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City of Houston  
Office of the City Controller  
Audit Division

**08-06 VEHICLE ALLOWANCE AUDIT  
ENTRANCE CONFERENCE AGENDA (10-03-07)**

1. Introductions
2. Discussion of Preliminary Audit Objectives:

To determine Public Works and Engineering Department (PWE) compliance with E. O. 1-41

- Section 5.A. - Department Directors shall have the option of receiving a vehicle allowance or being assigned a take home vehicle. The Office of the Mayor shall approve the vehicle assignments or allowances for Department Directors. Section 5.C. - \$350 monthly vehicle allowance Full-size sedan (e.g., Ford Crown Victoria or equivalent)
- Section 5.B. - Deputy Directors shall be assigned a take home vehicle or receive a vehicle allowance on the basis of job duties and/or responsibilities where it is beneficial to the City. The Office of the Mayor shall approve take home vehicle assignments or allowances for Deputy Directors. Section 5.C. - \$350 monthly vehicle allowance Intermediate-size sedan (e.g., Ford Taurus, Jeep Cherokee or equivalent)

To determine PWE compliance with A.P. 2-2 in the following areas:

Department Head Responsibilities:

- Section 5.1.2 - Approving requests for vehicle allowances (PWE);
- Section 5.1.3 – Reviewing and adjusting allowances semi-annually to reflect actual mileage reported (PWE);
- Section 5.1.4 – Adjusting and revoking vehicle allowances (PWE);
- Section 16.1 – Employees must consistently drive an average of at least 300 miles per month on City business to qualify for vehicle allowances;
- Section 16.1.2 – Employees must submit the required Form D (Request for Vehicle Allowance) that must be approved by the Department Head and should be submitted to F&A Central Payroll for processing. This form should be accompanied by a Form PD-201;
- Section 16.1.3 – Employees must maintain a log of trips on the required form (Department Vehicle Use Report – Car Allowances Form CA). This form shall be submitted to the Department head for internal departmental monitoring, review and quarterly report preparation;
- Section 16.1.4 \_ Employees must submit a new Form D annually during the month in which the allowance was originally approved. Otherwise, the vehicle allowance will be terminated;
- Section 16.1.5 – Vehicle allowances shall be reimbursed at specified rates;
- Section 16.4 – Reporting and Enforcement

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3. Audit Contact(s)
4. Initial Request for Information –
  - List of all PWE employees receiving vehicle allowances as of August 31, 2007
  - Copies of all departmental audit reports since July 1, 2006
5. Office and Administrative Requirements
6. Audit Reporting Process
8. Questions