

INTERNAL AUDIT

Mission Statement:

The Internal Audit Department is committed to the systematic, objective appraisal of the diverse operations and controls within the City to determine that:

- financial and operating information is accurate and reliable,
- risks to the City are identified and minimized,
- regulations, laws, and policies and procedures are followed,
- satisfactory standards are met,
- resources are used efficiently and economically to achieve the City's objectives –

all for the purpose of assisting members of the organization in the effective discharge of their responsibilities.

Goals and Objectives:

- To utilize a structured risk assessment methodology to enable the Internal Audit function to quantify the level of risk related to City departments and processes. Internal Audit can then develop an appropriate audit schedule that will ensure adequate review of all City operations based on the risk scores calculated for each department factoring in previous audit coverage.
- To present accurate, comprehensive reports to management, the Audit Committee, and others covering the scope and objectives of assigned audits included in the audit plan within the time frame approved by the Audit Committee. This process holds the department accountable for effective use of its time and also ensures the results of our effort are provided to management.
- To provide sufficient follow-up on audit reports to determine the degree of compliance with audit recommendations. The department will strive to perform follow-up audits within 18 – 24 months of the original audit report date. This process will enable us to determine whether recommendations are implemented.
- To provide consultation services to management and staff in an effort to ensure adequate implementation of change or new processes in order to reduce the time required by audit staff for subsequent review and troubleshooting after the process has been implemented.
- To establish and maintain constructive working relations with management through use of interim briefings during the audit engagement, draft report review and a constructive orientation for reporting. This goal will ensure management is well informed throughout the audit process and that we maintain a “no surprises” approach to each project. This goal is intended to build a level of trust between Internal Audit and management in an effort to become a pro-active resource.
- To provide a comprehensive continuing professional education program for audit personnel to maintain the knowledge and skills necessary to satisfactorily perform assigned audits and stay abreast of new audit tools and techniques.
- To have an independent review of the department performance (peer review) at a minimum once every three years. This review should address the quality of work performed, the department's compliance with its objectives and audit standards and the affect the department has had upon the City.

INTERNAL AUDIT
 Dept # 0012
 2009 BUDGET COMPARISON

	2007 ACTUAL	2008 ACTUAL THRU 30-Jun-2008	2008 REVISED BUDGET	2009 SUBMITTED	\$ INCREASE (DECREASE) FROM 2008 APPR	% CHANGE FROM 2008 APPR TO 2009
5111 TOTAL WAGES	137,867		160,817	163,229	2,412	1.50%
5131 PERF - EMPLOYERS SHARE	8,617		11,257	11,834	577	
5132 FICA	10,031		12,302	12,487	185	
5134 LIFE MEDICAL & HEALTH INSURAN	25,500		27,000	27,000	-	
5136 UNEMPLOYMENT COMPENSATION	156		161	163	2	
5137 WORKERS COMP INSURANCE	276		264	268	4	
513A PERF - EMPLOYEES/PD BY CITY	4,136		4,825	4,897	72	
Total 5100	\$186,583	\$108,061	\$216,626	\$219,878	\$3,252	1.50%
5212 STATIONERY & PRINTED FORMS	36		-	-	-	
5219 OTHER OFFICE SUPPLIES	209		340	400	60	
Total 5200	\$245	\$183	\$340	\$400	\$60	17.65%
5314 CONSULTANT SERVICES	(38)		-	2,500	2,500	
531K SEMINAR FEES	2,000		2,325	1,845	(480)	
5322 POSTAGE	27		80	80	-	
5323 TELEPHONE & TELEGRAPH	674		672	672	-	
5324 TRAVEL EXPENSES	599		2,700	1,350	(1,350)	
5326 MILEAGE	164		-	170	170	
532L LONG DISTANCE CHARGES	6		40	40	-	
5342 LIABILITY INSURANCE	129		182	225	43	
5391 SUBSCRIPTIONS AND DUES	395		815	395	(420)	
5399 OTHER SERVICES AND CHARGES	-		500	500	-	
Total 5300	\$3,956	\$2,116	\$7,314	\$7,777	\$463	6.33%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$190,784	\$110,360	\$224,280	\$228,055	\$3,775	1.68%

Internal Audit 2009 - 2013 Capital Improvement Program

Internal Audit 2009 - 2013 Capital Improvement Program							
<u>FUNDING SOURCE CODE:</u>		GRP-Grant Pending	PT-Property Tax				
CC-Cumulative Capital Fund		LE-Lease	RB-Revenue Bond				
CDBG-Community Development Block Grant		InfraBd-Infrastructure Bond	ST-State Source				
CEDIT-Co. Economic Development Income Tax		LRS-Local Roads & Streets	SU-Sewer Utility				
CO-County Source		MISC-Miscellaneous	SWU-Stormwater Utility				
FED-Federal Source		MVH-Motor Vehicle Highway	TIF-Tax Increment Financing				
GOB-General Obligation Bond		PCBF-Park Cumulative Bldg. Fund	UF-User Fee				
GRA-Grant Approved		PS-Private Source	WU-Water Utility				
Item #	Project Title & Description	Funding Source	Expenditure				
			2009	2010	2011	2012	2013
1	Laptop Computer	CC	1,700	-	1,700	1,700	1,700
TOTAL			1,700	-	1,700	1,700	1,700

1 Replacement of computers per City guidelines.

STAFFING LEVELS
BUDGETED
INTERNAL AUDIT

CLASSIFICATION TITLE	EXEMPT GRID/ UNION												
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Director of Internal Audit	H	1	1	1	1	1	1	1	1	1	1	1	1
Staff Auditor	E	2	2	2	2	2	2	2	2	2	2	2	2
TOTAL		3	3	3	3	3	3	3	3	3	3	3	3