

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
 2013 BUDGET COMPARISON

	2011 ACTUAL	2012 ACTUAL THRU 30-Jun-2012	2012 REVISED BUDGET	2013 SUBMITTED	\$ INCREASE (DECREASE) FROM 2012 REVISED	% CHANGE FROM 2012 REV TO 2013
5111 TOTAL WAGES	190,958		183,678	187,352	3,674	2.00%
5131 PERF - EMPLOYERS SHARE	16,262		18,368	18,735	367	
5132 FICA	14,110		14,051	14,332	281	
5134 LIFE MEDICAL & HEALTH INSURAN	30,600		35,400	35,400	-	
5136 UNEMPLOYMENT COMPENSATION	164		184	187	3	
5137 WORKERS COMP INSURANCE	191		231	199	(32)	
513A PERF - EMPLOYEES/PD BY CITY	5,739		5,510	5,621	111	
5161 WAGE SETTLEMENT/SEVERANCE PAY	353		-	-	-	
Total 5100	\$258,376	\$128,418	\$257,422	\$261,826	\$4,404	1.71%
5219 OTHER OFFICE SUPPLIES	266		395	300	(95)	
Total 5200	\$266	\$58	\$395	\$300	(\$95)	- 24.05%
5314 CONSULTANT SERVICES	-		-	3,500	3,500	
531K SEMINAR FEES	1,219		3,715	3,500	(215)	
5322 POSTAGE	7		28	15	(13)	
5323 TELEPHONE & TELEGRAPH	269		-	-	-	
5324 TRAVEL EXPENSES	-		2,345	1,900	(445)	
5326 MILEAGE	-		310	200	(110)	
532L LONG DISTANCE CHARGES	2		-	-	-	
5342 LIABILITY INSURANCE	641		896	680	(216)	
5391 SUBSCRIPTIONS AND DUES	590		730	1,050	320	
Total 5300	\$2,727	\$3,859	\$8,024	\$10,845	\$2,821	35.16%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$261,369	\$132,334	\$265,841	\$272,971	\$7,130	2.68%