Programs

Code: A.3.PRG

Title: Wrap-Up

Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Edited	Paige Alderete		9/15/2014
Prepared	Rose Sutton		6/13/2014
Edited	Rose Sutton		6/13/2014
Edited	Rose Sutton		1/28/2014
Edited	Nori Hirasuna		1/27/2014
Edited	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/18/2013
Edited	Philip Lim		9/17/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title: Repor	ting		
Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Edited	Paige Alderete		9/15/2014
Reviewed	Nori Hirasuna		5/5/2014
Edited	Rose Sutton		1/28/2014
Prepared	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Edited	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/3/2013
Edited	Rose Sutton		11/21/2013
Edited	Philip Lim		10/23/2013
Created	Maya Collins		8/21/2013

Title:	Qualifications & Independence	
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Action Team Member	Title	Date
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Reviewed	Paige Alderete	9/15/2014
Edited	Paige Alderete	9/15/2014
Reviewed	Nori Hirasuna	5/5/2014
Prepared	Rose Sutton	2/4/2014
Edited	Rose Sutton	2/4/2014
Reviewed	Paige Alderete	12/18/2013
Prepared	Rose Sutton	12/18/2013
Edited	Paige Alderete	12/18/2013
Prepared	Rose Sutton	12/3/2013
Edited	Rose Sutton	12/3/2013
Prepared	Rose Sutton	12/3/2013
Edited	Rose Sutton	12/2/2013
Edited	Rose Sutton	12/2/2013
Edited	Rose Sutton	11/21/2013
Edited	Rose Sutton	11/21/2013
Edited	Nori Hirasuna	11/20/2013
Edited	Paige Alderete	11/18/2013
Created	Maya Collins	8/21/2013

Code: B.1.PRG

<i>Title:</i> Sur	vey		
Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Edited	Nori Hirasuna		11/20/2013
Edited	Philip Lim		10/9/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/3/2013
Edited	Philip Lim		10/3/2013
Edited	Philip Lim		9/13/2013
Created	Maya Collins		8/21/2013

Code: C.1.PRG

Title: Recommendation Follow-Up Recs 1-7

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013

Prepared	Rose Sutton	12/18/2013
Edited	Rose Sutton	12/18/2013
Edited	Paige Alderete	12/18/2013
Edited	Rose Sutton	12/16/2013
Prepared	Rose Sutton	12/12/2013
Edited	Rose Sutton	12/12/2013
Edited	Rose Sutton	12/11/2013
Prepared	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/10/2013
Edited	Paige Alderete	11/25/2013
Edited	Paige Alderete	11/20/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/30/2013
Edited	Philip Lim	10/7/2013
Prepared	Philip Lim	10/7/2013
Edited	Philip Lim	10/7/2013
Edited	Philip Lim	10/4/2013
Edited	Philip Lim	9/19/2013
Created	Maya Collins	8/21/2013

Procedures

Code: A.3.PRG

<i>Title:</i> Workpaper Finalization	Title:	Workpaper Finalization
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Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		1/27/2014
Prepared	Rose Sutton		12/18/2013
Edited	Philip Lim		9/17/2013
Created	Maya Collins		8/21/2013

Code: A.3.PRG

Title: Coaching Notes Final	ization
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Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		1/27/2014

Prepared	Rose Sutton	12/18/2013
Edited	Rose Sutton	12/18/2013
Created	Maya Collins	8/21/2013

Code: A.3.PRG

Title: Workaper Close-Out and Archiving

Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Prepared	Rose Sutton		6/13/2014
Edited	Rose Sutton		12/18/2013
Created	Maya Collins		8/21/2013

Code: A.3.PRG

Title: End of Audit Evaluations

Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Prepared	Rose Sutton		6/13/2014
Edited	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Edited	Rose Sutton		12/18/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title: Draft Reports

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		11/21/2013
Edited	Philip Lim		10/23/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title: Management Review

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title: Independent Review

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013

Edited	Paige Alderete	12/18/2013
Created	Maya Collins	8/21/2013

Code: A.2.PRG

Title: Preliminary Draft to Program Management

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/3/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title: Exit Conference

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/3/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title: Final Draft to Program Management

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Created	Maya Collins		8/21/2013

Code: A.2.PRG

Title:	Final Report/ Issuance/Distribution
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Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Prepared	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Edited	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/18/2013

