



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