

Minutes
Office of the Auditor General
Management Meeting
September 16, 2013

Present:

Alastair Swarbrick (AS), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Patrick Smith (PS), Audit Principal
Martin Ruben (MR), Audit Principal
Kimberly Lutz (KL), Administrative and Finance Manager

Discussion Items:

1. Meeting Minutes

The meeting minutes for June 19, 2013 were agreed and will be put on the OAG website.

FOSTERING GOOD RELATIONSHIPS:

2. CayShop (Dart) 24-26 Oct.

There will be a 1 hour meeting scheduled for next week to plan the 3 day event. The focus will be to get the message out to the public what our role is and how we achieve it. Costs will be kept to a minimum and it will be staffed by various OAG staff members on a rotating basis. Copies of recent reports will be made available to the public as well as our website.

3. 30th Anniversary update

It was decided that the wrap up of the OAG's 30th anniversary would be at the UCCI Conference to be held in March 2014. MR will create and update 2 "Spotlight" features. It was discussed to bring awareness of the Office to the schools through staff speakers as well as possibly at an after school program.

4. Christmas Party

The Deputy Governor will be contacted by AS for guidelines on Christmas parties for 2013.

5. Client Surveys

Client surveys will proceed for the 2012-13 fiscal year financial statement audits. It will be discussed amongst the management team on the possibility of issuing them via our website or a Survey Monkey.

6. Performance Audit Programme Consultation – update of responses

AS and MR received significant feedback and will summarize for internal use. MR will also provide an analysis of the responses.

INDEPENDENCE OF OAG

7. Promoting Public Audit Act (update)

AS will meet with Samuel Rose as well as the Deputy Governor to discuss including this on the Legislative program to ensure that it is included.

LEADING BY EXAMPLE

8. OAG – 2012-13 F/S & Annual Report update

GH presented the OAG 2012-13 financial statements and annual report. It was decided that a discussion with AS, GH, PS and MR on the Contributed Capital section will take place to determine the best way of reporting it. It was also decided to include a separate note in the financial statements which describes the fees paid to audit firms for audits that the OAG contracted out.

9. July & August 2013 F/S update

The OAG financial statements for July and August were discussed and signed off by AS. The delay in this was due to AS being out of country.

10. 2013-14 Budget

GH presented the OAG 2013-14 budget and brought to attention the capital requested for fit out costs that will be incurred in this fiscal year due to our existing lease expiring on 30 June 2014.

11. Credit Card policy to finalize

AS to finalize the credit card policy.

12. Travel policy to finalize

AS to finalize the travel policy.

13. Job Descriptions (update)

AS and MR have their job description updates completed. PS and GH will submit theirs on Monday, September 23rd.

14. Training – PDW/Other


Professional Development Week will be held the first week of December. It was intended to provide all OAG staff with CPR training, however, due to the cost involved, PS will confirm the training dollars requested by staff and a determination will be made at that time if perhaps the CPR training will be held over two fiscal years.

15. Performance Assessments & Agreements

AS will complete GH, PS and MR's performance assessments and agreements next week keeping in mind that the deadline for submissions is 30 September 2013. PS expects to have completed all APL's and the Auditor performance assessment and agreements by Wednesday of this week. There was discussion on the format of the final grade requested by POCS as our current form doesn't lend itself to an overall numeric grading.

16. Consultants Contracts

GH and MR will finalize consultants contracts for work on performance audits.



Alastair Swarbrick, MA(Hons), CPFA
Auditor General

22 October 2013