**Office of Internal Audit**

**FY2021 Audit Work Plan**

**Approved Projects**

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| **Committed Projects** | **Resource Commitment** |
| **Continuous Auditing** – Ongoing reviews of P-Card purchases, payments 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 Projects** | **Resource Commitment** |
| **Arts & History** – Review assets in the History and Public Art portfolios, and controls and procedures surrounding those items. Perform a valuation of the City’s annual contribution to arts and culture. | 380 |
| **Cash Controls** – Review Petty Cash and Cash Drawer controls at all City locations having custody of cash. | 300 |
| **Contracts for Service** – Perform a cost analysis of the Humane Society Contract. Prepare a comparative analysis of costs to provide the services internally versus externally. | 360 |
| **Fire Logistics** – Review inventory quantities, and processes for managing ordering frequency and stock on hand. Also review operating procedures in Fire Maintenance Shop. | 300 |
| **IT / Access Security** – Review roles assigned to employees, and processes in place for managing and controlling access to the ERP. | 360 |
| **Police Information & Services Bureau** – Test and validate weapons inventory and surrounding procedures. Perform an asset inventory validation to confirm significant operational equipment. | 360 |

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| **Purchasing Compliance** – Bi-annual review of procurement processes. Analyze current Task Order processes. | 240 |
| **Public Works Environmental** – Review pretreatment services and billings; and stormwater roles, responsibilities, and compliance. | 360 |
| **Zoo Boise** – Review cash practices, and operating controls and procedures; inclusive of vendor / concessionaire relationships. | 340 |
| **Resource Requirements for Committed and Proposed Projects** | **5,400 hours** |
| **Estimated Staff Resources Available** | **5,400 hours** |