

CITY OF SANTA CLARA CONVENTION CENTER PERFORMANCE AUDIT

OPENING CONFERENCE

JUNE 7, 2018



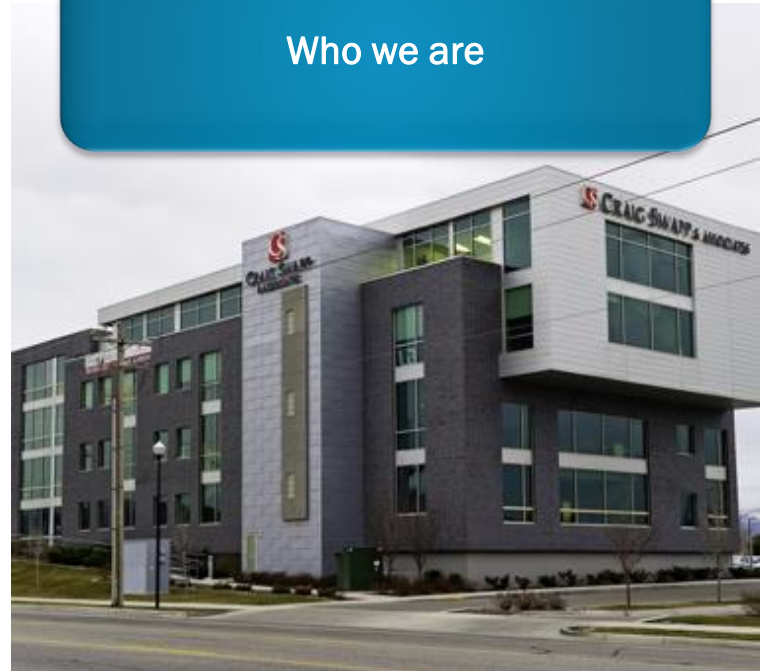
TAPInternational



TAPInternational

- Woman-owned company with multiple offices.
- Resources of 20 staff
- Very flexible in accommodating in client changes in the scope of work.
- Ability to work through the “gray.”

Who we are



PRIOR RELEVANT WORK

Convention Center
Operations

- ✓ San Diego Convention Center
- ✓ City of Fresno Convention Center
- ✓ City of Stockton Events Center

