



Office of the City Auditor  
Policies and Procedures

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**Number:** ##.#

**Title:** Name of Policy

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**Original Date:**

**Revision Date:**

**Approved By:**

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**I. Policy**

Xxx. [should be a short statement of policy]

**II. Purpose**

Xxx. [should be an explanation of why the policy is needed]

**III. Definitions**

A. **Term** – Definition.

B. **Term** – Definition.

**IV. Procedures**

A. Xxx.

1. Xxx.

2. Xxx.

B. Xxx.

1. Xxx.

a. Xxx.

b. Xxx.

2. Xxx.

a. Xxx.

i. Xxx.

ii. Xxx.

b. Xxx.

**NOTE:** See Appendix X for a flowchart of the above process. [if necessary]

**V. Responsibilities****A. Responsible Party:**

1. Xxx.
2. Xxx.

**B. The Responsible Party:**

1. Xxx.
  - a. Xxx.
2. Xxx.