

PORT OF SEATTLE
MEMORANDUM

DATE: July 7, 2011
TO: Audit Committee
FROM: Tom Barnard, Audit Committee Staff
SUBJECT: Next steps for the Audit Committee

At the June 7, 2011, Audit Committee meeting, several recommendations were made to improve the ability of the Audit Committee to carry out its function, building on and adding to earlier recommendations made in April. This memo is intended to follow up those suggestions by formally endorsing these measures.

All basic financial information provided to the Commission in briefings will be provided to the public member of the Audit Committee. This would include quarterly reports, budget materials as requested and other measures of financial performance.	7/2011
The Audit Committee will recommend to the Commission and the CEO a stronger role in deciding the budget the Port's auditing function, including recommendations for both specific staffing resources for the Internal Audit Department and possible contracts with external auditing entities.	9/2011
The Audit Committee Charter will be brought in to compliance with IIA and governmental auditing standards, unless precluded by the unique nature of the organization, as decided by the Audit Committee.	10/2011
An outside firm will assess the work of Internal Audit, and particularly, the risk assessment methodology used in preparing the annual risk assessment plan and the subsequent work plan.	12/2011
The Audit Committee will come to an agreement on what kinds of auditing risk and business risk they feel the Committee wishes itself and Internal Audit to focus on, and incorporate that into a 2011-2013 Long Range Goals and Objectives Plan.	12/2011
That the Performance Metrics being developed by different sub-organizations within the Port be reviewed periodically by the Audit Committee so as to increase its ability to assess internal performance.	When Performance Metrics developed