



City of Arts & Innovation

# **INTERNAL AUDIT DIVISION**

## **External Performance and Financial Expenditures Audit**

### **Fiscal Year 2018/19**

## **SCOPE OF WORK**

### **Innovation and Technology Department**

#### **Administration, Network, Operations, Applications, Cybersecurity, Innovation**

#### **Performance Assessment**

1. Organizational structure and potential for consolidation of administrative functions; effectiveness of staffing levels; succession planning; project management; business continuity/disaster recovery controls; and a specific assessment of:
  - a. Network – security internal controls
  - b. Client Services – help desk/customer service support; efficiency
  - c. Innovation – resource allocation/usage
2. Compliance with applicable City, State and/or Federal IT regulations;
3. Management systems – effectiveness and management of City IT resources;
4. Interdepartmental communication and collaboration; and
5. Benchmarks, best practices, and other performance indicators of program and service effectiveness.

#### **Financial Expenditures Audit**

1. Review of overtime expenditures over the three year period of Fiscal Years ending June 30, 2018, 2017, and 2016. Assess compliance with relevant City overtime policies and internal controls.
2. Review specific non-personnel expenditure transactions over the three year period of Fiscal Years ending June 30, 2018, 2017, and 2016. Assess compliance with relevant City procurement policies for:
  - a. Professional Services Contracts
  - b. IT Service Level Agreements