appointed by the City Council. Two of these seven members shall be members of the Council appointed to serve terms coincident with their terms as members of the City Council. The remaining five members shall be appointed from the business community of the City. Of these five members appointed from the business community of the City, at least one shall be licensed by the State Board of Accountancy as a Certified Public Accountant, at least one shall be a lawyer admitted to the Virginia State Bar, and at least one shall have experience in the financial services industry.

(Assigned to the Government Operations Standing Committee)

## OBLIGATION

The duties of the Audit Committee shall be the following:

1. Reviewing of significant financial information for appropriateness, reliability and timeliness;
2. Ascertaining the existence and adequacy of accounting and internal control systems and the adequacy of safeguards for the assets of the City
3. Overseeing audit functions;
4. Making recommendations to the council concerning the selection and termination of external auditors;
5. Reviewing annual financial reports of the City and results of audit examinations;
6. Evaluate internal control functions;
7. Reviewing interim financial information;
8. Evaluating financial management systems and results of the City operations;
9. Reviewing and approving the annual work plan of the Office of the City Auditor.

## MEETINGS, AGENDA, MINUTES

The Audit Committee met four (4) times during CY2023. All meetings were conducted as a Hybrid.

The Committee's Agendas and Minutes are on file at the City Clerk's Office and were sent as required throughout the year.

## TERM OF OFFICE

Council members shall succeed themselves no more than two times, and citizen members shall not be allowed to succeed themselves more than two times. All appointments of citizen members shall be for terms of three years.

## COMMITTEE MEMBERS

Chair **Joseph Kearfott**, *term expires 4/7/25*

**Samuel Bemiss**, *term expires 11/28/26*

**W. Lee Chaney, III**, *term expires 7/25/26*

**Donald Cowles**, *term expires 5/7/25*

**Daniel E. Howell**, *term expires 9/28/25*

**The Honorable Michael Jones**, *term expires 12/31/24 (resigned as of 12/31/2023)*

**The Honorable Kristen Nye**, *term expires 12/31/24*

## ACCOMPLISHMENTS

1. The Committee reviewed a total of 14 audit reports in 2023.
2. The Committee reviewed the work of the External Auditors related to the FY23 ACFR and Single Audit progress.
3. The [FY24 Audit Plan](#) was reviewed and approved.
4. We reviewed summary updates from the Inspector General's Office.
5. Two board members participated in the interview and recommendation of the new City Auditor. Mr. Riad Ali became the new City Auditor as of 12/18/2023.

### AUDIT REPORTS reviewed during CY2023:

<b>Report #</b>	<b>Area</b>	<b>Title</b>	<b>Year &amp; Month Issued</b>
2024-06	Finance	<a href="#">Individual Motor Vehicle Personal Property Tax Assessment and Collections</a>	2023-12
2024-05	Citywide	<a href="#">Annual Follow-up Review</a>	2023-11
2024-04	Citywide	<a href="#">American Rescue Plan Act (ARPA)</a>	2023-09
2024-03	Information Technology	Cyber Security Assessment (Confidential -FOIA Exempt)	2023-08
2024-02	Finance	<a href="#">Bank Reconciliations - Disbursement Account</a>	2023-08
2024-01	Citywide	<a href="#">APA Comparative Cost Report Analysis FY 2022</a>	2023-07
2023-15	Social Services	<a href="#">Adoption</a>	2023-06
2023-14	Parks, Recreation & Community Facilities	<a href="#">Revenue Collections</a>	2023-06
2023-13	Information Technology	Disaster Recovery (Confidential -FOIA Exempt)	2023-05
2023-12	Finance	<a href="#">Meals Tax Processing and Collections</a>	2023-04
2023-11	Ambulance Authority (RAA)	<a href="#">RAA Financial &amp; Operational Review (Non-audit service)</a>	2023-02
2023-10	Citywide	<a href="#">Continuous Auditing</a>	2023-03
2023-09	Public Utilities	<a href="#">Billing and Collections</a>	2023-02
2023-08	Information Technology	<a href="#">DIT Chargebacks for Constitutional Officers</a>	2023-02

# Attendance Record 2023

X = Present

	NAME	1/1/2023	2/1/2023	3/14/2023	4/1/2023	5/1/2023	6/13/2023	7/1/2023	8/1/2023	9/19/2023	10/1/2023	11/1/2023	12/12/2023	#	%
1	Samuel Bemiss			X		X			X			X		4	36.4%
2	W. Lee Chaney, III			X		X			X			X		4	36.4%
3	Donald Cowles			X		X						X		3	27.3%
4	Daniel Howell			X		X			X			X		4	36.4%
5	Michael Jones			X		X								2	18.2%
6	Joseph Kearfott			X		X			X			X		4	36.4%
7	Kristen Nye			X		X			X			X		4	36.4%
8														0	0.0%
9														0	0.0%
10														0	0.0%
11														0	0.0%
12														0	0.0%
13														0	0.0%
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21														0	0.0%
22														0	0.0%
23														0	0.0%
24														0	0.0%
25														0	0.0%
# in Attendance:		0	0	7	0	0	7	0	0	5	0	0	6		