



Office of the City Auditor
Ann-Marie Hogan, City Auditor

DATE: _____

TO: City Auditor
City of Berkeley
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

FROM (Optional):

Name: _____
Address: _____
Phone: _____
Email: _____

Program/Entity to be Audited: _____
Entity Address: _____

Please describe the program/entity to be audited; the reason you believe the audit is warranted; and the period of time to audit. Be specific and, if possible, cite examples of actions that caused your concern. You may use a separate sheet to provide your description, if you prefer.

Background Information for Your Consideration

The Office of the City Auditor conducts performance audits to determine whether an entity is achieving its objectives while using City resources as optimally as possible. Performance audits provide objective analysis so management and others with oversight responsibilities can use the information to improve program performance and operations, reduce costs, facilitate decisionmaking, and contribute to public accountability.