

**City of Tampa
Internal Audit Department
Audit Program Guide
Law Enforcement Trust Fund
99-03**

Budget Hours	Procedures	Audit	Done By	W/P Ref.
<i>Background</i>				
	The Tampa Police Department's Legal Unit is responsible for the administrative duties when property has been forfeited due to violations of the law. The Fiscal Bureau performs all of the accounting duties related to forfeited property. Since the prior audit, the City has enacted Code Section 14-27 that pertains to the impoundment of vehicles when involved in prostitution or drug related crimes.			
<i>Statistics</i>				
	Revenue generated during the prior two calendar years through forfeitures were as follows:			
	Source of Funding:	1998	1997	
	Forfeited Currency	\$163,215.69	\$211,451.35	
	Forfeited Vehicles Sold	\$112,341.05	\$121,739.71	
	Federal Equitable Sharing	\$483,179.37	\$199,103.14	
	Settlements of Vehicles	\$149,245.27	\$133,193.45	
	Settlements of Currency	\$341,920.41	\$353,640.24	
<i>Planning the Audit</i>				
	<ol style="list-style-type: none"> 1. Print Quality Control Package and process Auditor Assignment and Independence Statement page. 2. Prepare and send an entrance letter to applicable personnel in the area under review. 3. Prepare a planning program and include a time budget for the preliminary survey work. 4. Conduct an in-house review of the following: <ol style="list-style-type: none"> a) Financial Data b) Internal Policy & Procedures Manuals c) Applicable Rules, Laws and Regulations, and d) Prior internal audit reports and management comments 5. Schedule and hold an entrance conference with the Auditee. Obtain the name of the departmental contact person and secure a place from which to conduct the fieldwork portion of the audit. 6. Begin Preliminary Survey by interviewing the appropriate personnel in the Auditee Department. Document the interviews with narratives in the work file. 7. Review and document Internal Control System. (Include control points, such as the location within the system of approvals, authorizations, segregation of duties, supervision, reconciliations, computer-generated error and edit listings, exception reports, etc.) 8. After gaining an understanding of various functions, conduct several transaction walk-throughs. Revise documentation as necessary. 			

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	9. Prepare a survey memo listing the strengths and weaknesses of the system. Discuss the areas of greatest risk and exposure to the City. Also, include suggested audit objectives and test procedures. Discuss with Audit Supervisor and the Deputy Director. 10. Prepare the audit program and include a time budget and estimated completion date. Index the preliminary survey file and turn in for review. The Planning Checklist page of the Quality Control Package should be completed by the Audit Supervisor. 11. Clear review notes and revise the audit program, if necessary.			
Audit Scope				
	Based on the work performed during the preliminary survey and the assessment of risk, the audit period will cover the operations of the Law Enforcement Trust Fund from October 1, 1997 to August 31, 1999 (FY98 – YTD FY99).			
Audit Objectives				
	1. Determine that all vehicles impounded under City Code Section 14-27 complied with the requirements. 2. Determine that all property forfeited under crimes other than 14-27 were in compliance with established procedures and regulations. 3. Determine that uses of funds from the Law Enforcement Trust Fund were allowed.			
Objective 1: Determine that all vehicles impounded under City Code Section 14-27 complied with the requirements.				
	1. Obtain a listing of vehicles impounded under section 14-27 for prior 30 days based on impound lot documents. 2. Inventory impound lot to locate vehicles. 3. Determine disposition for any reports where the applicable vehicle is not located. 4. Review documentation to ensure proper notice was given to owner, either at time of possession or via certified mail. 5. Document the date of impoundment and date of notice to ensure compliance with time restrictions. 6. Identify any cases where a request for a hearing was made. Review notices or other documentation to ensure timeliness of hearing. 7. Determine disposition of hearing (both preliminary and final, if applicable). If disposition required reimbursement, trace supporting documentation to issuance of reimbursement. 8. Discuss any audit findings with the Audit Supervisor, Deputy Director and Audit Director. After receiving their approval discuss audit findings with Auditee management. 9. Summarize and conclude.			
Objective 2: Determine that all property forfeited under crimes <u>other than 14-27</u> were in compliance with established procedures and regulations.				
	10. Obtain a listing of vehicles impounded under the Florida Statute relating to felony offenses during audit time period. 11. Select a sample of 25 items and locate based on reports that identified violation of the state statutes. 12. Determine disposition of any property not located.			

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	<p>13. Review documentation to ensure notices were provided in accordance with the regulations.</p> <p>14. Review documentation for all vehicles that were forfeited and awarded to the City during the audit period to ensure that any used by the Police Department received proper approval from the Chief and City Council.</p> <p>15. Trace all property retained by the City to asset records.</p> <p>16. Review any vehicles that have not had final award to the City for condition and maintenance by the department.</p> <p>17. Discuss any audit findings with the Audit Supervisor, Deputy Director and Audit Director. After receiving their approval discuss audit findings with Auditee management.</p> <p>18. Summarize and conclude.</p>			
Objective 3: Determine that uses of funds from the Law Enforcement Trust Fund were allowed.				
	<p>19. Identify disbursements made during the audit period. Schedule all expenses and determine purpose.</p> <p>20. Review fund rules for validity of reimbursements.</p> <p>21. Discuss any discrepancies with management.</p> <p>22. Discuss any audit findings with the Audit Supervisor, Deputy Director and Audit Director. After receiving their approval discuss audit findings with Auditee management.</p> <p>23. Summarize and conclude.</p>			
Audit Wrap Up				
	<p>24. Complete and index working papers.</p> <p>25. Prepare a preliminary draft of the audit report.</p> <p>26. Clear review notes.</p> <p>27. Forward draft to auditee and request responses within 10 working days.</p> <p>28. Incorporate auditee responses into the final audit report.</p> <p>29. If requested, schedule and hold exit conference.</p> <p>30. Quality Control Checklist of the Quality Control Package to be completed by the Deputy Director.</p> <p>31. Present the audit report to the Mayor.</p>			