

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
 2010 BUDGET COMPARISON

	2008 ACTUAL	2009 ACTUAL THRU 30-Jun-2009	2009 REVISED BUDGET	2010 SUBMITTED	\$ INCREASE (DECREASE) FROM 2009 APPR	% CHANGE FROM 2009 APPR TO 2010
5111 TOTAL WAGES	160,817		160,817	163,229	2,412	1.50%
5131 PERF - EMPLOYERS SHARE	11,257		11,659	12,650	991	
5132 FICA	11,815		12,302	12,487	185	
5134 LIFE MEDICAL & HEALTH INSURAN	27,000		27,000	29,700	2,700	
5136 UNEMPLOYMENT COMPENSATION	161		161	163	2	
5137 WORKERS COMP INSURANCE	264		268	252	(16)	
513A PERF - EMPLOYEES/PD BY CITY	4,824		4,825	4,897	72	
Total 5100	\$216,138	\$107,822	\$217,032	\$223,378	\$6,346	2.92%
5219 OTHER OFFICE SUPPLIES	398		400	398	(2)	
Total 5200	\$398	\$71	\$400	\$398	(\$2)	- 0.50%
5314 CONSULTANT SERVICES	-		2,500	-	(2,500)	
531K SEMINAR FEES	1,465		1,845	1,465	(380)	
5322 POSTAGE	44		80	40	(40)	
5323 TELEPHONE & TELEGRAPH	676		672	672	-	
5324 TRAVEL EXPENSES	659		1,350	659	(691)	
5326 MILEAGE	-		170	-	(170)	
532L LONG DISTANCE CHARGES	3		40	10	(30)	
5342 LIABILITY INSURANCE	182		225	802	577	
5391 SUBSCRIPTIONS AND DUES	411		395	425	30	
5399 OTHER SERVICES AND CHARGES	-		500	-	(500)	
Total 5300	\$3,439	\$1,710	\$7,777	\$4,073	(\$3,704)	- 47.63%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$219,974	\$109,603	\$225,209	\$227,849	\$2,640	1.17%

Internal Audit 2010 - 2014 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				
			2010	2011	2012	2013	2014
1	Office Equipment	PT	-	-	-	-	-
TOTAL			-	-	-	-	-