

1

# Transitional Audit of the Solicitor General's Office May 13, 2025

Presented by: Donna L.  
McGinnis, CPA, CFE  
Internal Auditor/Compliance  
Officer, Jonathan Smith,  
Benjamin Meadow & Grant  
Conaway, Forensic Auditors

2

# Audit Authorization

The audit was authorized by  
City Council on January 7,  
2025.

3

## 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 Solicitor General's  
Office.

Operations.

Assessment of Capital  
Equipment & Facilities.

Financial Position.

## Audit Recommendations



Recommend securing additional necessary office space prior to the opening of the new John D. Allen Judicial Center. Remote office sharing across the community would accommodate the additional staffing needed to address work volume.



Recommend additional staff positions in the FY26 Budget in order to address the volume of misdemeanor activity, with an ongoing staffing plan for promotional step opportunities.



Recommend the development of Pre-Trial Diversion programming, as well as Accountability Courts.

## Audit Recommendations (continued):



Recommend funding for continuing education for the maintenance of credentials across the team, and also to support employees earning initial credentials.



Recommend the scrapping of office furnishings and assets that are in a compromised condition, minimizing risk across the office. Once salvaged, replacement furnishings will need to be purchased.



Recommend a re-evaluation of team software and the provision of cell phones for teammates interacting directly with victims and witnesses.

## Current Conditions – Solicitor General's Office





Current Conditions –  
Solicitor General's Office  
-continued



# 10 Questions

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