



AGENDA

REGULAR MEETING OF
THE AUDIT COMMITTEE
JANUARY 26, 2023 AT 2:00
PM
ATTEND VIRTUALLY



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REGULAR MEETING OF
THE AUDIT COMMITTEE
JANUARY 26, 2023 AT 2:00 PM
COUNCILOR'S CONFERENCE
ROOM
CITY HALL
200 LINCOLN AVENUE

PROCEDURES FOR AUDIT COMMITTEE MEETING

Written Public Comment: Members of the public may submit written comments on legislation by clicking on the comment bubble to the right of the meeting on the public portal at <https://santafe.primegov.com/public/portal> three hours prior to the start of the meeting.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
 - a. Audit Committee – December 15, 2021
5. **PRESENTATIONS**
 - a. Overview of Roles and Responsibilities of Audit Committee. (Emily Oster, Finance Director).



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- b. Audit Update (Emily Oster, Finance Director).

6. NEW BUSINESS

- a. Introduction of Committee Members (Adolfo Montoya, Cristina Mulcahy, Randy Grissom, Steve Johnson, Stephanie Woodruff).
- b. Elect Chair Person
- c. Audit Committee Meeting Schedule and Meeting Format

7. PUBLIC COMMENT

8. MATTERS FROM STAFF

9. MATTERS FROM THE COMMITTEE

10. MATTERS FROM THE CHAIR

11. NEXT MEETING:

- a. TBD

12. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
DECEMBER 15, 2021 AT 2:00
PM
VIRTUAL MEETING

1. CALL TO ORDER

Meeting started 2:01pm.

2. ROLL CALL

Members Present:

Member Al Castillo
Vice Chair Cristina Mulcahy
Chair Stephanie Woodruff

Members Excused:

Member Adolfo Montoya
Member Mary Ellen Erpelding-Chacon

Others Attending:

Carolynn Roibal, Attendee
Alexis Lotero, Attendee
Caitlin Guterrez, Attendee

3. APPROVAL OF AGENDA

MOTION: Member Castillo moved, seconded by Vice Chair Mulcahy, to approve the agenda as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Castillo, Vice Chair Mulcahy, Chair Woodruff

Against: None

Abstain: None

4. APPROVAL OF MINUTES

a. Audit Committee – October 6, 2021

MOTION: Vice Chair Mulcahy moved, seconded by Member Castillo, to approve the minutes as presented.



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
DECEMBER 15, 2021 AT 2:00
PM
VIRTUAL MEETING

VOTE: The motion was approved on the following Roll Call vote:

For: Member Castillo, Vice Chair Mulcahy, Chair Woodruff

Against: None

Abstain: None

5. **NEW BUSINESS**
6. **MATTERS FROM STAFF**
7. **MATTERS FROM THE COMMITTEE**
8. **MATTERS FROM THE CHAIR**
9. **NEXT MEETING: April 06 2022**
10. **ADJOURN**

Meeting adjourned 3:14 p.m.

Liaison

Chair

Audit Committee

Finance Department

Accounting/Accounts Payable

Audit Committee

Budget Division

Central Purchasing Office

Fleet Management

Grant Management

Payroll

Public Bank Task Force

Risk Management

Treasury Division

Audit Committee

The Audit Committee is an independent advisory committee, pursuant to the city of Santa Fe Municipal Charter.

[Audit Committee Ordinance 2018-91](#)

The purpose of the audit committee is to provide an independent body to review such internal and external audits, assess investigations of the city's finances and financial systems as may be conducted from time to time and to advise the city manager, the finance committee and the governing body regarding such audits, assessments, and investigations, and to recommend the policies and procedures with respect thereto as will promote the transparency, accountability, efficiency, and effectiveness of government for the citizens of Santa Fe.

The Audit Committee shall:

1. Participate in the selection of the internal auditor, of any independent contractor charged with performing any internal audit functions for the city, and of any external auditors;
2. Review and recommend for approval by the finance committee any internal audit plan proposed by the internal auditor or contractor performing internal audit functions for the city, and any modifications thereto;
3. Independently review all internal and external audits, assessments, and investigations of the city as may be conducted from time to time, including audits and reviews conducted by federal and state agencies, and make recommendations to the city manager, the finance committee, and the governing body regarding actions which may be necessary or appropriate in light of any corrective action plans or issues identified in such audits, assessments or investigations;
4. Review and make recommendations to the finance committee regarding the city's comprehensive annual financial report;
5. Assure that all audits certify that they conform to generally accepted governmental auditing standards;
6. Assure that the internal audit functions are independent in accordance with generally accepted governmental auditing standards, whether performed by city staff or outside contractors, or any combination thereof;
7. Receive a presentation of and review the city's financial reports, periodically, but not less than twice per fiscal year;
8. Advise, review and make recommendations for other matters as requested by the city manager, the finance committee, or the governing body.

SCHEDULE OF MEETINGS

Audit Committee meetings are generally held quarterly via Zoom. Meetings times and variations are noted below. These meetings are open to the public pursuant to the Open Meetings Act.

