



TENNESSEE

A C WHARTON, JR. - Mayor
JACK SAMMONS - Chief Administrative Officer

EXECUTIVE DIVISION
Internal Audit Service Center
DEBBIE BANKS, CFE, CICA, CMFO
Interim City Auditor

December 31, 2015

Mr. Myron Lowery, Chairman
City Council
125 North Main St. Suite 514
Memphis, TN 38103

Dear Chairman Lowery:

At the request of the primary cardholder, our office initiated an independent analysis of the expenditures associated with the Sam's Club credit account assigned to City Council. The objective of the analysis was to identify whether any outstanding charges exist. To accomplish our objective, we reconciled the Sam's Club monthly statements to Oracle payment activity (Supplier Invoice Report) for the period January 1, 2011 through April 30, 2015. The statements covered the period reviewed; however, purchases ceased as of September 18, 2014.

We prepared spreadsheets to document our comparison of pertinent information obtained from the monthly statements, check requests and Supplier Invoice Report for Sam's Club. Based upon our analysis, we identified outstanding charges totaling \$344.57. We provided your staff with the spreadsheets containing our results.

The work we performed does not constitute an audit under Government Auditing Standards (GAS). Management assumes all responsibilities for decision making purposes related to this analysis, and accepts responsibility for the results of the services.

We would like your feedback regarding the delivery of services outlined in this letter. We thank you in advance for your feedback. Please contact me at 636-6241 if you have any questions or concerns.

Sincerely,

Debbie Banks, CFE, CICA, CMFO
Interim City Auditor

c: A C Wharton, Jr., Mayor
Jack Sammons, Chief Administrative Officer
Allan Wade, City Council Attorney
Brian Collins, Director, Finance Services Division