



# CITY OF ATLANTA

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**AUDIT COMMITTEE**  
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**Ex-Officio:** Mayor Kasim Reed

## **Atlanta Workforce Development Agency Audit Scope and Objectives June 20, 2012**

### **Reasons for the Audit**

City Council requested an audit of the Atlanta Workforce Development Agency in Resolution No. 12-R-0216. Council members requested information on the effectiveness and efficiency of the agency's operations and verification of the number of clients who use its services and receive training and job placement. City Council also requested that we review prior audits and reviews of the Agency. The state has designated the Agency as a One-Stop Career Center, which provides a single point of entry for workforce information. Fiscal year 2011 expenses totaled \$11.7 million, funded by various federal and state grants, private donations, and fees for services. Fiscal year 2012 appropriations total \$9.6 million. Almost 80% of fiscal year 2012 appropriations are funded from three federal Workforce Investment Act grants awarded by the Department of Labor.

### **Audit Objectives**

- Who receives services provided by the Atlanta Workforce Development Agency?
- What issues have been identified in previous audits and reviews of the Agency's programs and services?
- How reliable are the systems used by the Agency to track and report the number of clients served, funds spent, and outcomes achieved?

### **Procedures and Scope**

We will review data from the Agency's internal database and spreadsheets, Georgia Workforce System, and the Financial Status Report from fiscal year 2009 through fiscal year 2012.

Specifically, we will:

- identify the number of clients served, types of services provided, and funds spent during each fiscal year
- review previous audit findings
- interview case managers and other program staff to understand how program expenses and performance goals are tracked and reported
- review federal and state guidelines and models for service delivery

### **Estimated Time to Complete**

We plan to provide management a draft report for review and response in July 2012. Public release of the final report is planned for August 2012.