Created	Maya Collins	8/21/2013

Code: A.2.PRG

Title: City Council Presentations

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Maya Collins		8/21/2013

Code: A.1.PRG

<i>Title:</i> Inde	pendence		
Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Prepared	Rose Sutton		2/4/2014
Reviewed	Paige Alderete		12/18/2013
Edited	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/3/2013
Edited	Rose Sutton		12/2/2013
Prepared	Rose Sutton		11/21/2013
Edited	Rose Sutton		11/21/2013
Created	Maya Collins		8/21/2013

Code: A.1.PRG

Title: Non-audit Assessment Form

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/3/2013
Edited	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Created	Maya Collins		8/21/2013

Code: B.1.PRG

Action	Team Member	Title	Date
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/3/2013
Edited	Philip Lim		9/13/2013
Created	Maya Collins		8/21/2013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Edited	Paige Alderete		12/18/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/3/2013
Created	Maya Collins		8/21/2013

Code: B.1.PRG

Title: Prior Report Recommendations

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/9/2013
Prepared	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/3/2013
Edited	Philip Lim		9/13/2013
Created	Maya Collins		8/21/2013

Code: B.1.PRG

Title: Do not use - Preliminary Review of Internal Controls

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Edited	Paige Alderete		11/20/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/3/2013
Created	Maya Collins		8/21/2013

Code: C.1.PRG

Title: Obtain / Verify Data			
Action	Team Member	Title	Date
Prepared	Rose Sutton		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Prepared	Philip Lim		10/7/2013

Edited	Philip Lim	10/4/2013
Edited	Philip Lim	10/4/2013
Edited	Philip Lim	10/4/2013
Created	Maya Collins	8/21/2013

Code: C.1.PRG

Title: Status of Recommendations	(1-7)
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Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/16/2013
Edited	Rose Sutton		12/12/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Edited	Paige Alderete		11/25/2013
Edited	Paige Alderete		11/20/2013
Edited	Philip Lim		10/31/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		9/19/2013
Created	Maya Collins		8/21/2013

Code: C.1.PRG

Title: Additional support for report referencing

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Edited	Paige Alderete		11/20/2013
Edited	Philip Lim		10/31/2013
Edited	Philip Lim		10/30/2013
Created	Maya Collins		8/21/2013

Workpapers

Code: C.1.1

T'11 -	A .1 1 . 1 . 1	1	4004
Title:	Administrative	Instruction	1304

Reviewed Paige Alderete 12/18/2013 Edited Rose Sutton 12/10/2013 Edited Rose Sutton 12/10/2013 Edited Philip Lim 12/9/2013 Edited Philip Lim 12/6/2013 Edited Philip Lim 12/6/2013 Edited Philip Lim 12/6/2013 Edited Philip Lim 11/6/2013 Edited Philip Lim 11/6/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim	Action	Team Member	Title	Date
Edited Rose Sutton 12/10/2013 Edited Rose Sutton 12/10/2013 Edited Philip Lim 12/9/2013 Edited Philip Lim 11/20/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim 10/4/2	Reviewed	Paige Alderete		12/18/2013
Edited Rose Sutton 12/10/2013 Edited Philip Lim 12/9/2013 Edited Philip Lim 12/6/2013 Edited Philip Lim 12/6/2013 Reviewed Nori Hirasuna 11/2/2/2013 Edited Philip Lim 11/2/2/2013 Edited Philip Lim 11/2/2/2013 Edited Philip Lim 10/7/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim 10/4/2013 Edited Philip Lim <t< td=""><td>Reviewed</td><td>Paige Alderete</td><td></td><td>12/18/2013</td></t<>	Reviewed	Paige Alderete		12/18/2013
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Edited 8/22/2013	Edited	Philip Lim		9/19/2013
	Edited	Philip Lim		9/19/2013
Created 8/22/2013	Edited			8/22/2013
	Created			8/22/2013

Title: DO NOT USE - See C.1.30 - Accounts Payable Recommendation Follow Up

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013

Prepared	Rose Sutton	12/11	/2013
Edited	Rose Sutton	12/11	/2013
Edited	Paige Alderete	11/25	6/2013
Edited	Nori Hirasuna	11/20	/2013
Prepared	Philip Lim	10/7/2	2013
Edited	Philip Lim	10/7/2	2013
Edited	Philip Lim	10/7/2	2013
Edited	Philip Lim	9/24/2	2013
Edited		8/22/	2013
Created		8/22/2	2013

Code: AS2.a

Title: Budget and Timeline for AP Follow Up

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		1/27/2014
Prepared	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/18/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Created	Philip Lim		9/13/2013

