



# External Quality Control Review

of the  
City of Dallas, TX  
City Auditor's Office

Conducted in accordance with guidelines of the  
**Association of Local Government  
Auditors**

for the period May 1, 2022  
through April 30, 2025



## **Association of Local Government Auditors**

September 26, 2025

Mr. Mark S. Swann  
City Auditor  
City of Dallas  
1500 Marilla Street  
Dallas, TX 75201

Dear Mr. Swann,

We have completed a peer review of the City of Dallas City Auditor's Office for the period May 1, 2022, through April 30, 2025. In accordance with generally accepted government auditing standards peer review requirements, we followed the standards and guidelines contained in the *Peer Review Guide* published by the Association of Local Government Auditors (ALGA).

We reviewed the internal quality control system of your audit organization and conducted tests in order to determine whether your internal quality control system was adequately designed and operating effectively to provide reasonable assurance of compliance with *Government Auditing Standards* issued by the Comptroller General of the United States and applicable legal and regulatory requirements. Our procedures included:

- Reviewing the audit organization's written policies and procedures;
- Reviewing internal monitoring procedures;
- Reviewing a sample of audit and attestation engagements and working papers;
- Reviewing documents related to independence, training, and development of auditing staff; and
- Interviewing auditing staff and management to assess their understanding of, and compliance with, relevant quality control policies and procedures.

Due to variances in individual performance and judgment, compliance does not imply adherence to standards in every case but does imply adherence in most situations. Organizations can receive a rating of pass, pass with deficiencies, or fail. The City of Dallas City Auditor's Office has received a rating of pass.

Further, based on the results of our review, it is our opinion that the City of Dallas City Auditor's Office internal quality control system was adequately designed and operating effectively to provide reasonable assurance of compliance with *Government Auditing Standards* and applicable legal and regulatory requirements for audits and attestation engagements during May 1, 2022, through April 30, 2025.

We have prepared a separate letter offering suggestions to strengthen your internal quality control system further.

Madison Rorschach  
City Auditor  
City of Denton, TX

Ijegayehu Jones  
Performance Audit Supervisor  
City of Atlanta, GA

Luis Salinas  
Deputy City Auditor  
City of Brownsville, TX



## **Association of Local Government Auditors**

September 26, 2025

Mr. Mark S. Swann  
City Auditor  
City of Dallas  
1500 Marilla Street  
Dallas, TX 75201

Dear Mr. Swann,

We have completed a peer review of the City of Dallas City Auditor's Office for the period May 1, 2022, through April 30, 2025, and issued our report thereon dated September 26, 2025. We are issuing this companion letter to offer certain observations and suggestions stemming from our peer review.

We would like to mention some of the areas in which we believe your Office excels:

- All staff appeared to have a good understanding of the Office's audit processes and *Government Auditing Standards*;
- The Office has designed and implemented work paper templates that allow staff to easily ensure compliance with *Government Auditing Standards*;
- Planning processes are thorough and result in clear work program steps that streamline the fieldwork process; and
- The Office's reports are easy to read and understand and provide clear information on the results of the audit.

We offer the following observations and suggestions to enhance your organization's demonstrated adherence to *Government Auditing Standards*:

- Standard 4.16 requires that auditors who plan, direct, perform engagement procedures for, or report on an engagement conducted in accordance with GAGAS should develop and maintain their professional competence by completing at least 80 hours of CPE in every 2-year period. Required CPE hours for the set 2-year period may be prorated based on each full 6-month interval completed. *Government Auditing Standards* outline the following example:

"An audit organization has a 2-year CPE period running from January 1, 2020, through December 31, 2021. The audit organization assigns a new auditor to a GAGAS engagement in May 2020. The audit organization may calculate the prorated CPE requirement for the auditor as follows:

- a. Number of full 6-month intervals remaining in the CPE period: 3
- b. Number of 6-month intervals in the full 2-year period: 4
- c. Newly assigned auditor's CPE requirement:  $3/4 \times 80 \text{ hours} = 60 \text{ hours}$ "

In reviewing all CPE records for audit staff employed by the City of Dallas' City Auditor's Office during the review period, we found that four of the 24 auditors did not meet the minimum CPE requirements as follows:

- Three employees did not meet the minimum requirements for the Fiscal Year 2023 and Fiscal Year 2024 2-year CPE reporting period. Two of these employees' CPE requirements were prorated due to employee hire and separation.
- One employee did not meet the minimum requirements for the Fiscal Year 2025 and Fiscal Year 2026 2-year CPE reporting period. This employee's CPE requirements were prorated due to employee separation.

We suggest that accumulated employee CPE be compared to CPE requirements at least annually as part of the employee performance evaluation process and as part of employee off-boarding procedures to ensure that all CPE requirements are met.

We extend our thanks to you, your staff, and the other officials we met for the hospitality and cooperation extended to us during our review.

Sincerely,



Madison Rorschach  
City Auditor  
City of Denton, TX



Ijegayehu Jones  
Performance Audit Supervisor  
City of Atlanta, GA



Luis Salinas  
Deputy City Auditor  
City of Brownsville, TX



**CITY OF DALLAS**

September 25, 2025

Madison Rorschach  
City Auditor  
City of Denton, TX

Ijegayehu Jones  
Performance Audit Supervisor  
City of Atlanta, GA

Luis Salinas  
Deputy City Auditor  
City of Brownsville, TX

Dear Peer Review Team:

Thank you for dedicating your time, away from both family and work responsibilities, to conduct the external quality control review for the Dallas Office of the City Auditor for the period May 1, 2022, to April 30, 2025. We appreciate your opinion that our audit quality control system complies with *Government Auditing Standards*. We also value your suggestions for enhancing the quality of our audit process.

In accordance with *Government Auditing Standards*, 4.16 (Continuing Professional Education), the Office will follow the existing Office of the City Auditor's Administrative Procedure 4.3, *Training Request / Approval and CPE Reporting / Monitoring*. We recognize that monitoring continuing professional education reporting is an area that requires improvement as we establish our office-wide performance goals for fiscal year 2026. Each auditor has a performance goal of completing 40 hours of continuing professional education, which includes 12 hours of government-related continuing professional education. Quarterly check-ins are designed to:

- Determine individual training development plans.
- Assist staff in registering and attending training.
- Review progress in updating training records in the Office's CE Tracker software.

It was a pleasure working with such a knowledgeable and skilled review team during this external quality control review.

Sincerely,

Mark S. Swann