

Employee Utilization for Special Events, Audit 01-28

Risk Analysis Work Sheet

October 5, 2000

<u>Risk</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Documentation of expenditures for special events is inadequate thereby contributing to a lack of appropriate management oversight.	Costs associated with special events are captured on a per event basis as well as on a total basis. Management is provided with such information on a timely and accurate basis.	Partially. Some departments have in place tracking mechanism for events. On a global basis, cost information appears to be lacking.	Medium.
The City's support of special events could divert resources from departments thereby negatively impacting their ability to effectively and efficiently perform their core duties.	Adequate planning and resource needs are in place or available on a timely basis for outsourcing purposes.	Partially. Some departments unable to meet their core duties due to special events.	Medium.