

CITY \_\_\_\_\_

June 30, 201\_\_ or the \_\_ Months Ended \_\_\_\_\_

**COMPLETION OF PERIODIC  
EXAMINATION FOLLOW-UP ENGAGEMENT**

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<p><b>Objectives:</b></p> <p>A. Written representations have been obtained from responsible officials.</p> <p>B. The report of recommendations has been drafted, including the current status of all findings, and discussed with the City.</p> <p><b>Procedures:</b></p> <p>A. Summarize findings from the follow-up procedures.</p> <p>B. Draft the report of recommendations, including:</p> <ol style="list-style-type: none"> <li>1. The status of all findings from the most recent examination report, as follows: <ol style="list-style-type: none"> <li>a. "Corrected" – explain progress, i.e., what the City has done to correct the issue.</li> <li>b. "Partially Corrected" – explain progress, i.e., what the City has done to partially correct the issue.</li> <li>c. "Not Corrected" – explain status, if applicable.</li> <li>d. "No Longer Valid" – explain, if applicable.</li> <li>e. Additional findings identified during performance of the follow-up procedures, if any.</li> </ol> </li> </ol> <p>C. Conduct an exit conference with the City. In addition to the City Clerk and the City Administrator, request the Mayor and/or a City Council Member(s) to attend. Document communication of findings.</p> <p>D. If the Mayor and/or a City Council member could not attend the exit conference, document separate communication of the follow-up findings to those charged with governance.</p> <p>E. Determine the appropriate date of the report of recommendations. The report should be dated no earlier than the date on which the procedures have been completed, the findings are determined and the follow-up documentation has been reviewed.</p> <p>F. Obtain appropriate written representations signed by the City Administrator, Mayor, City Clerk and/or other appropriate personnel.</p> <ol style="list-style-type: none"> <li>1. Prepared on City's letterhead.</li> <li>2. Dated the same date as the report of recommendations.</li> </ol>				

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<u>CONCLUSION:</u>  We have performed procedures sufficient to determine the status of findings reported in the most recent periodic examination and for the completion of the follow-up engagement. The results of these procedures are adequately documented in the accompanying workpapers.  Incharge _____ Date _____ Manager _____ Date _____				