



OFFICE OF THE MAYOR

---

Stephanie A. Miner, Mayor

February 28, 2014

Hon. Martin Masterpole  
Syracuse City Auditor  
233 East Washington Street  
Syracuse, New York 13202

Dear Mr. Masterpole:

Thank you for furnishing me with a copy of your recent audit on travel and training expenses. Upon review, there are a number of issues in this audit to which the administration takes exception. Specifically, these issues are related to record keeping and expenses which come out of the Office of the Mayor. Had your submitted a draft copy to the administration prior to making the audit public, as is the city policy and a widely observed standard in government auditing, we would have been more than glad to address any misunderstandings you have had.

Our concerns are as follows:

- Your report states there are missing receipts. That is inaccurate. With the exception of two receipts totally less than \$100, all other receipts are accounted for.
- All employee travel requests are approved by the Mayor. As the Chief Executive Officer of the city, she is exempt from approving her own travel requests.
- The per diem meal allowance is \$30 and, per city policy, receipts do not need to be provided for this amount.

The administration asks that you correct the aforementioned findings, specifically on January 28, 2013 and February 17, 2013, totaling \$75.00. Your attention to this matter is appreciated.

Sincerely,

William M. Ryan  
Chief of Staff