

Minutes
Office of the Auditor General
Management Meeting
June 19, 2013

Present:

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

Absent:

Martin Ruben (MR), Audit Principal

Discussion Items:

1. Action items - updated.
2. Meeting Minutes
The meeting minutes for April 18 and May 24 were discussed, agreed and will be put on the OAG website.

LEADING BY EXAMPLE (Office Operations):

3. OAG May Financial Statement update
GH provided an update on the Office's financial statements. A general discussion was held on the Office's financial position and the detailed breakdown against budget. The May 2013 financial statements showed that there is currently a surplus of CI \$157,462.00 and this is expected to be close to the yearend position. Due to our cash position, it was decided to repay the 2010-11 surplus payable by yearend which is CI \$694,000.00.
4. Credit Card policy
To be finalized by AS.
5. Contracted out audits
GH is examining the position with respect to the future contracting out of audits. A RFP is currently being developed for the audit of the OAG and performance audit contractors.
6. Job Descriptions
MR has submitted his job description to AS. PS will submit his by June 26th and GH will submit his by June 28th. The Audit Project Leaders will have theirs begun shortly.
7. Training
It was decided that 3 or 4 OAG staff will be sent to the CISPA ethics training session.

8. Staff Contracts

A request was submitted to the Recruitment Moratorium for consideration of all employee contracts coming due in the remainder of 2013.

9. File cleanup

It was agreed to undertake a review and clean-up of our physical and electronic files in early December. KL is to prepare a project plan for what files can be destroyed.

INDEPENDENCE OF OAG

10. Promoting Public Audit Act (update)

There was no update.

FOSTERING GOOD RELATIONSHIPS

11. 30th Anniversary of the OAG

- a. Launch date confirmed for Thursday June 27th from 3:00 – 5:00 in the OAG Boardroom. His Excellency, The Governor and the Deputy Governor will be invited to attend. If the Public Accounts Committee is established and a Chairperson has been selected, the Chairperson will also be invited to attend.
- b. Articles have been submitted to the Caymanian Compass for the special insert which will be included in the June 27th edition.
- c. AS and GH will be guests on the local television program Daybreak on June 21st.

12. Client Surveys

GH to re-look at finalizing by October.

13. Performance Audit Programme Consultation – update

This has been completed and sent to the Legislative Assembly. Copies will also be sent to the Chief Financial Officers of core government as well as the Chief Executive Officers and Managing Directors of the Statutory Authorities and Government Companies.



Alastair Swarbrick, MA(Hons), CPFA
Auditor General

16/9/13