Code: B.1.1

Title: Draft of Accounts Payable Follow Up Letter - 070813

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/1/2013
Created	Philip Lim		9/13/2013

Code: B.1.2

Title: Draft of Accounts Payable Follow Up Letter - FINAL

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/1/2013
Created	Philip Lim		9/13/2013

Code: B.1.3

Title: Draft of AP Follow Up Initial Letter - 7.8.13

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/9/2013

Edited	Philip Lim	10/9/2013
Prepared	Philip Lim	10/7/2013
Edited	Philip Lim	10/1/2013
Created	Philip Lim	9/13/2013

Code: B.1.4

Title: AP Follow Up Intitial Letter 7.9.13

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/9/2013
Edited	Philip Lim		10/9/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/1/2013
Edited	Philip Lim		10/1/2013
Created	Philip Lim		9/13/2013

Code: B.1.5

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/9/2013
Edited	Philip Lim		10/9/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/1/2013
Edited	Philip Lim		10/1/2013
Created	Philip Lim		9/13/2013

Code: A.3.1

Title: Do not use, replaced by w/p ref. C.1.5 - copy of check for AP audit

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Philip Lim		10/1/2013
Created	Philip Lim		9/17/2013

Title: DO NOT USE - See C.1.30 - Accounts payable audit implementation analysis

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013

Edited	Rose Sutton	12/10/2013
Edited	Rose Sutton	12/10/2013
Edited	Paige Alderete	12/9/2013
Edited	Philip Lim	12/6/2013
Edited	Philip Lim	12/5/2013
Edited	Philip Lim	12/5/2013
Edited	Philip Lim	12/5/2013
Edited	Philip Lim	12/4/2013
Edited	Philip Lim	12/4/2013
Edited	Nori Hirasuna	12/2/2013
Edited	Nori Hirasuna	12/2/2013
Edited	Paige Alderete	11/26/2013
Edited	Paige Alderete	11/25/2013
Edited	Paige Alderete	11/25/2013
Edited	Nori Hirasuna	11/20/2013
Edited	Philip Lim	11/7/2013
Edited	Marti Paschal	11/4/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/22/2013
Prepared	Philip Lim	10/7/2013
Edited	Philip Lim	10/4/2013
Edited	Philip Lim	9/24/2013

Edited	Philip Lim	9/24/2013
Edited	Philip Lim	9/24/2013
Edited	Philip Lim	9/20/2013
Edited	Philip Lim	9/19/2013
Created	Philip Lim	9/19/2013

Code: C.1.4

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Philip Lim		12/9/2013
Edited	Nori Hirasuna		11/20/2013
Edited	Philip Lim		11/6/2013
Edited	Philip Lim		11/6/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		9/24/2013
Edited	Philip Lim		9/20/2013
Created	Philip Lim		9/20/2013

Title: Accounts Payable Processing Standards

Code: C.1.5

Title: copy of check for AP Audit

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Edited	Philip Lim		12/9/2013
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		9/20/2013
Created	Philip Lim		9/20/2013

Code: C.1.6

Title: Final issued audit report for Accounts Payable Duplicative Payments and Other Reportable Matters

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013

Edited	Rose Sutton	12/10/2013
Edited	Rose Sutton	12/10/2013
Edited	Rose Sutton	12/10/2013
Edited	Rose Sutton	12/10/2013
Edited	Philip Lim	12/6/2013
Reviewed	Nori Hirasuna	11/20/2013
Edited	Philip Lim	11/6/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/23/2013
Edited	Philip Lim	10/9/2013
Prepared	Philip Lim	10/7/2013
Edited	Philip Lim	10/7/2013
Edited	Philip Lim	10/7/2013
Edited	Philip Lim	10/4/2013
Edited	Philip Lim	9/20/2013
Created	Philip Lim	9/20/2013

Code: C.1.7

Title: Screen print of emails which includes one sent from A. To on 1/4/2013

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Created	Philip Lim		9/24/2013

Code: AS5.a

Title: Notes of relay of project from M. Nuni to P. Lim

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/1/2013
Edited	Philip Lim		9/30/2013
Created	Philip Lim		9/30/2013

Code: AS2.b

Title: Fall/Winter Schedule 2013 as of October 2, 2013

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Edited	Philip Lim		10/9/2013

Prepared	Philip Lim	10/7/2013
Edited	Philip Lim	10/3/2013
Created	Philip Lim	10/3/2013

