

MEGAN BARRY
MAYOR



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
OFFICE OF FINANCIAL ACCOUNTABILITY
700 2nd Avenue South, STE 201
NASHVILLE, TENNESSEE 37210

March 8, 2016

Shannon Hall – Metropolitan Clerk
Metropolitan Clerk's Office
Metropolitan Courthouse
1 Public Square, Suite 205
Nashville, TN 37201

Dear Ms. Hall:

The Office of Financial Accountability has completed a review of a selected number of the FY15 Budget Key Measures Results as reported to the Office of Management and Budget for the year ended June 30, 2015. The purpose of the review was to verify the accuracy of your department's reported results.

As stated in the engagement letter, we randomly selected and tested program results that constitute a minimum of 10% of the department's total reported program budgets. We have completed our review of the supporting documentation and test of the computation of the reported results of the selected FY15 key measures. The results of the testing are attached for your review.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-862-6712.

Sincerely,

Kevin Brown

Kevin Brown, CMFO, CICA
Finance Administrator

CC: Talia Lomax-O'dneal, Director of Finance
Austin Kyle, Metropolitan Clerk's Office
Fred Adom, CPA, CGMA, CICA, Director, Office of Financial Accountability, Department of Finance
Essie Robertson, CPA, CMFO, CICA, Office of Financial Accountability, Department of Finance
Aaron Davis, CICA, Office of Financial Accountability, Department of Finance
Ken Hartlage, Office of Management and Budget, Department of Finance
Loan Huynh, Office of Management and Budget, Department of Finance

ATTACHMENT I

Department:	Metropolitan Clerk's Office
Purpose:	To verify the accuracy of the department's performance measures as reported to the Office of Management and Budget.
Scope:	FY 2015
Methodology:	The Office of Financial Accountability randomly selected a sample that consisted of a minimum of 10% of the department's reported budgeted program dollars.
Total Reported Budget:	\$622,300
Program:	Records Management Program
Total Tested Budget:	\$179,300
Percent Tested:	29%
Performance Measure:	Number of records requests received.
Reported Data:	6,985
OFA Calculation:	6,963
Was selected reported performance measure verified?	No