



## AGENDA MEMORANDUM

Action Item for the Audit Committee Meeting of June 12, 2026

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**DATE:** June 8, 2026

**TO:** Roland Barrera, Audit Committee Chair

**FROM:** Office of the City Auditor  
[cityauditorsoffice@cctexas.com](mailto:cityauditorsoffice@cctexas.com)

<p style="text-align: center;"><b>Motion to Refer FY27 Intern Decision Package to City Council for Consideration and Approval</b></p>
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**CAPTION:**

Motion to refer FY27 Decision Package to City Council for consideration and approval.

**PURPOSE:**

To request Audit Committee support to refer the Audit Department's FY27 decision package for an Intern Position to City Council for funding consideration.

**BACKGROUND:**

The Audit Department is requesting Audit Committee support to refer FY27 decision package to City Council for funding consideration for an intern position. The Department has utilized an intern in prior years; however, the position has since expired and requires approval for funding.

Historically, the intern supported audit operations by assisting with administrative tasks, data collection, documentation, and follow-up tracking. This support allowed audit staff to focus on higher-risk and more complex audit areas, improving overall efficiency and audit coverage. In addition, the position provides an opportunity for the Department to mentor individuals entering the audit profession and support the development of future public sector auditors.

The continuation of an intern position represents a cost-effective approach to maintaining productivity and supporting audit execution, particularly as audit demands and reporting requirements continue to increase. The position also supports compliance with Government Auditing Standards by enabling staff to allocate time to higher-risk areas requiring professional judgment and analysis.

**ALTERNATIVES:**

The Audit Committee may choose not to recommend referral of the decision package to City Council.

**FISCAL IMPACT:**

\$17,742.00

**FUNDING DETAIL:**

**Fund: 1020**

**Account: 510500**

**ORG: 10300**

**RECOMMENDATION:**

Staff recommend that the Audit Committee refer the FY27 decision package for an Intern Position to City Council for consideration as part of the FY27 budget process.

**LIST OF SUPPORTING DOCUMENTS:**

- FY27 Decision Package – Intern Position