

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
 2014 BUDGET COMPARISON

	2012 ACTUAL	2013 ACTUAL THRU 30-Jun-2013	2013 REVISED BUDGET	2014 SUBMITTED	\$ INCREASE (DECREASE) FROM 2013 REVISED	% CHANGE FROM 2013 REV TO 2014
5111 TOTAL WAGES	184,849		187,352	190,294	2,942	1.57%
5131 PERF - EMPLOYERS SHARE	18,485		18,735	21,313	2,578	
5132 FICA	13,558		14,332	14,557	225	
5134 LIFE MEDICAL & HEALTH INSURAN	35,400		35,400	35,400	-	
5136 UNEMPLOYMENT COMPENSATION	184		187	190	3	
5137 WORKERS COMP INSURANCE	231		199	143	(56)	
513A PERF - EMPLOYEES/PD BY CITY	5,546		5,621	5,709	88	
Total 5100	\$258,252	\$120,347	\$261,826	\$267,606	\$5,780	2.21%
5219 OTHER OFFICE SUPPLIES	296		300	300	-	
Total 5200	\$296	\$-	\$300	\$300	\$-	0.00%
5314 CONSULTANT SERVICES	-		3,500	-	(3,500)	
531K SEMINAR FEES	260		3,500	3,700	200	
5322 POSTAGE	-		15	10	(5)	
5324 TRAVEL EXPENSES	4,308		1,900	3,000	1,100	
5326 MILEAGE	183		200	600	400	
5342 LIABILITY INSURANCE	896		680	516	(164)	
5391 SUBSCRIPTIONS AND DUES	960		1,050	1,130	80	
Total 5300	\$6,607	\$1,508	\$10,845	\$8,956	(\$1,889)	- 17.42%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$265,155	\$121,855	\$272,971	\$276,862	\$3,891	1.43%