



# Memorandum

**TO:** Honorable Mayor and City Council

**FROM:** Sharon W. Erickson,  
City Auditor

**SUBJECT:** REQUEST TO TRAVEL

**DATE:** January 31, 2018

**Recommendation:** Authorize travel for City Auditor Sharon Erickson to Denver, Colorado on March 5-9, 2018 to participate in a peer review of the Office of the Auditor of the City and County of Denver, Colorado.

**Authorization for:** Sharon W. Erickson, City Auditor.

**Location:** Denver, Colorado

**Meeting Dates:** **March 5-9, 2018**

**Source of Funds:** Travel expenses reimbursed by the Office of the Auditor of the City and County of Denver, Colorado

**Purpose:** **Peer Review of the City and County of Denver Colorado Office of the Auditor.** The San Jose City Auditor's Office participates in the Association of Local Government Auditor's (ALGA) peer review program. Our most recent review was conducted by an ALGA team in 2017 and is online at <http://www.sanjoseca.gov/index.aspx?NID=319>.

The objective of a peer review is to determine whether an audit organization's quality control system is suitably designed and operating effectively in compliance with applicable auditing standards. My participation as the team lead for the peer review of the Office of the City Auditor for the City and County of Denver, Colorado is part of our reciprocal relationship in the peer review program. More information about the program at: <https://algaonline.org/index.aspx?nid=160>.

*Sharon W. Erickson*  
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City Auditor



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**Recommendation:** Authorize travel for City Auditor Sharon Erickson to Colorado Springs, Colorado on May 6-8, 2018 to participate in the Association of Local Government Auditors 2018 Annual Conference.

**Authorization for:** Sharon W. Erickson, City Auditor

**Location:** Colorado Springs, Colorado

**Meeting Dates:** **May 6-8, 2018**

**Source of Funds:** City Auditor non-personal appropriation and professional development funds

**Purpose:** **Association of Local Government Auditors 2018 Annual Conference.** Participation in the conference satisfies continuing education requirements under government auditing standards. More information at: [http://alga.membershipsoftware.org/files/Annual%20Conference/2018/registration\\_brochure.pdf](http://alga.membershipsoftware.org/files/Annual%20Conference/2018/registration_brochure.pdf)

*Sharon W. Erickson*  
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City Auditor