

CITY _____

June 30, 201__ or the __ Months Ended _____

PLANNING CONFERENCE

IN ATTENDANCE:

<u>City</u>		<u>Auditor</u>	
Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Items

Discussion

- A. Scope of follow-up procedures:
 - 1. Period of follow-up procedures.
 - 3. Objectives of the follow-up procedures.
 - 4. Status of findings from the most recent periodic examination report.
 - 5. Report to be issued, including all findings from the follow-up procedures.
 - 6. Additional procedures, if any, at additional cost to the City.
 - 8. The follow-up procedures will be conducted pursuant to Chapter 11 of the Code of Iowa.
- B. Timing of:
 - 1. Fieldwork.
 - 2. Release of report.
- C. Personnel changes.
- D. Availability of records.
- E. Working space arrangements, if applicable.
- F. Extent of City assistance.

Acknowledgement:

Mayor or City Administrator

Date

Audit Committee or City Council Member

Date

City Clerk/Finance Director

Date