



What You Can Do!

Top 10 suggestions for a smoother audit

- Make sure you have up-to-date policies and procedures;**
- Ensure authorization limits are communicated within your department;**
- Ensure all assets (especially cash) are safeguarded at all times;**
- Establish document control (especially for spreadsheets);**
- Ensure approval signatures are visible (legible) on all required documentation;**
- Make sure data is only accessible by authorized personnel;**
- Understand your department/function's risks;**
- Ensure adherence to City policy and City code;**
- Establish objectives and measures for your department/function and for major programs; and**
- Track performance to evaluate your success!**