



## OFFICE OF THE CLERK/TREASURER

City of Burlington

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### UPDATED MEMO

To: Board of Finance  
City Council  
From: Bob Rusten, Chief Administrative Officer  
Re: CAO Analysis of Financial Practice Improvements shown by FY 15 Auditor's Draft Management Letter  
Date: January 22, 2016

The Clerk treasurer's Office is very pleased with the progress we have made in regards to the findings included in the FY 15 Draft Management Letter submitted by our Auditor.

I thought a little history might be helpful to put this in perspective.

The FY 12 Management Letter, dated January 24, 2013, listed 27 findings of which twelve were identified as a "Material Weakness", and one was a "Significant Deficiency".

The FY 13 Management Letter, dated February 13, 2014, listed 17 findings of which ten were identified as a "Material Weakness", and one was a "Significant Deficiency".

The FY 14 Management Letter, dated February 12, 2015, listed nine findings of which four were identified as a "Material Weakness" and none listed as a "Significant Deficiency".

The draft FY 15 Management Letter presented on January 25, 2016, identifies four findings with two identified as a "Material Weakness".

So, from Fiscal Year 12 to 15 the Management Letter shows a decrease of 85% in the number of findings (27 to 4), and a decrease of 85% (13 to 2) in findings identified as material or significant.

This positive trend is due to the hard work of the Clerk Treasurer Office Team who through their own commitment, as well as in response to the clear direction from the Mayor and City Council, seek to continuously improve our office's financial practices; as evidenced through the Auditor's Management Letter.

I would like to additionally note that in two of the four findings listed in the FY 15 Management Letter the Auditor identifies that we have made "significant improvements" in one, and identifies positive steps we have taken in the second.

This all being said, this office will not rest on what we conceive to be our laurels, and we will diligently work on the findings identified in the Management Letter so as to continue to improve our financial practice performance.