



Revised Fiscal Year 2016/17 and 2017/18 Audit Workplan

Internal Audit Division

Governmental Affairs Committee

October 5, 2016

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FY 2016/17 Internal Audit Workplan

FY 2016/17 Internal Audit Workplan	Allocated Hours
Management of Service Contracts/Agreements – General Services	350
Code Enforcement Workforce Assessment	300
Citywide Outsourcing Study	320
PSA 2015 Audit Follow-Up	60
Admin Manual Policy Updates	100
Citywide Grants Monitoring	80
Procurement Card Monitoring	120
Fraud/Waste/Abuse HOTLINE Admin	40
Internal Audit Review Recommendations Follow-up	100
External Audit Program Management	320
External Audit Action Plan Status Updates	200
Performance Measurement Admin	240
Advisory/Consulting Services	450
Total Internal Audit Allocated Hours	2,680

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FY 2016/17 Internal Audit Workplan

Engagement Objectives FY 2016/17

Management of Service Contracts/Agreements – General Services

Determine the extent to which monitoring of service contracts/agreements is performed in order to ensure service level terms and compliance with City policies.

Code Enforcement Workforce Assessment - Determine if staffing levels are adequate to provide 1) cost-effective service to the community and 2) collaborative support to other City departments, such as Police, Fire, etc. The scope of work would include assessment of Code Enforcement Officers as it relates to management of case load and other performance data contained in the GO ENFORCE system for the fiscal year 2016. We will also include data related to unscheduled time off (i.e., sick leave, etc.) and overtime to ensure a complete analysis of productivity.

Citywide Outsourcing/Privatization Study – Assess various City services (excluding Public Safety and Public Utilities) and, based on best practices and the City's service needs, recommend services that could be good candidates for outsourcing/privatization.

PSA Audit Follow-up – requested by Finance Committee; to be presented October 12, 2016



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FY 2017/18 Internal Audit Workplan

FY 2017/18 Internal Audit Workplan	Allocated Hours
Mobile Devices – Innovation Technology	350
Management of Service Contracts/Agreements Citywide	400
TBD	
TBD	
Admin Manual Policy Updates	100
Citywide Grants Monitoring	80
Procurement Card Monitoring	100
Fraud/Waste/Abuse HOTLINE Admin	40
Internal Audit Review Recommendations Follow-up	240
External Audit Program Management	350
External Audit Action Plan Status Updates	200
Performance Measurement Admin	240
Advisory/Consulting Services	450
Total Internal Audit Allocated Hours	

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FY 2017/18 Internal Audit Workplan

Engagement Objectives FY 2017/18

Mobile Devices – Innovation Technology

Assess the cost, usage and asset management for the growing number of mobile devices distributed to City employees.

Management of Service Contracts/Agreements Citywide

Assess contract administration practices and include a review, on a sample basis, of current service contracts to ensure that they are being properly monitored from both fiscal and performance perspectives.



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Annual Available Internal Audit Hours

Estimated audit hours available were calculated as follows:



One Full-time (FTE) Sr. Auditor: 2,080 Hours

Less hours for:

Vacation & Sick Leave	- 120
Holidays	- 88
Mgmt Admin Leave	- 32
CPE Training (required)	- 40
Administrative Duties*	- 100
Other Assigned Projects**	- 160

TOTAL Annual Audit Hours Available **1,540**

Audit Manager Annual Audit Hours Available **1,140*****

Total Annual Hours Available for Audit Plan **2,680**

* includes office tasks, staff meetings and any time not attributed to a specific assigned engagement

** includes responding to requests, presentation preparations, attendance at City Committee and City Council meetings

*** includes additional administrative duties ~ 400 hours



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Recommendations

That the Governmental Affairs Committee:

Receive, review, provide input on, and recommend to the City Council approval of the Revised Fiscal Year 2016/17 and 2017/18 Audit workplan.



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