

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

Audit and Management Services

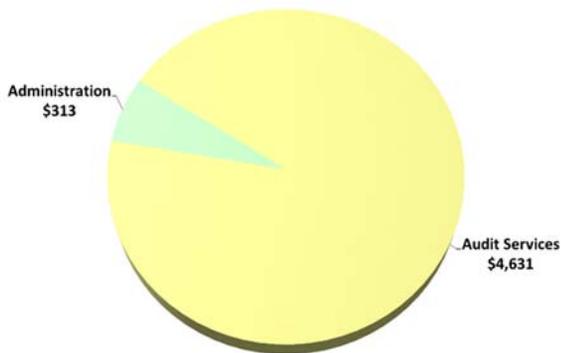
Audit and Management Services (AMS) performs audits to validate compliance with applicable rules and regulations and identifies opportunities to improve performance and foster accountability.

As part of the General Government strategic area, AMS examines the operations of County government, other governmental jurisdictions, and external companies, contractors, and grantees to ensure that public funds are being spent appropriately and efficiently. AMS regularly performs audits of high-risk functions and activities and responds to special audit requests from the Office of the Mayor, Board of County Commissioners, Deputy Mayors and Department Directors. 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.

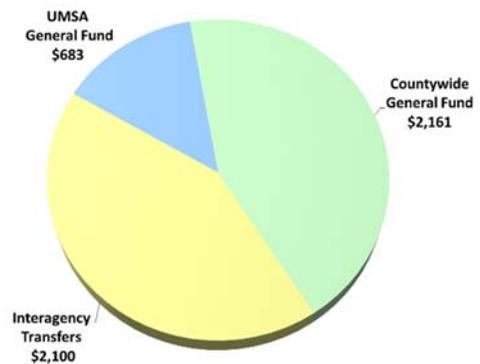
Department stakeholders include County departments and their business partners, as well as the general public.

FY 2019-20 Adopted Operating Budget

Expenditures by Activity
(dollars in thousands)



Revenues by Source
(dollars in thousands)



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TABLE OF ORGANIZATION

<u>AUDIT SERVICES</u> Performs audits to improve performance and foster accountability, while promoting a more efficient, effective, and ethical County government	
<u>FY 18-19</u> 34	<u>FY 19-20</u> 34

<u>ADMINISTRATIVE SUPPORT SERVICES</u> 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 18-19</u> 3	<u>FY 19-20</u> 4

The FY 2019-20 total number of full-time equivalent positions is 38.

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

DIVISION: AUDIT SERVICES

The Audit Services Division performs audits 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
- Assists in developing more effective approaches and tools for County departments responsible for monitoring grantees, to ensure consistency, efficiency, and effectiveness
- Develops in-house training curriculum commensurate with planned audits to ensure continued staff proficiency
- Consults with departments to ensure maximum collection of outstanding audit assessment fees
- Uses automated analytical tools to conduct operational analyses that yield cost savings and/or cost-avoidance, and identifies significant and/or unusual variances that, if timely detected, can avert or identify fraud, waste, or abuse
- Conducts follow-up audits to ensure appropriate actions have been taken to address significant audit findings

Key Department Measures, Strategic Objectives, and Resiliency Drivers

Measures	SO	RD	Type	Good	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 19-20
					Actual	Actual	Budget	Actual	Target
Percentage of audit reports issued within 90 days of fieldwork completion	GG4-1	ES-3	EF	↑	46%	51%	50%	64%	50%
Amount collected from assessments (in thousands)*	GG4-1	ES-3	OC	↑	\$1,863	\$3,136	\$1,500	\$1,287	\$1,500
Amount assessed from audits (in thousands)*	GG4-1	ES-3	OC	↑	\$860	\$4,487	\$3,000	\$1,698	\$3,000
Audit reports issued	GG4-1	ES-3	OP	↔	52	43	30	50	40
Percentage of planned follow-up audits completed**	GG4-1	ES-3	OP	↔	74%	47%	50%	51%	50%

* Assessments and collections vary annually based on the audit results and number of revenue audits performed

** In FY 2016-17, a large percentage of the completed audits were the result of following up on compliance audits for the Citizen's Independent Transportation Trust

DIVISION COMMENTS

- **The FY 2019-20 Adopted Budget includes the addition of a Clerk 3 (\$58,000) to assist with additional workload demands**
- The FY 2019-20 Adopted Budget includes \$2.1 million for direct audit services provided for County departments such as Aviation, Water and Sewer, Seaport, Solid Waste Management, Transportation and Public Works, Office of the Citizens' Independent Transportation Trust, and others

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SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 16-17	Actual FY 17-18	Budget FY 18-19	Actual FY 18-19	Budget FY 19-20
Advertising	0	0	0	0	0
Fuel	0	0	0	0	0
Overtime	0	0	0	0	0
Rent	0	0	0	0	0
Security Services	0	0	0	0	0
Temporary Services	0	0	0	0	0
Travel and Registration	4	2	10	8	10
Utilities	31	33	34	31	34

OPERATING FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 16-17	Actual FY 17-18	Budget Adopted	
			FY 18-19	FY 19-20
Revenue Summary				
General Fund Countywide	1,813	1,903	2,073	2,161
General Fund UMSA	604	634	691	683
Fees for Services	2,162	2,059	2,250	2,100
Total Revenues	4,579	4,596	5,014	4,944
Operating Expenditures Summary				
Salary	3,227	3,291	3,485	3,436
Fringe Benefits	1,055	1,137	1,278	1,287
Court Costs	0	0	0	0
Contractual Services	0	0	0	0
Other Operating	116	113	167	146
Charges for County Services	42	49	74	68
Grants to Outside Organizations	0	0	0	0
Capital	2	6	10	7
Total Operating Expenditures	4,442	4,596	5,014	4,944
Non-Operating Expenditures Summary				
Transfers	0	0	0	0
Distribution of Funds In Trust	0	0	0	0
Debt Service	0	0	0	0
Depreciation, Amortizations and Depletion	0	0	0	0
Reserve	0	0	0	0
Total Non-Operating Expenditures	0	0	0	0

(dollars in thousands)	Total Funding		Total Positions	
	Budget FY 18-19	Adopted FY 19-20	Budget FY 18-19	Adopted FY 19-20
Expenditure By Program				
Strategic Area: General Government				
Administration	311	313	3	4
Audit Services	4,703	4,631	34	34
Total Operating Expenditures	5,014	4,944	37	38

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Department Operational Unmet Needs			
Description	(dollars in thousands)		Positions
	Startup Costs/ Non-Recurring Costs	Recurring Costs	
Fund two Senior Auditors and three Associate Auditors to perform audits	\$0	\$456	5
Total	\$0	\$456	5