Meeting Agendas And Packets

For meeting agendas and packets visit santafe.primgov.com/public/portal

REPORTS

Internal Audit Reports

[FY 2022 Internal Audit- Police Evidence Room](#)

[FY 2021 Internal Audit - Public Utilities Department](#)

[FY 2020 Internal Audit - Leases](#)

[FY 2019 - Procurement](#)

External Annual Audit Reports

[FY 2020 Comprehensive Annual Financial Report](#)

[FY 2019 Comprehensive Annual Financial Report](#)

[FY 2018 Comprehensive Annual Financial Report](#)

[FY 2017 Comprehensive Annual Financial Report](#)

6-5 - AUDIT COMMITTEE.**6-5.1 - Creation; purpose.**

- A. There is created pursuant to the city of Santa Fe Municipal Charter the city of Santa Fe audit committee, an independent advisory committee.
- B. The purpose of the audit committee is to provide an independent body to review such internal and external audits, assessments and investigations of the city's finances and financial systems as may be conducted from time to time and to advise the city manager, the finance committee and the governing body regarding such audits, assessments and investigations, and to recommend the adoption of policies and procedures with respect thereto as will promote the transparency, accountability, efficiency and effectiveness of city government for the citizens of Santa Fe.

(Ord. #2013-35; Ord. # 2018-9, § 1)

6-5.2 - Powers and duties.

The audit committee shall, to the extent possible under the city charter:

- A. Participate in the selection of the internal auditor, of any independent contractor charged with performing any internal audit functions for the city, and of any external auditors;
- B. Review and recommend for approval by the finance committee any internal audit plan proposed by the internal auditor or any contractor performing internal audit functions for the city, and any modifications thereto;
- C. Independently review all internal and external audits, assessments and investigations of the city as may be conducted from time to time, including audits and reviews conducted by federal and state agencies and make recommendations to the city manager, the finance committee and the governing body regarding actions which may be necessary or appropriate in light of any findings, corrective action plans or issues identified in such audits, assessments or investigations;
- D. Review and make recommendations to the finance committee regarding the city's comprehensive annual financial report;
- E. Assure that all audits certify that they conform to generally accepted governmental auditing standards;
- F. Assure that the internal audit functions are independent in accordance with generally accepted governmental auditing standards, whether performed by city staff or outside contractors, or any combination thereof;
- G.

Receive a presentation of and review the city's financial reports, periodically, but not less than twice per fiscal year;

H. Advise, review and make recommendations for other matters as requested by the city manager, the finance committee or governing body.

(Ord. #2013-35; Ord. # 2018-9, § 1)

6-5.3 - Membership; chairperson; terms; vacancies.

- A. *Membership.* The audit committee shall consist of five (5) individuals appointed by the governing body based upon the recommendation of the municipal judge. The members of the audit committee shall include individuals that have experience and knowledge that would assist the governing body in completing the audit committee's purpose and who are qualified by training, experience, and ability to exercise sound and practical judgment regarding the duties and responsibilities of the audit committee. Of the five (5) members no less than two (2) members shall be certified public accountants, at least one of whom has extensive audit experience; no less than one (1) member shall be a lawyer; and one (1) member shall have business management experience. Members shall reside in the State of New Mexico.
- B. *Chairperson.* The initial chairperson shall be appointed by the mayor with the approval of the governing body. The chairperson shall designate the vice chairperson. The chairperson shall serve as chairperson for a period of one (1) year. Following one (1) year of service, the chairperson shall be elected (or reelected) by the members of the committee. The chairperson may appoint subcommittees and sub-committee chairpersons as needed.
- C. *Terms.* Two (2) of the members shall be initially appointed for two (2) year terms and three (3) shall be appointed for three (3) year terms. Subsequent terms shall be for three (3) years to maintain staggering of terms; limited to no more than four (4) terms. The members shall serve at the pleasure of the governing body and may be removed at any time with or without cause.
- D. *Vacancies.* Vacancies on the audit committee shall be filled in the same manner as initial appointments and shall be for the remainder of the term of the vacant position.

(Ord. #2013-35; Ord. # 2018-9, § 1)

6-5.4 - Meetings; staff.

- A. *Meetings.* A quorum of the audit committee shall be at least three (3) members. The audit committee shall conduct all meetings in accordance with adopted city policies and procedures. The audit committee shall meet at least quarterly or as needed to accomplish the duties and responsibilities of the committee.

B.

Staff. The city manager shall designate appropriate staff to serve as the primary liaison to the committee. Depending upon the issue, other city staff may also be required to assist the committee.

(Ord. #2013-35; Ord. # 2018-9, § 1)

Editor's note— Former § 6-5, Design Review Board, previously codified herein, was removed at the direction of the city.

6-5.5 - Administrative procedures.

The audit committee shall recommend to the governing body for adoption administrative procedures for the exercise of the audit committee's power and duties hereunder.

(Ord. # 2018-9, § 1)