**Office of Internal Audit**

**FY2020 Audit Work Plan**

**Approved Projects**

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| **On-going Tasks** | **Resource Commitment** |
| **Continuous Auditing** – Ongoing reviews of P-Card purchases, payments by check via the Accounts Payable system, and travel advances. | 900 |
| **Quarterly Reviews** – Reviews of grant activities, select department payrolls, and monitoring of account reconciliations Citywide. | 600 |
| **Consulting / Other** – Special Requests, areas of emerging interest, open items, system conversions, and risk monitoring. | 900 |

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| **Proposed Audit Projects** | **Resource Commitment** |
| **Economic Development –** Review controls, procedures, and financial activities associated with these initiatives. | 360 |
| **Fire Prevention –** Review controls and procedures for administration, and for the assessment of fees for services rendered. | 360 |
| **Franchise Fees –** Test recent annexations and new build-ups to ensure capture and fee assessments by franchisees. *(Management Request)* | 360 |
| **IT Customer Service –** General control, process, and procedural review of the service, with an analysis of performance measures. | 300 |
| **Impact Fees –** Review processes in place to ensure compliance with aging, use, and overall administrative requirements of the funds. | 400 |
| **Legal / Prosecutorial Contracts –** Perform a cost-of-service analysis; performed as a Consulting Engagement. *(Management Request)* | 200 |
| **Management Reporting Survey –** Survey management oversight and monitoring processes city-wide. *(Management Request)* | 500 |
| **P-Card Program Administration –** Bi-annual review of compliance with purchasing card regulations and overall program administration. | 200 |
| **Utility Billing / Collections –** Follow up Audit of a FY2019 Best-Practices Consulting Engagement completed at management’s request. | 320 |
| **Resource Requirements for On-going Tasks and Proposed Projects** | **5,400** |
| **Estimated Staff Resources Available Annually** | **5,400** |