Office of Internal Audit
FY2019 Audit Work Plan
Approved Projects

Committed Projects	Resource Commitment
Continuous Auditing – Ongoing reviews of P-Card purchases, payments by check via the Accounts Payable system, and travel advances.	**900**
Quarterly Reviews – Reviews of grant activities, select department payrolls, and monitoring of account reconciliations Citywide.	**600**
Consulting / Other – Special Requests, areas of emerging interest, open items, system conversions, and risk monitoring.	**900**

Approved Projects	Resource Commitment
Airport Parking / Concessions – Review controls and procedures surrounding collections, booking, and payments to a select group of concession arrangements.	**360**
City Clerk / Government Services – Review controls and procedures surrounding provisions of service, and receipt and booking of funds. Review citizen access to services.	**360**
Government Buildings – Review level of services provided, and deployment of resources to service-level agreements / obligations in effect. Analyze LEED Building operating costs.	**320**
Mayor's Office Functions – General control, process, citizen access, and performance review of Mayor's supporting groups (Public Relations, Economic Development, and Community Engagement).	**320**
Planning and Zoning – General control, process, and procedural review of the planning and zoning function. Review citizen access to services.	**300**
Police Training – Review administrative and record-keeping processes supporting the Police Training function.	**360**

Purchasing Compliance – Bi-annual review of compliance with purchasing code and regulations.	**300**
Real Estate Leases – Review analysis and decision-making processes prior to lease formalization. Analyze and trend on-going costs associated with the agreements.	**320**
Utility Billing / Collections – Review account portfolio; collections process and procedure; and account disposition. Review citizen access to services.	**360**
Resource Requirements for Committed and Proposed Projects	**5,400**
Estimated Staff Resources Currently Available	**5,400**