

File No. 110063

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: July 28, 2011

Board of Supervisors Meeting

Date: _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement (Approved as to Form) |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

(Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Letter - Office of the Controller, Dept. Status Request |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Andrea S. Ausberry

Date: July 22, 2011

Completed by: _____

Date: _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

July 21, 2011

Government Audit and Oversight Committee
Board of Supervisors
City Hall, Room 263
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Dear Chair Campos and Members:

At your request, the Controller's Office, City Services Auditor (CSA) Division, has asked each department on the attached list to have a representative attend your committee's meeting on July 28 to present the implementation status of CSA's recommendations from the listed audit(s) concerning their departments. CSA has chosen and listed only audits where follow-up is still ongoing. Audits for which all recommendations have been reported as implemented are not included. This is being done to fulfill the request of Chair Campos that the committee consider quarterly CSA's efforts to follow-up on its audit recommendations. As a result, it is anticipated that a similar agenda item will be before you each quarter.

The purpose of the Controller's audit reports is to communicate the results of audits to those charged with governance and to provide a tool that allows for follow-up to determine whether appropriate corrective actions have been taken. In addition to the process taking place before your committee, it is the policy of CSA to follow-up on the recommendations in its audit reports by periodically checking in with the organizations it has audited. CSA does this in two ways. For every audit CSA sends follow-up letters, to which a written response indicating the implementation status of each recommendation is required. CSA's written follow-ups are scheduled at six, 12 and 24 months after an audit report is issued. In some cases, an additional field follow-up review is conducted, in which the auditors gather and analyze evidence showing implementation.

Please do not hesitate to contact me at (415) 554-5393 or tonia.lediju@sfgov.org should you have questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Tonia Lediju".

Tonia Lediju
Audit Director

Department	Report Title	No. of Recommendations	Report Date
Airport Commission	Concession Audit of Wells Fargo Bank, N.A.	2	6/25/2009
Airport Commission	Compliance Audit of Air Canada	3	8/16/2010
Airport Commission	Concession Audit of Smarte Carte, Inc.	13	9/28/2010
Airport Commission	Administration of the SFO Shuttle Bus Company Contract Needs to Be Significantly Improved	28	10/25/2010
Airport Commission	The Airport Can Better Verify Aircraft Landing Data and Improve Some Key Computer Controls for Its Accounting System	11	12/6/2010
Airport Commission	Concession Audit of the Bank of America, N.A.	6	12/14/2010
Airport Commission	Cash Handling Audit of the Security Access Office	14	12/10/2009
Arts Commission	The African American Art and Culture Complex Properly Used Grant Funds and the Arts Commission Needs to Clarify Some Provisions of the Grant Agreement Requirements	16	11/10/2010
Arts Commission	Somarts Properly Used Grant Funds But the Arts Commission Needs to Clarify Provisions of The Grant Agreement	19	1/5/2010
Human Rights Commission	Local Business Enterprise (LBE) Compliance Audit	8	7/28/2010
Department of Public Health	Laguna Honda Hospital Needs to Improve the Management of Its Gift Fund	20	11/22/2010
Municipal Transportation Agency	Audit of the City of San Francisco Japan Center Garage Corporation	12	6/9/2010
Municipal Transportation Agency	Review of the San Francisco Autoreturn Towing Contract	13	9/10/2010
Police Department	The Department Needs to Improve Its Controls Over Overtime and Premium Pay	28	8/18/2010
Police Department	Review of the Asset Forfeiture Program	1	9/9/2010
Police Department	Review of the San Francisco Autoreturn Towing Contract	2	9/10/2010
Police Department	The Property Control Unit Can Account for the Monetary Evidence in Its Inventory But Needs To Improve Some of Its Controls	19	5/20/2010

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- 1. For reference to Committee:
 An ordinance, resolution, motion, or charter amendment
- 2. Request for next printed agenda without reference to Committee
- 3. Request for Committee hearing on a subject matter
- 4. Request for letter beginning "Supervisor _____ inquires..."
- 5. City Attorney request
- 6. Call file from Committee
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 10. Board to Sit as A Committee of the Whole
- 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Commission | <input type="checkbox"/> Youth Commission |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission | |

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

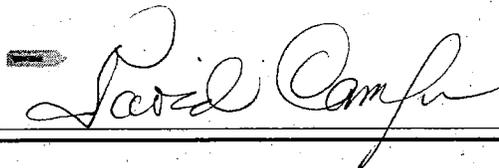
Sponsor(s): Campos

Subject: Hearing on City departments' progress on implementation of audit recommendations by the Controller/City Services Auditor.

The text is listed below or attached:

I kindly request that this item be referred to the Government Audit and Oversight Committee.

Signature of Sponsoring Supervisor: _____



For Clerk's Use Only: