

POLICY REGARDING THE REPORTING OUT OF AUDITS, REPORTS AND STUDIES

Audits, reports and studies will be reported out to the Common Council when:

1. They have been initiated and authorized by the Council; or
2. Recommendations have fiscal impacts; or
3. Recommendations require or recommend policy changes; or
4. Recommendations relate to oversight functions of Committees or Council.

Timely reporting is important to the implementation of recommendations. Therefore, the Common Council will receive the final audit, report or study within 60 days of receipt, allowing 30 day review by the Common Council before a vote is taken.

Stoughton Utilities staff will keep the Stoughton Utilities Committee aware of all externally prepared studies, reports and audits, provide presentations, and complete documents and/or executive summaries as required by the Committee. Homeland Security information will be distributed confidentially, presented in close session, and retained by staff. The Utilities Committee will determine what information is to be provided to the Common Council.

APPROVED BY THE COMMON COUNCIL: May 24, 2005

S:\Clerks Office\Policies Procedures and Emergency Plans\REPORTING OUT.docx

S:\Clerks Office\Policies Procedures and Emergency Plans\REPORTING OUT.pdf

LASERFICHE:\Policies Procedures and Emergency Plans\Reporting Out

s/clerksoffice/policies&procedures/reporting out of audits, reports & studies