Contracts/MOU audits: 12

Fiscal Health: 150+ Reviews

Benchmarking: 12

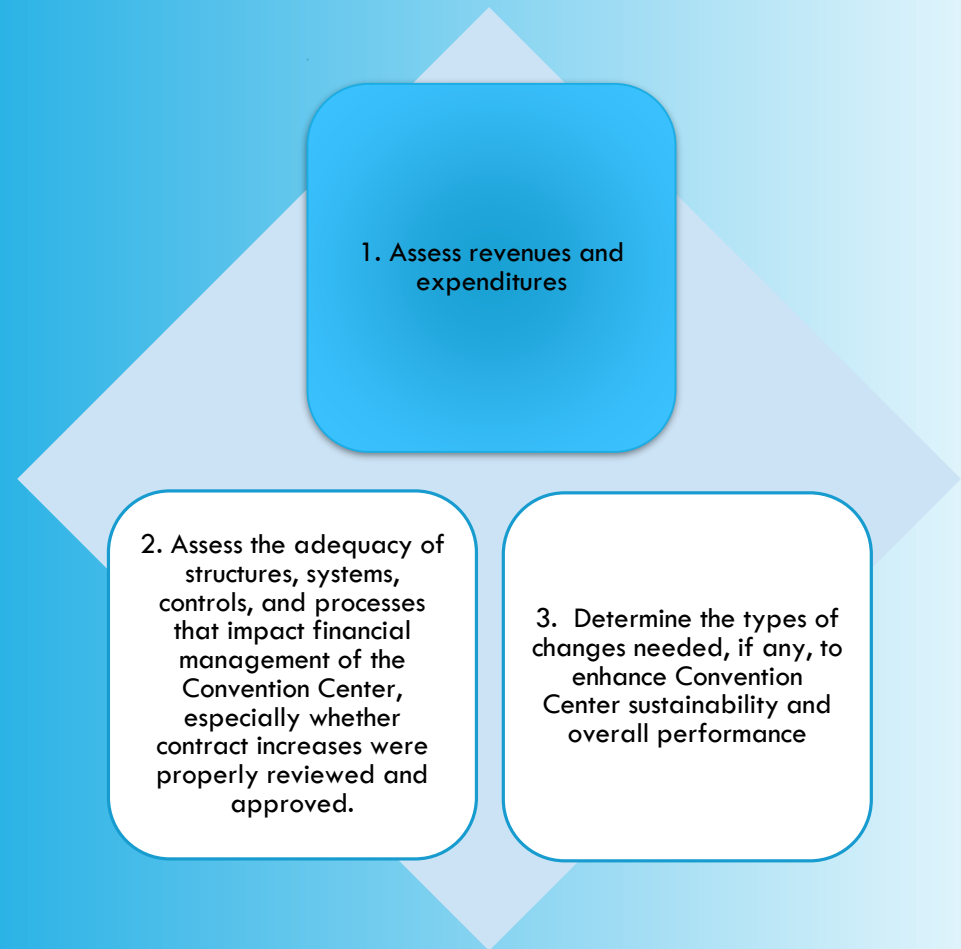
Performance audits: 15

Internal Control Reviews: Lead to \$10m+ in savings

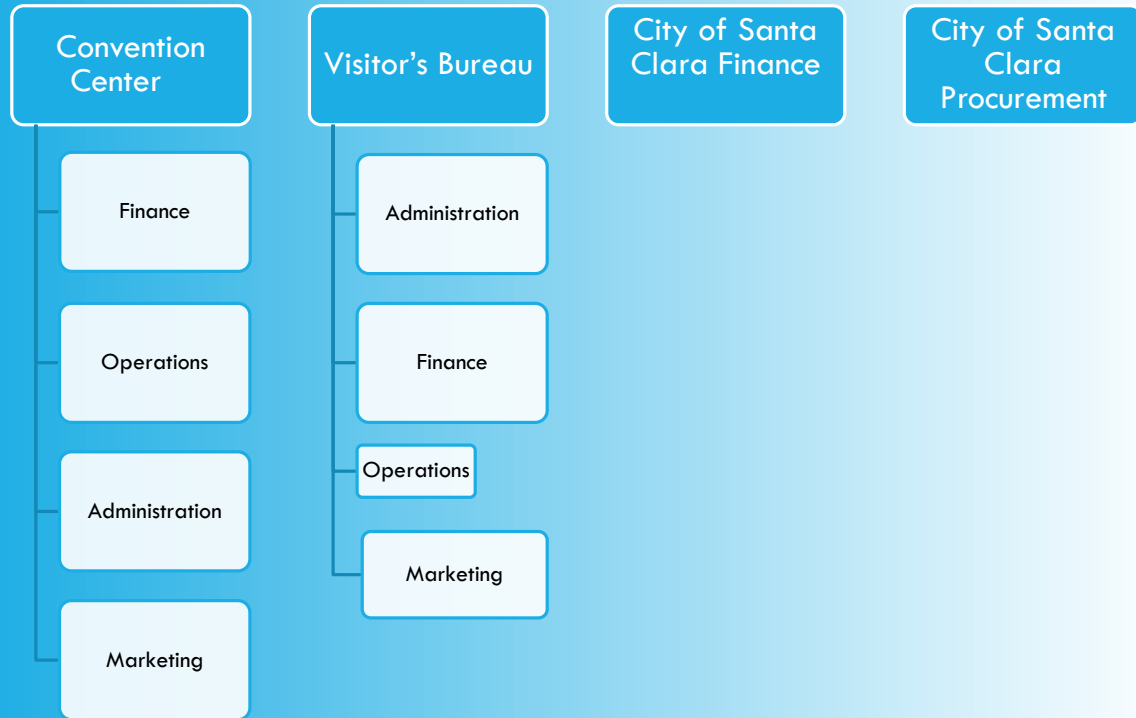
MEETING PURPOSE



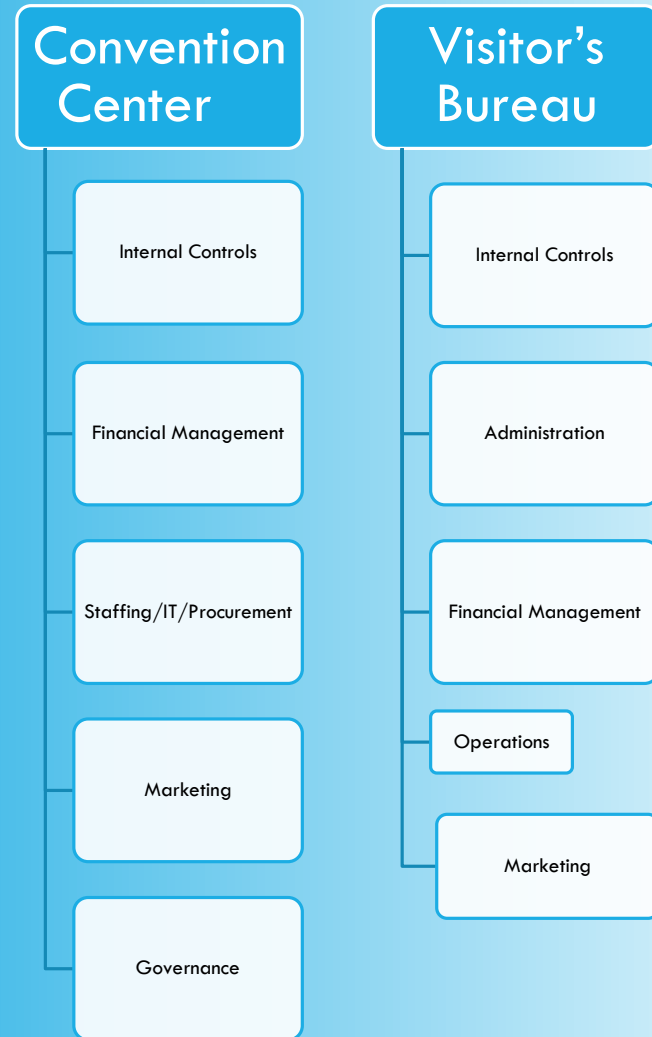
AUDIT OBJECTIVES



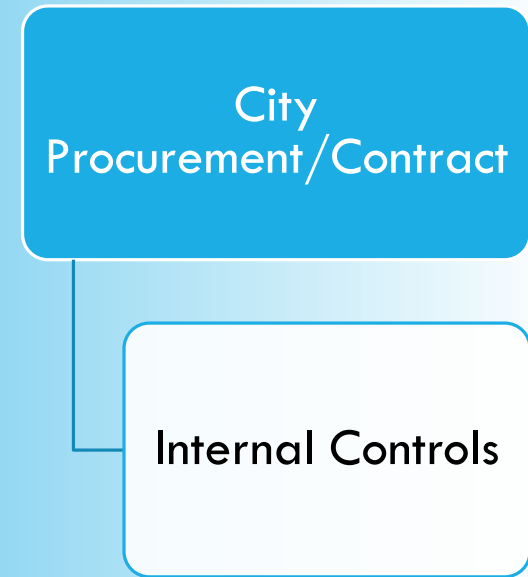
PROJECT SCOPE (ENTITIES INCLUDED IN THE AUDIT)



PROJECT SCOPE (BUSINESS FUNCTIONS INCLUDED IN THE AUDIT)



PROJECT SCOPE (BUSINESS FUNCTIONS INCLUDED IN THE AUDIT)



PROJECT APPROACH

Convention Center/Visitor's Bureau

Financial Trend Analysis (10 years,) FY 2006-07 to FY 2017-18

- Nature of and extent of funding and spending (by vendor), including changes in activities

Fiscal health analysis (5 years) FY 2011-12 to FY 2016-17)

- Identify the extent that the Convention Center is self-sustaining
- Compute key metrics - GF ratio, Revenue from all governmental sources ratio, cash flow ratios, aging receivable ratios)
- Assess fees

Operational analysis

- Identify strengths and weaknesses as well as gaps in policies, procedures, business functions, performance, and other management systems

Marketing analysis

- Evaluate strategies, event activities/types, performance

PROJECT APPROACH

City of Santa Clara

- Internal control review – Review of review and authorization controls.
- Procurement/Contract review – Review contract management controls and activities.

REPORTING

Bi-Weekly Reports

- Tasks completed
- Tasks upcoming
- Audit challenges

Results Matrix

- Bullet points on key results
- Discussion of preliminary results with auditees

Draft Report

- Preparation of draft report
- Collect input and feedback
- Preparation of final report

TIMELINE

	Expected Date
Phase 1: Planning	
Start of engagement	May 15, 2018
Conduct opening conference with the auditee	June 7, 2018
Completion of planning phase	June 7, 2018
Phase 2: Data Collection and Analysis	
Begin data collection	June 7, 2018
Bi-weekly updates with city of Santa Clara Project Manager	Ongoing
Matrix of findings and recommendations	July 29, 2018
Completion of data collection and analysis phase	July 29, 2018
Phase 3: Deliverable Preparation	
Completion of draft report	August 10, 2018
Submit report to key stakeholders	August 13, 2018
Stakeholder comments due	September 3, 2018
Finalize report and issue	September 5, 2018

DATA REQUEST

See Data Request Handout