Code: C.1.8

Title: Draft of AI 1304

Action	Team Member	Title	Date
Action		Title	Date
Reviewed	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Created	Philip Lim		10/4/2013

Code: C.1.9

Title: Do not use - this is Administrative Instruction 1304, which is also w/p ref. C.1.1

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Created	Philip Lim		10/4/2013

Code: C.1.10

Title: Not used - Replaced w/ C.1.30

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Edited	Paige Alderete		11/25/2013
Edited	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Created	Philip Lim		10/4/2013

Code: C.1.11

Title: Not used - Replaced w/ C.1.30

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Edited	Paige Alderete		11/25/2013
Edited	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Edited	Philip Lim		10/4/2013
Created	Philip Lim		10/4/2013

Code: C.1.12

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/10/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/4/2013
Created	Philip Lim		10/4/2013

Code: C.1.13

Title: Not used - Replaced w/ C.1.30

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Edited	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Created	Philip Lim		10/7/2013

Code: C.1.14

Title:	Not used - Replaced w/ C.1.30
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Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Edited	Nori Hirasuna		11/20/2013
Prepared	Philip Lim		10/7/2013
Edited	Philip Lim		10/7/2013
Created	Philip Lim		10/7/2013

Code: A.2.1

Title: Draft report3

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Edited	Philip Lim		10/24/2013
Edited	Philip Lim		10/24/2013
Edited	Philip Lim		10/23/2013
Prepared	Philip Lim		10/23/2013
Edited	Philip Lim		10/23/2013
Created	Philip Lim		10/23/2013

Code: C.1.15

Title: Not used - Replaced w/ C.1.30

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Paige Alderete		11/25/2013
Edited	Philip Lim		11/7/2013
Edited	Philip Lim		10/31/2013
Edited	Philip Lim		10/31/2013
Created	Philip Lim		10/25/2013

Code: A.2.2

Title: IRR performed by Marti and PA draft edits 102513

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		11/25/2013

Prepared	Rose Sutton	11/21/2013
Edited	Marti Paschal	11/19/2013
Edited	Philip Lim	11/7/2013
Edited	Philip Lim	11/7/2013
Edited	Marti Paschal	11/4/2013
Edited	Marti Paschal	11/4/2013
Edited	Marti Paschal	11/1/2013
Edited	Marti Paschal	11/1/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/31/2013
Edited	Philip Lim	10/30/2013
Edited	Philip Lim	10/29/2013
Edited	Philip Lim	10/28/2013
Edited	Philip Lim	10/28/2013
Edited	Philip Lim	10/28/2013
Created	Philip Lim	10/28/2013

Code: C.1.16

Title: Municode

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Edited	Paige Alderete		11/20/2013
Edited	Philip Lim		10/30/2013
Edited	Philip Lim		10/30/2013
Created	Philip Lim		10/30/2013

<i>Title:</i> RPP			
Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Edited	Philip Lim		10/30/2013
Edited	Philip Lim		10/30/2013
Created	Philip Lim		10/30/2013

Title: PA TO DELETE - Comprehensive Audit Manual			
Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Paige Alderete		11/20/2013
Edited	Philip Lim		10/30/2013
Edited	Philip Lim		10/30/2013
Created	Philip Lim		10/30/2013

Code: AS4.a

Code: C.1.18

Title: Notes of a meeting with Administration and City

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Edited	Philip Lim		12/9/2013
Prepared	Philip Lim		12/9/2013
Edited	Philip Lim		12/9/2013
Edited	Philip Lim		12/6/2013
Edited	Philip Lim		12/6/2013
Edited	Philip Lim		12/6/2013
Edited	Philip Lim		12/6/2013
Edited	Philip Lim		12/4/2013
Edited	Rose Sutton		12/2/2013
Prepared	Rose Sutton		11/21/2013
Edited	Nori Hirasuna		11/20/2013
Edited	Philip Lim		11/7/2013
Edited	Philip Lim		10/31/2013
Edited	Philip Lim		10/31/2013
Edited	Philip Lim		10/31/2013
Created	Philip Lim		10/31/2013

<i>Title:</i> G_2_3			
Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Philip Lim		12/6/2013
Edited	Philip Lim		12/6/2013
Edited	Paige Alderete		11/20/2013

Edited	Philip Lim	10/31/2013
Created	Philip Lim	10/31/2013

Code: AS3.a

Title: Screen print of email

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Philip Lim		12/6/2013
Prepared	Rose Sutton		11/21/2013
Created	Philip Lim		10/31/2013

