

INTERNAL AUDIT

RESOURCES	ACTUAL FY04	ACTUAL FY05	BUDGET FY06	PROJECTED FY06	RECOMMENDED FY07
Personnel Expenses	\$ 768,573	\$ 622,295	\$ 705,480	\$ 705,480	\$ 770,857
Operating Expenses	<u>98,095</u>	<u>66,534</u>	<u>78,179</u>	<u>78,179</u>	<u>42,430</u>
Operating Budget	\$ 866,668	\$ 688,829	\$ 783,659	\$ 783,659	\$ 813,287
Capital Outlay	<u>2,996</u>	<u>2,993</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Budget Allocation	\$ 869,664	\$ 691,822	\$ 786,659	\$ 786,659	\$ 816,287
Authorized Positions	9	9	8	8	8

Vision and Mission: The internal audit department’s vision is to be highly respected by its peers for high quality, well researched assessments of city operations. Such assessments will enable the city to conserve resources and generate revenues while demonstrating integrity and outstanding service delivery. The department’s mission is to provide an independent assessment function within the city to assist members of the management team in the effective discharge of their duties. Management is provided appraisals, recommendations and pertinent, relevant information concerning the activities and/or areas reviewed. The department reports directly to the mayor to achieve independence from city operations. The department is responsible for performing audits outlined in the annual agenda. Emphasis is on recurring audits of high risk, high dollar areas and special requests from the mayor or other city departments.

Goals and Objectives: The department is committed to the highest professional standards for conducting audits in government as promulgated by the Comptroller General of the United States and published in Government Auditing Standards (GAS). The department will continue to provide assurances that city government operates effectively and efficiently, providing outstanding customer service and implementing “best practices” in carrying out its operations and activities. In executing its mission, the department will focus on the following goals and objectives:

- Perform all audits in compliance with GAS.
- Develop the annual audit agenda and individual audit objectives using risk-based analysis.
- Perform audits within the assigned time budgets.
- Perform a post audit review 6 months after the completion of each audit.
- Provide auditors sufficient training to satisfy GAS continuing education requirements.
- Charge an average of 1,500 hours per auditor to the performance of audits.
- Surpass government auditing benchmarks of Available Audit Time (74%) and Direct Audit Time (63%).
- Maintain the 3-year average of recommendations implemented of 85% (government auditing benchmark - 82%).

Current Operations and Initiatives: The department has been successful in implementing its audit agenda and responding to special requests from the mayor and city departments. Using a risk-based approach, audit objectives were developed to identify ways to improve effectiveness, efficiency and customer service. With the addition of an information technology auditor, the department is able to provide additional assurances relative to its vision and mission.

Performance Measures	FY05 Actual	FY06 Projected	FY07 Estimated
Audits Completed	24	25	25
Special Audit Requests	8	5	5
Post Audit Reviews	21	20	20
Average Chargeable Time	1,503	1,500	1,500
Available Time	78%	74%	74%
Direct Time	67%	63%	63%