

Per Section 2-1-46 of the Austin City Code:

- (A) Each calendar year, a board chair must conduct an internal review of the board and prepare an internal review report using the template provided by the city clerk. The internal review report must be filed with the city clerk and the city department assigned to support the board by March 31 of each year.
- (B) The report must include the following:
 - (1) a statement of the board's mission and a description of the board's actions in furtherance of that mission during the previous calendar year; and
 - (2) the board's goals and objectives for the new calendar year.
- (C) The city auditor must review each internal review report and make recommendations to the Council Audit and Finance Committee concerning which board, or boards, if any, will be audited by that office.

TEMPLATE



Annual Internal Review

This report covers the time period of 1/1/20__ to 12/31/20__

(This report is due in the first quarter of each calendar year for the previous year.)

(Official Name of Board or Commission)

The Board/Commission mission statement (per the City Code) is:

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**
(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)
- 2. Determine if the board's actions throughout the year comply with the mission statement.**
(If any of the board's actions were outside the scope of the mission statement, the report should explain the non-compliance issues.)
- 3. List the board's goals and objectives for the new calendar year.**
(Make sure the goals and objectives fall within the mission statement of the board/commission.)