Code: AS3.b

Title: Pages 19 and 29 of audit report

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		11/21/2013
Edited	Nori Hirasuna		11/20/2013
Created	Philip Lim		10/31/2013

Code: AS3.c

Title: AI 1304

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		11/21/2013
Prepared	Rose Sutton		11/21/2013
Edited	Nori Hirasuna		11/20/2013
Created	Philip Lim		10/31/2013

Code: A.2.3

Title: Draft Report w PA edits 103113

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Edited	Philip Lim		11/6/2013
Edited	Philip Lim		11/6/2013
Edited	Philip Lim		11/5/2013
Edited	Philip Lim		11/5/2013
Edited	Philip Lim		11/5/2013
Edited	Philip Lim		11/5/2013
Edited	Philip Lim		11/5/2013
Created	Philip Lim		11/5/2013

Code: A.1.1

Title: Independence statement for Rose Sutton

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Created	Rose Sutton		11/21/2013

Code: A.1.2

Title: Assignment form for PA, PL, RS and MP

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Created	Rose Sutton		11/21/2013

Code: A.1.3

Title: Independence statement for Marti Paschal

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Created	Rose Sutton		11/21/2013

Code: A.1.4

Title: Independence statement for Paige Alderete

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Created	Rose Sutton		11/21/2013

Code: A.1.5

Title: Independence statement for Philip Lim

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Created	Rose Sutton		11/21/2013

Code: A.2.4

Title: Draft report with PA and CR edits - November, 2013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		11/25/2013
Reviewed	Paige Alderete		11/25/2013
Prepared	Rose Sutton		11/21/2013
Created	Rose Sutton		11/21/2013

Code: AS4.b

Title: PA phone conversation with Irene de Jong 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/9/2013
Edited	Rose Sutton		12/9/2013
Prepared	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Created	Rose Sutton		12/2/2013

Code: AS4.c

Title: CORRUPT FILE - SEE AS4.d INSTEAD - PA phone conversation with Pat Lee 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Edited	Philip Lim		12/6/2013
Prepared	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Created	Rose Sutton		12/2/2013

Code: AS5.b

Title: Internal meeting 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/2/2013

Code: C.1.20

Title: DO NOT USE - MISSING PAGES - See WP C.1.21 - PP in AI 1304 noting review of matching bills with services rendered

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Created	Rose Sutton		12/2/2013

Code: C.1.21

Title: PP in AI 1304 noting review of matching bills with services rendered

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/2/2013
Prepared	Rose Sutton		12/2/2013
Created	Rose Sutton		12/2/2013

Code: AS3.d

Title: Admin's response to follow up info request 10312013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Created	Rose Sutton		12/2/2013

Code: AS3.e

Title: Supporting documentation for AS3.d

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Edited	Rose Sutton		12/2/2013
Created	Rose Sutton		12/2/2013

Code: A.1.6

Title: Nonaudit assigment form

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Edited	Rose Sutton		12/3/2013
Prepared	Rose Sutton		12/3/2013
Prepared	Rose Sutton		12/3/2013
Created	Rose Sutton		12/3/2013

Code: AS3.f

Title: Draft report transmittal letter to Admin 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/3/2013
Created	Rose Sutton		12/3/2013

Code: AS3.g

Title: Receipt of documents to City Admin 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/3/2013
Edited	Rose Sutton		12/3/2013

Prepared	Rose Sutton	12/3/2013
Created	Rose Sutton	12/3/2013

Code: AS3.h

Title: Receipt of documents to Controller 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/3/2013
Created	Rose Sutton		12/3/2013

Code: C.1.22

Title: Audit Commander Report

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/9/2013
Created	Rose Sutton		12/9/2013

Code: C.1.23

Title: AP Staff Meeting Agenda - Nov 2013-final

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/9/2013
Edited	Rose Sutton		12/9/2013
Prepared	Rose Sutton		12/9/2013
Created	Rose Sutton		12/9/2013

Code: C.1.24

Title: Audit Commander Results FY11-13 - from Pat Lee DO NOT USE

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/9/2013
Created	Rose Sutton		12/9/2013

Code: C.1.25

	Title:	Khyla A Hopson - Sample test
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Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/9/2013
Created	Rose Sutton		12/9/2013

Title: Pinnacle Vendor Systems - Sample test

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013

Prepared	Rose Sutton	12/9	/2013
Edited	Rose Sutton	12/9	/2013
Prepared	Rose Sutton	12/9	/2013
Edited	Rose Sutton	12/9	/2013
Prepared	Rose Sutton	12/9	/2013
Edited	Rose Sutton	12/9	/2013
Created	Rose Sutton	12/9	/2013

