

**Minutes
Office of the Auditor General
Management Meeting
April 18, 2013**

Present:

Alastair Swarbrick (AS), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Patrick Smith (PS), Audit Principal
Martin Ruben (MR), Audit Principal
Kimberly Lutz (KL), Administrative and Finance Manager

Discussion Items:

1. **Action items** updated by everyone.
2. **Meeting Minutes**
It was decided to prepare more formal minutes which will be posted on the OAG website.

FOSTERING GOOD RELATIONSHIPS

3. **30th OAG Anniversary**
Discussion and planning will take place after the election.
4. **Client Survey**
Survey to be prepared by GH and provided to AS, PS & MR for comments. The client survey is to be used for all 2013-14 financial statement audits.
5. **Performance Audit Programme Consultation**
AS and MR will meet to discuss the forward programme and how to take forward the consultation.
6. **CAROSAI / CCOLA Conferences update**
AS and MR gave a brief update of the CAROSAI Conference they attended in Trinidad and Tobago and CCOLA Conference in Toronto, Canada.

INDEPENDENCE OF THE OAG

7. **Auditor General's Law**
It was decided that no further action will be taken until after the election.

LEADING BY EXAMPLE (Corporate Operations)

8. **OAG Retreat**

A discussion and detailed planning of retreat to be held by management next week. CAROSAI/CCOLA Conference updates should be presented at the OAG Retreat.

9. **OAG February & March 2013 financial updates**

GH presented the February and March 2013 financial statements for the Office. A general discussion was held on the Office's financial position and the detailed breakdown against budget. It was noted the Office had a surplus at the end of February and March in the amount of \$167k and \$194k respectively, and it is anticipated the year end surplus will be within this range.

10. **Credit Card policy**

Comments were received back by AS from management on the credit card policy. AS to finalize.

11. **Travel policy**

AS is currently waiting on the CIG's Travel policy to be published in order to revise the Office's policy.

12. **Contracted out audits**

The future strategy for contracting out audits was discussed including the potential for issuing contracts for packages of audits for a term of 5 years. This will be pursued after the election due to possible changes in the structure of the Government.

13. **OAG Audit**

The financial statement audit of the OAG needs to be tendered out. A request for proposal is to be drafted by GH.

14. **iCAT - Performance Audit**

GH and MR to review the performance audit practice in conformity with the International Standards of Supreme Audit Institutions and complete the iCAT by June 30, 2013.

15. **Computer replacements**

GH to procure computers according to the OAG replacement schedule.

16. **Request for Proposal for Consultants**

GH & MR to prepare a request for proposal to use consultants on performance audits for a 3 year basis.

17. **Governor's Award**

AS, GH, PS and MR to hold a meeting next week to determine who should be put forward for the Governor's award.

18. **Job Description**

Senior management to hold a meeting next week to discuss the review of job descriptions.



Alastair Swarbrick, MA(Hons), CPFA
Auditor General

21 June 2013