

Preliminary City Treasurer’s Office Workplan (Continued) as of May 21, 2018 - The workplan and timeframe developed has a major emphasis on quality, could evolve and is potentially subject to change based upon the results of the procedures noted below.

Phases	2018 Anticipated Timeframe							
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Phase II: Fieldwork (continued) <ul style="list-style-type: none"> Review status and corrective action regarding Controller’s Office reports and findings. Identification of internal control best practices and practical solutions for future CTO implementation Wrap up of fieldwork procedures 								
Phase III: Assessment <ul style="list-style-type: none"> Review of completed procedures and findings noted to date Preparation and review of draft report, which includes proposed adjusting journal entries and the net effect of the outstanding variance Discussion and decision on the resolution of the items noted Discussion of CTO and HBH next steps and progress of implementation/corrective action plans 								
Administration/Status Meetings <ul style="list-style-type: none"> Conduct Weekly Meetings with the CTO 								