

# CITY OF BERKELEY CITY AUDITOR'S OFFICE

## Performance Audit Overview

### What is a performance audit?

Performance audits independently assess activities against objective criteria. Focus is on equitable, efficient, and effective use of resources to achieve goals and objectives. Audit results are communicated in a written report to City Council and include recommendations for improvement to reach performance targets. Berkeley auditors conduct performance audits in accordance with strict government auditing standards designed to ensure the accuracy and usefulness of findings and recommendations.

### What's in it for you?

Performance audits:

- ✓ Introduce new information, perspectives, tools, and methods
- ✓ Help solve problems with operations and goal achievement
- ✓ Provide independent and impartial feedback
- ✓ Provide objective support for new courses of action
- ✓ Identify threats to mission and goal achievement
- ✓ Recognize successes and identify opportunities

### What are the steps in the process?

#### Auditee:

- Participates in interviews
- Provides data and documents
- Informs development of audit objectives

#### Auditee:

- Participates in interviews
- Provides data and documents
- Shares reactions to initial findings

#### Auditee:

- Review draft for factual accuracy
- Concur on recommendations
- Provide action plans and timeline for implementing

#### Auditee:

- Implements action plan
- Reports to Council on progress with action plan until fully implemented

### Planning

### Fieldwork

### Reporting

### Followup

#### Auditor:

- Initiates audit
- Holds entrance meeting
- Analyzes data and documents
- Finalizes scope and objective

#### Auditor:

- Analyzes data and documents
- Tests evidence against criteria
- Formulates findings and recommendations

#### Auditor:

- Drafts report
- Holds exit meeting
- Issues report to Council
- Asks Council to direct auditee to implement action plan

#### Auditor:

- Monitors progress
- Reminds auditee to followup
- Reviews action plans for reasonableness and accuracy