Code: C.1.27

Title: Audit Commander Results FY11-13 - from Pat Lee

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Philip Lim		12/9/2013
Created	Philip Lim		12/9/2013

Code: AS3.i

Title:	Admin's response to draft report 12092013
nue.	Admin's response to drait report 12092013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/9/2013
Created	Rose Sutton		12/9/2013

Code: C.1.28

Title:	Not used -	Renlaced	w/ C 1 3
nue.	NUL USEU -	replaceu	W/ C. I.J

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/10/2013
Created	Rose Sutton		12/10/2013

Code: C.1.29

Title: DO NOT USE - TEST - SEE WP C.1.30 Accounts payable audit implementation analysis

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/10/2013
Edited	Rose Sutton		12/10/2013
Created	Rose Sutton		12/10/2013

Title: Accounts payable audit implementation analysis

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013

Prepared	Rose Sutton	12/12/2013
Edited	Rose Sutton	12/12/2013
Prepared	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/11/2013
Prepared	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/11/2013
Edited	Rose Sutton	12/10/2013
Prepared	Rose Sutton	12/10/2013
Edited	Rose Sutton	12/10/2013
Created	Rose Sutton	12/10/2013

Code: A.2.5

Title: Draft Report w PA edits 103113 (1)

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.6

Title: Draft report w/ PA edits 102513 (1)

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.7

Title: Draft Report w PA 10312013 (2)

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.8

Title: Draft Report w PA 10252013 (2)

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Title: AP housed under Controller's Office

Code: AS5.c

Title: Internal meeting(s) w/ Philip Lim

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: AS5.d

Title: Internal meeting 12032013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: AS5.e

Title: Internal meeting 12102013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.9

Title: DO NO USE - CORRUPT FILE Draft Report w PA & CR edits 112613

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/18/2013
Created	Rose Sutton		12/11/2013

Code: A.2.10

Title: Draft Report w PA edits 112713

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Edited	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Title: Draft Report w PA edits 112713 w track changes

Code: A.2.12

Title: Draft report with PA edits 12022013 (1)

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.13

Title: Draft report with PA edits 12022013 (2)

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.14

Title: Draft report with CR edits 12022013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.15

Title: Transmittal Letter Draft 120213

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.16

Title: Transmittal 120213

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: A.2.17

Title: FINAL DRAFT report 120222013

Action	Team Member	Title	Date
Reviewed	Paige Alderete		12/18/2013
Reviewed	Paige Alderete		12/18/2013
Prepared	Rose Sutton		12/11/2013
Created	Rose Sutton		12/11/2013

Code: AS4.d

Title: PA phone conversation with Pat Lee 12022013

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		3/12/2014
Prepared	Rose Sutton		1/28/2014
Created	Rose Sutton		1/28/2014

Code: AS6.a

Title: FINAL Report 12/19/13			
Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		5/5/2014
Prepared	Rose Sutton		1/28/2014
Edited	Rose Sutton		1/28/2014
Created	Rose Sutton		1/28/2014

Code: A.2.18

Title:	Delivery confirmation to Council Members	City Administrator and Assistant (City Administrator and Mayor Oyan
TILLE.	Delivery continuation to council members	. City Authinistrator and Assistant (

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		3/12/2014
Prepared	Rose Sutton		1/28/2014
Created	Rose Sutton		1/28/2014

Code: A.1.7

Title: Independence statement for Nori Hirasuna

Action	Team Member	Title	Date
Reviewed	Nori Hirasuna		3/12/2014
Reviewed	Nori Hirasuna		3/12/2014
Prepared	Rose Sutton		2/4/2014
Created	Rose Sutton		2/4/2014

Code: A.3.2

Title: RS's Account Payable Post Audit Lessons Learned 5-13-14

Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Reviewed	Paige Alderete		9/15/2014
Prepared	Rose Sutton		6/13/2014
Edited	Rose Sutton		6/13/2014
Created	Rose Sutton		6/13/2014

Code: AS6.b			
Title: FINAL	Report with CAO Response for Website		
Action	Team Member	Title	Date
Reviewed	Paige Alderete		9/15/2014
Prepared	Rose Sutton		9/15/2014
Edited	Paige Alderete		9/15/2014
Created	Maya Collins		9/3/2014

Issues