

CITY _____

June 30, 201__ or the __ Months Ended _____

MANAGER REVIEW QUESTIONNAIRE

QUESTION	YES	NO	N/A
1. Have you reviewed the workpapers and do you concur with the conclusions of the Incharge?			
2. Have exceptions noted on the Incharge Review Questionnaire been resolved?			
3. Are you satisfied:			
a. The follow-up program was properly modified to follow-up on findings from the most recent periodic examination and other matters noted during the follow-up procedures?			
b. The judgments and conclusions reached are supported by documented evidence?			
c. All follow-up work conformed to the engagement plan, scope and objectives?			
4. Do the workpapers include adequate documentation as to compliance with office policies?			
5. Have all applicable procedures been performed and signed off?			
6. Have all electronic workpapers been properly stored on the network?			
7. Is there adequate documentation in the workpapers to support the findings?			
8. Is our report of recommendations addressed to the proper party?			
9. Is the report dated no earlier than the date on which the procedures have been completed, the findings have been determined and the follow-up documentation has been reviewed?			
10. Are you satisfied the follow-up engagement did not disclose any suspicions of fraud, violations of statutory, regulatory and contractual provisions or other illegal acts other than those noted in the report findings.			
11. Have the report findings been discussed with appropriate City officials?			
12. Have all findings from the follow-up procedures been reported?			
13. Has the report routing sheet been completed?			
14. Does the draft report of recommendations comply with professional and office reporting standards?			
15. Has a copy of the completed routing sheet, including the report release date, been filed in the GF-17's?			
<u>COMMENTS</u> (required for "No" answers):			
<div style="display: flex; justify-content: space-between;"> <div>Manager _____</div> <div>Date _____</div> </div>			