

**City of San Antonio
Office of the City Internal Auditor
Interdepartmental Correspondence**

TO: Mayor Edward Garza and Members of the City Council

FROM: Patricia M. Major, CPA, CTP, CGFM
City Internal Auditor

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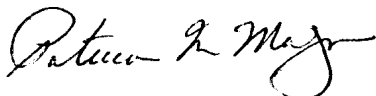
SUBJECT: "B" Session Briefing Regarding Audit Planning Process for FY 2004

DATE: October 30, 2003

The first annual formal presentation on the audit planning process for FY 2004 will include:

- Review OCIA resources and budget to support the work plan
- A brief overview about the audit planning process
- Information about the risk assessment work performed
- Summary results of the planning process and risk assessment
- Recommend audit project candidates for consideration
- Discussion of suggested project ranking process
- Discussion of decision making process and timeline for the final audit plan

If you should have any questions or require additional information, please feel free to contact me at 207-2853.



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