

Revised Internal Audit Workplan for FY 2016/17 – FY 2017/18

FY 2016/17 Internal Audit Workplan	Allocated Hours	FY 2017/18 Internal Audit Workplan	Allocated Hours
Management of Service Contracts/Agreements – General Services	350	Mobile Devices – Innovation Technology	350
Code Enforcement Workforce Assessment	300	Management of Service Contracts/Agreements Citywide	400
Citywide Outsourcing Study	320	TBD	
PSA 2015 Audit Follow-Up	60	TBD	
Admin Manual Policy Updates	100	Admin Manual Policy Updates	100
Citywide Grants Monitoring	80	Citywide Grants Monitoring	80
Procurement Card Monitoring	120	Procurement Card Monitoring	100
Fraud/Waste/Abuse HOTLINE Admin	40	Fraud/Waste/Abuse HOTLINE Admin	40
Internal Audit Review Recommendations Follow-up	100	Internal Audit Review Recommendations Follow-up	240
External Audit Program Management	320	External Audit Program Management	350
External Audit Action Plan Status Updates	200	External Audit Action Plan Status Updates	200
Performance Measurement Admin	240	Performance Measurement Admin	240
Advisory/Consulting Services	450	Advisory/Consulting Services	450
Total Internal Audit Allocated Hours	2,680	Total Internal Audit Allocated Hours	

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

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.

TBD

TBD

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**	- <u>160</u>
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