**Office of Internal Audit**

**FY2022 Audit Work Plan**

**Approved Audit Projects**

|  |  |
| --- | --- |
| **Committed Projects** | **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. | 500 |
| **Consulting / Other** – Special Requests, areas of emerging interest, open items, system conversions, and risk monitoring.  | 800 |

|  |  |
| --- | --- |
| **Proposed Projects** | **Resource Commitment** |
| **Airport Operations / Security** – Review controls and procedures supporting security and associated functions. Perform an expense analysis and verification. | 360 |
| **Construction Management** – Review a sample of construction projects across various venues; assess oversight and administration provided by project managers and department management.  | 380 |
| **COVID Grant Programs** – Survey programs funded by federal COVID relief programs. Assess allowability of program expenditures and compliance with unique program requirements. | 400 |
| **GIS Systems** – Review controls and procedures supporting addressing and related processes; and the communication of information to associated agencies. | 240 |
| **IT / Access Security** – Review roles assigned to employees, and processes in place for managing and controlling access to the ERP. | 360 |
| **PDS Building Division** – Perform an analytical review of permits relative to structures, permit fees and schedules. Assess new system thru-put processes and capabilities. | 400 |

|  |  |
| --- | --- |
| **PW Utility Maintenance** – Review operating controls and procedures. Assess the propriety of recent budget variances in select operating costs. | 300 |
| **P-Card Program Administration** – Bi-annual review of program administration and observance of control system parameters. | 160 |
| **Resource Requirements for Committed and Proposed Projects** | **4,800 hours** |
| **Estimated Staff Resources Available** | **4,800 hours** |