

FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

Audit and Management Services

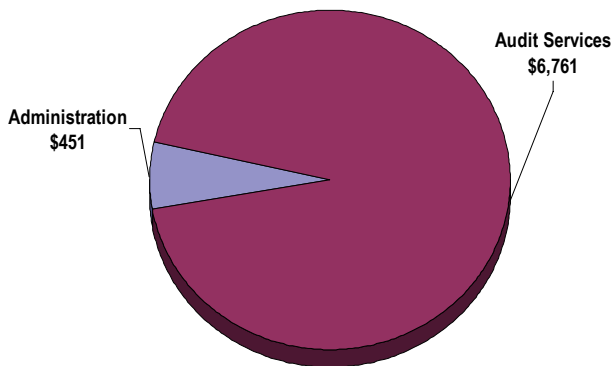
Audit and Management Services (AMS) performs audits to validate compliance with applicable rules and regulations and identifies opportunities to improve performance and foster accountability while promoting a more efficient and effective County government.

As part of the Enabling Strategies strategic area, AMS examines the operation of County government and external companies, contractors, and grantees to ensure that public funding is being spent appropriately and efficiently. AMS regularly performs audits of high-risk functions and activities, as well as responds to special audit requests from the Mayor, Board of County Commissioners, and County Manager. Audits are conducted in accordance with professional internal auditing standards, which require assessing risks, planning, and performing work to achieve desired objectives, and communicating results that are accurate, constructive, timely, and adequately supported.

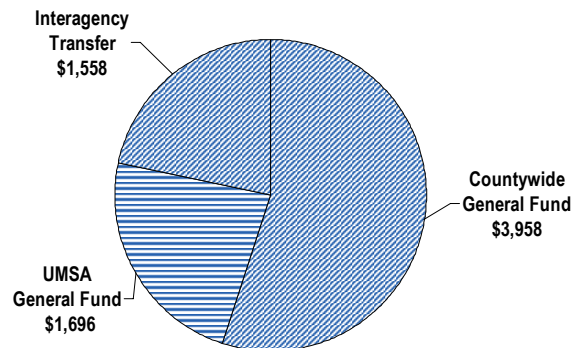
AMS serves the public's interest by providing accurate information, unbiased analyses, and objective recommendations regarding public resources. In addition to audit services, AMS provides management advisory, consulting, and other services to County departments.

FY 2008-09 Proposed Budget

Expenditures by Activity
(dollars in thousands)



Revenues by Source
(dollars in thousands)



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TABLE OF ORGANIZATION

<u>AUDIT SERVICES</u>	
<ul style="list-style-type: none">Audit and Management Services (AMS) performs audits to identify opportunities to improve performance and foster accountability, while promoting a more efficient, effective, and ethical County government	
<u>FY 07-08</u> 54	<u>FY 08-09</u> 54

<u>ADMINISTRATIVE SUPPORT SERVICES</u>	
<ul style="list-style-type: none">Provides departmental support primarily in the areas of budget preparation and fiscal management, procurement, personnel administration, audit report processing, inventory/file management, and information technology assistance	
<u>FY 07-08</u> 7	<u>FY 08-09</u> 7

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FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 06-07	Budget FY 07-08	Proposed FY 08-09
Revenue Summary			
General Fund Countywide	2,598	3,687	3,958
General Fund UMSA	1,223	1,656	1,696
Fees for Services	1,458	1,558	1,558
Total Revenues	5,279	6,901	7,212
Operating Expenditures Summary			
Salary	3,780	4,872	5,131
Fringe Benefits	1,015	1,341	1,367
Other Operating	455	641	667
Capital	29	47	47
Total Operating Expenditures	5,279	6,901	7,212

(dollars in thousands) Expenditure By Program	Total Funding		Total Positions	
	Budget FY 07-08	Proposed FY 08-09	Budget FY 07-08	Proposed FY 08-09
Strategic Area: Enabling Strategies				
Administration	510	451	7	7
Audit Services	6,391	6,761	54	54
Total Operating Expenditures	6,901	7,212	61	61

CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FUTURE	TOTAL
Revenue									
Capital Outlay Reserve	138	0	0	0	0	0	0	0	138
Total:	138	0	0	0	0	0	0	0	138
Expenditures									
Strategic Area: Enabling Strategies									
Telecommunications Equipment	15	123	0	0	0	0	0	0	138
Total:	15	123	0	0	0	0	0	0	138

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Projection	Proposed
	FY 05-06	FY 06-07	FY 07-08	FY 07-08	FY 08-09
Rent	224	264	300	300	335
Employee Overtime	0	0	2	2	2
Travel	5	7	13	13	13
In-Service Training	67	31	72	72	72

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DIVISION: AUDIT SERVICES

Audit and Management Services (AMS) performs audits to identify opportunities to improve performance and foster accountability, while promoting a more efficient, effective, and ethical County government.

- Issues audit reports aimed at improving efficiency and effectiveness of County operations
- Develops a departmental procedures manual to guide staff efforts and improve productivity
- Assists in developing more effective approaches and tools for County departments responsible for monitoring grantees to assure consistency, efficiency, and effectiveness
- Develops in-house training curriculum commensurate with planned audits to ensure continued staff proficiency
- Continues follow-up efforts with departments to maximize collection of outstanding audit assessments
- Continues to use automated analytical tools to conduct operational analyses that yield cost savings, cost-avoidance, as well as identifies significant and/or unusual variances that, if timely detected, can avert or identify fraud, waste, or abuse
- Conducts follow-up audits to assure appropriate actions have been taken to address significant audit findings
- Provides administrative support services primarily in the areas of budget preparation and fiscal management, procurement, personnel administration, and information technology assistance

Strategic Plan Outcome - Measures

- ES8-1: Sound asset management and financial investment strategies

	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
Conduct audits aimed at operational efficiency and effectiveness	Percentage of audit reports drafted and issued within 90 days of fieldwork completion	40%	72%	50%	50%	60%
	Amount collected from assessments (in thousands)	\$1,500	\$3,600	\$1,500	\$1,500	\$1,500
	Amount assessed from audits (in thousands)	\$4,000	\$7,500	\$4,000	\$4,000	\$4,000
	Audit reports issued	42	40	45	45	50
	Completion of planned follow-up audits*	65%	13%	65%	65%	65%

*In FY 2006-07, department had to focus on other high priority audits

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Budget Enhancements or Reductions and Additional Comments

- The FY 2008-09 Proposed Resource Allocation Plan includes \$1.558 million for direct services from the following County departments: Aviation (\$440,000), Housing Agency (\$110,000), Office of Citizens' Independent Transportation Trust (\$100,000), Seaport (\$110,000), Solid Waste Management (\$110,000), Transit (\$248,000), and Water and Sewer (\$440,000)
- The FY 2008-09 Proposed Resource Allocation Plan includes an attrition rate of 3 percent
- In FY 2008-09, the Department will sponsor a workshop for County departments designed to improve the effectiveness of programmatic monitoring countywide

Department Operational Unmet Needs

Description	Startup Costs/ Non Recurring Costs	Recurring Costs	Positions
Hire six auditor positions and one secretary to conduct ten additional audit reports annually and provide administrative support	\$105	\$583	7
Total	\$105	\$583	7