

**City of Tallahassee**  
**Office of the City Auditor**  
**Audit Work Plan**  
**2009**

**City of Tallahassee  
Office of the City Auditor  
2009 Work Plan**

	<u>Hours</u>	<u>Total</u>
<b>A. Audit Projects Carried Forward from 2008 Work Plan</b>		
StarMetro Staffing	75	
Deposit Verification	45	
Parks & Recreation Special Project	30	
OPEB	80	
Take-home Vehicles	90	
Hopkins HP2	40	
Allocated Expenses	100	
Citywide Disbursements 2008	195	
Lease Admin Revenues	250	
NCS Housing	360	
Smart Metering**	158	
800 MHz Replacement Project**	300	
Ethics	200	
Communications Services Tax	200	
StarMetro Inquiry	20	
Info Security of City Computing Network	665	
Water Infrastructure	825	
<b>Total Hours for Audit Projects Carried Forward from 2008 Work Plan</b>		<b>3633</b>
 <b>B. New Audit Projects for 2008-2009</b>		
Peer Review	100	
BluePrint 2000 Right-of-Way	331	
Citywide Disbursements 2009*	722	
City Indices	300	
Citizen Centric Report FY2009	100	
NCS Subrecipients (CHDOs)	400	
Public Works Capital Project*	600	
Non-Pension Investments*	187	
Fleet Reserve Fund	240	
Police Extra Duty	400	
Municipal Supply Center (MSC)*	380	
Risk Management Claims Process	500	
PS Financials*	322	
<b>Total Hours for New Audit Projects for 2008-2009</b>		<b>4582</b>

*\*Project will be started but not completed during this fiscal year.*

*\*\* A report will be issued in 2009, but project will carry over into multiple years.*

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<b>C. Follow-up Projects for 2008-2009</b>	<b><u>Hours</u></b>	<b><u>Total</u></b>
Citywide Disbursements 2007 FFU	30	
800 MHz FFU	45	
P-Card	80	
StarMetro FFU	60	
Automated Deposit Verification and Reporting FFU	40	
Fleet Fuel FFU	30	
Police OT FFU	40	
NCS	80	
Procurement Process FFU	60	
Allocated Costs	40	
Gas Infrastructure (2)	64	
Take-home Vehicles	60	
Citywide Disbursements 2008	30	
<b>Total Hours for Follow-up Projects for 2008-2009</b>		<b>659</b>
<b>D. Audit Management and Administration</b>		
Other City Auditor Duties	486	
Office Management/Support	2400	
Internal Quality Control Review	300	
Staff Development	540	
Approved Employee Leave	1400	
Approved Holidays	560	
<b>Total Audit Management and Administration</b>		<b>5686</b>
<b>Total Hours</b>		<b>14560</b>

## **2009 Annual Audit Work Plan**

### **A. Audit Projects Carried Forward from 2008 Work Plan (In progress)**

#### **1. StarMetro Staffing**

This inquiry, requested by management, will examine staffing budgets and expenditures, workloads and leave taken.

#### **2. Bank Reconciliation Automation Project**

This audit project will provide assurance and assistance during the automation of this process.

#### **3. Inquiry into Sam's Club Card Misuse-PR**

This inquiry, requested by management, addresses use of and controls over Sam's Club accounts maintained by various City departments.

#### **4. OPEB (Other Postemployment Benefits)**

To address issues related to the OPEB audit as directed by the Financial Viability of the Government Target Issue Committee.

#### **5. Take-home Vehicles**

This audit will address various aspects relating to take-home vehicles, including for example, the number of vehicles, distances driven, purposes and reasons for take-home vehicles, tracking and monitoring, and processes and procedures that allow take-home vehicles.

#### **6. Hopkins Plant Repowering Project**

This audit will review the development and construction related to the repowering of Hopkins power plant. Periodic progress reports likely will be issued as the project progresses.

#### **7. Allocated Expenses**

This audit will review the allocation of various administrative activities and functions to benefiting departments.

#### **8. Citywide Disbursements 2008**

This will be the annual audit of citywide disbursements. Representative samples are selected from payroll, retirement benefit payments, and all other disbursements.

#### **9. Lease Administration and Revenues**

This audit will address administration of leases of City owned facilities including collection of related revenues.

#### **10. NCS Contract Management/Monitoring**

This audit will review selected housing contracts for compliance with governing terms and regulations. Management's oversight and monitoring of the selected contracts will also be reviewed.

## **2009 Annual Audit Work Plan**

### **11. Smart Meter Project**

This audit will address the planning and implementation of the City's smart meters. Periodic progress reports likely will be issued as the project progresses.

### **12. 800 MHz Replacement Project**

This audit will address the planning and implementation of the replacement of the 800 MHz radio system. Periodic progress reports likely will be issued as the project progresses.

### **13. State of the City's Ethics**

This will be an informational review of the City's Ethics program.

### **14. Communications Services Tax**

This audit would review communication tax revenues paid by the state to the City and apply additional audit procedures to determine its accuracy.

### **15. StarMetro Inquiry**

This inquiry, requested by management, addresses issues raised about operational management actions of a former employee.

### **16. Information Security of City Computing Environment (carry forward from 2006 audit plan)**

This audit will be a review of general and application controls over the City computing environment with emphasis on policies, procedures, and controls within the Information Systems Security Office.

### **17. Water Infrastructure**

This audit will be designed to address the City's tracking of and planning for selected components of the City's water and/or sewer infrastructure. Tracking, maintenance, and planned replacement will be addressed.

## **New Audit Projects for 2008-2009**

### **1. Peer Review**

Every three years the Office of the City Auditor undergoes a peer review to ensure that the office follows Government Auditing Standards and the Standards for Professional Internal Auditing. The audit is conducted by the Association of Local Government Auditors during winter 2009.

