

Fiscal Year 2010 Annual Audit Plan



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City Auditor's Office

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Introduction

The purpose of the Fiscal Year 2010 Annual Audit Plan is to outline audits and other activities the City Auditor's Office plans to conduct during the fiscal year. The Plan is developed to satisfy applicable auditing standards and responsibilities established by Section 2.05 H.1. of City Ordinance 05-078, as amended. The Plan is a working document in that the City Auditor may make changes to the Plan, as deemed necessary in professional judgment. However, the City Council will be notified of any significant additions, deletions, or other changes.

The Audit Plan includes audits related to internal controls and reporting; compliance with laws, policies and regulations; economic and efficient use of resources; and follow-up. Audits included in the Plan were primarily identified through our risk assessment, which helped us to identify audits with significant financial, managerial, and compliance risks or significant risks related to the use of information technology.

Planned audits for Fiscal Year 2010 are listed on the following pages. While general audit objectives are included in the Plan, specific audit objectives will be determined once staff has completed preliminary surveys related to each audit. During the preliminary surveys, staff will establish familiarity with the department and/or function by conducting background interviews and research. At that time, potential issues will be identified and the specific audit objectives and methodology will be developed.

In addition to the planned Fiscal Year 2010 audits, a total of 400 unassigned hours has been set aside to perform special audits, investigations, and/or projects as directed by the City Council. An additional 300 hours has been set aside to perform investigations in response to complaints received from employees, citizens and/or the City's ethics hotline.

Audits

American Recovery and Reinvestment Act (ARRA)

To ensure proper tracking of economic stimulus funds and related expenditures, accurate reporting, and compliance with ARRA and other Office of Management and Budget (OMB) guidelines.

Budgetary Process (Operating and Capital)

To review methodologies used to develop and maintain a balanced budget; assess the effectiveness of revenue and expenditure monitoring practices; and assess the adequacy and transparency of budgetary reporting.

Code Compliance Operations

To evaluate the effectiveness and efficiency of operations that ensure compliance with City ordinances.

Golf Operations

To evaluate the effectiveness and efficiency of golf operations and to ensure that revenue is properly accounted for, recorded and reported.

Municipal Court Operations & Software

To evaluate the effectiveness and efficiency of municipal court operations and review application controls to ensure that the system supports accurate, reliable and timely processing.

Payroll Expenditures

To evaluate the effectiveness of existing controls and to ensure that payroll and other related expenditures (e.g., terminal pay) are properly calculated and reported.

External Audit Assistance

To assist the external auditor with the annual audit for the fiscal year ended September 30, 2009.

Follow-Up Audits

To assess the implementation status of prior internal audit recommendations.