# Transitional Audit of the Clerk of Council's Office October 28, 2025

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# Audit Authorization

The audit was authorized by City Council on July 22, 2025.

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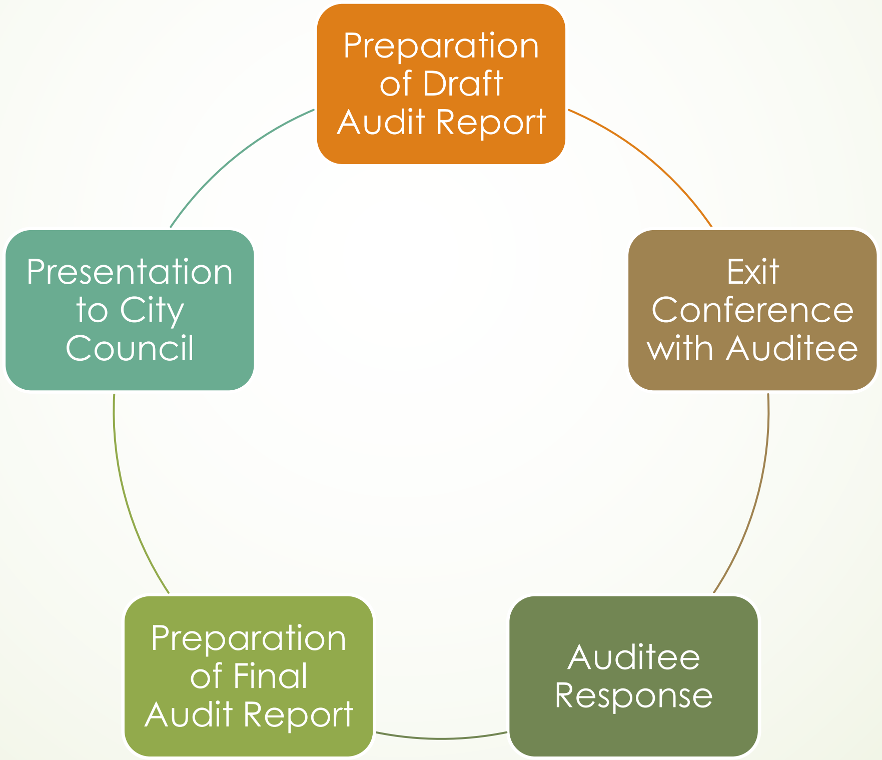
# Audit Process

- Authorization of Audit
- Development of Audit Program
- Entrance Conference With Auditee
- Conduct of Fieldwork

# Audit Process (Continued)



# Audit Scope

- Organizational Structure of the Clerk of Council's Office.
- Operations.
- Assessment of Equipment & Facilities.
- Financial Position.

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# Audit Recommendations

Recommend the purchase of a contract management system such as Cobble Stone or Contract Safe, which would more effectively manage the large capacity of agreements that are approved by resolution. Product selection should involve collaboration with IT, and if customized, will cost approximately $6,948 annually.

Recommend that the currently vacant Support Clerk II be filled and accommodated in order to implement and maintain the secured contract management system. This position would also be responsible for maintaining and destroying such records according to the Local Government Records Retention Schedule set by Georgia Archives, University System of Georgia.

Recommend streamlining repetitive workflow through the use of AI technology. Such technology is now in use by Municipal Clerks nationwide with noted success with leading vendors. Once again collaboration with IT will ensure success.

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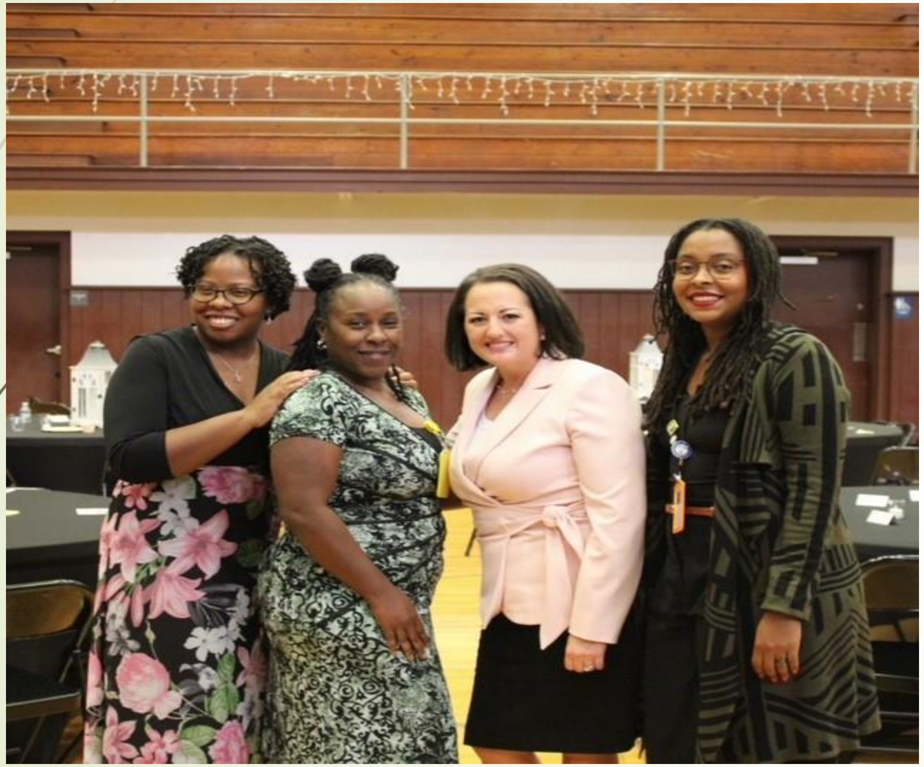
# Audit Recommendations (continued):

Recommend that the Cemetery plot availability & confirmation process be fully transferred to the Public Works-Cemetery Division. Grieving citizens would benefit from a streamlined one-stop solution.

# Our hard-working Clerk of Council's Office Team



# Questions

Are there any questions from City Council or Executive Management regarding this report?