### **2. BluePrint 2000 Right-of-Way**

This audit will be a review of the policies and processes related to the acquisition of right-of-way property for BluePrint 2000 projects.

### **3. Citywide Disbursements 2009**

This audit would be similar to the past disbursement audits and include a review of City disbursements, including general disbursements and payroll for both current employees and retirees.

## **2009 Annual Audit Work Plan**

### **4. Special Projects as Assigned**

Time reserved for special requests for investigative assistance to City management as determined by the City Auditor.

### **5. NCS Subrecipients (CHDOs)**

This audit would focus on reviewing and analyzing the City's process for management and oversight of the funds distributed to local community housing development organizations (CHDO) through the Department of Neighborhood and Community Services.

### **6. Major Contracts (Capital Projects) in DTS**

A large capital project would be selected based on several factors (e.g., size, public visibility and sensitivity, length of time since audit work was conducted in the applicable department). The selected capital project would be audited for compliance with and adequacy of applicable contractual terms and provisions. Alternatively, a review could be made of open capital projects to identify projects that have remained open after the actual work on the project has been completed (i.e., Blairstone Extension, Park Avenue Widening). The reasons and validity for not closing those projects and returning unused funds would be determined.

### **7. Non-Pension Investments - Cash Management/Short Term Investments**

This audit would review the City's compliance with current policies relating to the management of the City's operating cash as well as review those policies with an intent of maximizing investment income while not exposing the City to unwarranted risk of loss.

### **8. Fleet Reserve Fund**

This audit would address the policies related to the funding methodology of the Fleet Reserve Fund.

### **9. Police Extra Duty**

This audit would identify costs borne by the City associated with TPD officers using City equipment for extra duty services.

### **10. PS Financials – Application/General Controls**

This audit would focus on the security, functionality, efficiency, and other aspects of the PeopleSoft Financials System, the major system supplying information for the City's financial reports.

### **11. Municipal Supply Center (MSC)**

This audit would review the costs and benefits of the City's use of a centralized warehousing function and the impact of dissolving the current Municipal Supply Center.

### **12. Risk Management -Claims Process**

The focus of this audit would be the Risk Management Division of the Treasurer-Clerk's Office and the process for paying out claims. The audit would also look at the types and frequency of claims and identify what is done to reduce the number and size of claims paid out by the Risk Management Division.

## **2009 Annual Audit Work Plan**

### **Follow-up Projects for 2008-2009**

**1. Citywide Disbursements 2007**

This audit will follow up on our review of disbursements for the period July 1, 2006, through June 30, 2007. This follow up will address those corrective actions that were due for completion subsequent to the initial report.

**2. 800 MHz**

This audit will follow up on the actions to address the errors, control issues, and risks identified in the audit of the City 800 MHz System.

**3. Purchasing Card – Selected Departments**

This audit will follow up on our review of purchasing card transactions for selected departments.

**4. StarMetro**

This audit will follow up on our review of staffing budgets and expenditures, workloads and leave taken.

**5. Automated Deposit Verification and Reporting**

This audit will follow up on our assurance and assistance during the automation of the deposit verification and reporting process.

**6. Fleet Fuel**

This audit will follow up on the control issues identified in the initial audit report relating to the need to further enhance the accounting for and safeguarding of fuel.

**7. Police Overtime**

The audit will follow up on issues identified in report #0726 related to the recording of overtime in the payroll system and recommendations for management's consideration to reduce net overtime costs and improve the accounting for overtime costs.

**8. NCS Contract Monitoring**

This audit will follow up on the actions to address the errors, control issues, and risks identified in the audit of the City's Neighborhood and Community Services contracts.

**9. Procurement Process**

This audit will follow up on the review of the City's Procurement Division process.

**10. Allocated Costs**

This audit will follow up on the allocation issues and related recommendations identified in the initial audit of the allocation of City internal service funds' costs.

**11. Gas Infrastructure**

This audit will follow up on enhancements and improvements that are needed in relation to the City's gas infrastructure.

## **2009 Annual Audit Work Plan**

### **12. Citywide Disbursements 2008**

This audit will follow up on our review of disbursements for the period July 1, 2007, through June 30, 2008. This follow up will address those corrective actions that were due for completion subsequent to the initial report.

## **D. Audit Management and Administration**

### **1. Other City Auditor Duties**

This category describes the time that the City Auditor spends in attending meetings involving the responsibilities and activities of the Appointed Officials including attending Citizen Advisory Committee meetings, City Commission meetings, and joint meetings of the City and County. Through these meetings, the City Auditor obtains a greater understanding of City operations and the needs of the Commission.

### **2. Office Management/Support**

This category includes the time of the administrative specialist in carrying out the administrative responsibilities of the office, as well as administrative duties of all audit staff. The administrative specialist is directly involved in the quality control processes relating to issuance of audit reports and directly assists in all phases of report production and distribution.

### **4. Quality Control Reviews (Internal and External)**

This category includes the office staff time spent conducting quality control reviews of audit reports and work papers within our office and if we participate in other local government audit organizations (through the National Association of Local Government Auditors).

### **5. Staff Development**

Professional staff of the City Auditor's Office is required to obtain continuing professional education each year. In our audits, we follow Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States and the Standards for the Professional Practice of Internal Auditing issued by The Institute of Internal Auditors. In addition, staff must receive training in City systems in order for us to provide effective assurance and consulting services.

### **6. Approved Employee Leave**

This category describes leave earned and taken each year as personal leave and leave taken for medical purposes.

### **7. Approved Holidays**

This category of leave is for approved holidays for all staff.