



CITY OF GLENDALE, CALIFORNIA
Internal Audit

141 N. Glendale Ave., Suite 346
Glendale, CA 91206-4975
Tel. (818) 548-4844

InternalAudit@glendaleca.gov | www.glendaleca.gov

City of Glendale Audit Committee
141 North Glendale Avenue, Room #346
Glendale, California 91206

July 25, 2024

Honorable Mayor Elen Asatryan and Members of the City Council
City of Glendale
613 E. Broadway, Room 200
Glendale, CA 91206

Re: Audit Committee Annual Report for Fiscal Year 2023-24

Dear Mayor Asatryan and City Council Members:

Each year, the Audit Committee must report our actions and activities to the City Council per Glendale Municipal Code Section 2.82.100. The purpose of this memo is to communicate our activities for the period of July 1, 2023, to June 30, 2024.

The Audit Committee met four times during Fiscal Year 2023-24 where we were provided with financial updates and internal audit activity reports. Since 2018, the Audit Committee has conducted paperless meetings in keeping with the City Council's priorities of fiscal responsibility and sustainability. I am pleased to report that the paperless meeting methodology has continued to save cost in printing, assembling and dispatching documents.

The Audit Committee assists the City Council by reviewing financial information and management reports, and by providing independent recommendations regarding the scope, priority, and methods of audit related activities within the City.

The *financial* activities by the Audit Committee include:

- 1) Received audit communications from CliftonLarsonAllen, LLP on their responsibilities, scope, and activities for the annual audit of the City for the period ending June 30, 2023.
- 2) Received and reviewed the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2023.
- 3) Received financial reports from the Finance Department and City Management.

The *internal audit* activities by the Audit Committee include:

- 1) Received and reviewed the fiscal year 2022-23 work plan status update, the fiscal year 2023-24 Internal Audit annual work plan and monitored progress in addressing the risk priorities for the fiscal year ending June 30, 2024.
- 2) Reviewed internal audit reports as they were issued, were briefed on all completed audit assignments by Internal Audit staff and department representatives, reviewed the progress of quarterly follow-up activities, and discussed the action plan related to outstanding audit issues reaching specified criteria.
- 3) Monitored the types of projects performed by Internal Audit staff to ensure ongoing independence in the internal audit function.

The Audit Committee members wish to express our appreciation to City staff that support our efforts and keep us informed of events and issues in the City. We look forward to continuing to serve the interests of the City of Glendale in the coming year.

Respectfully submitted,

(To be elected at the July 25, 2024 meeting)
Chair, Audit Committee

Audit Committee Members:

Edwin Belen (Appointed on April 11, 2023)

Edmund Khashadourian* (Appointed on July 21, 2015)

Jack Mavyan (Appointed on August 16, 2022)

Alejandro Parajon (Appointed on July 21, 2015)

**Serving until reappointed or replaced.*