

# FY 2020 - 21 Adopted Budget and Multi-Year Capital Plan

## Audit and Management Services

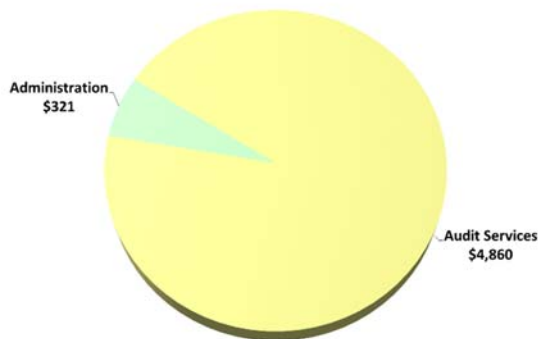
Audit and Management Services (AMS) performs audits to validate compliance with applicable rules and regulations and identifies opportunities to improve performance and foster accountability.

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.

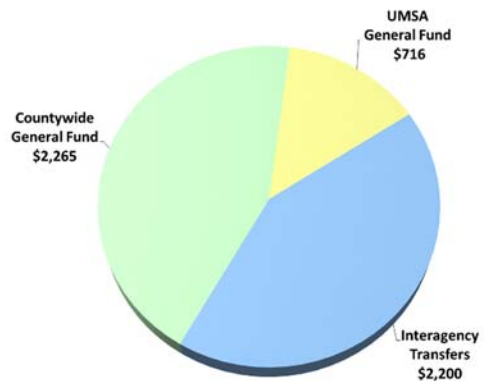
Department stakeholders include County departments and their business partners, as well as the general public.

## FY 2020-21 Adopted Operating Budget

### Expenditures by Activity (dollars in thousands)



### Revenues by Source (dollars in thousands)



# FY 2020 - 21 Adopted Budget and Multi-Year Capital Plan

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## TABLE OF ORGANIZATION

<p style="text-align: center;"><u>AUDIT SERVICES</u> Performs audits to improve performance and foster accountability, while promoting a more efficient, effective and ethical County government</p> <table><tr><td style="text-align: center;"><u>FY 19-20</u> 34</td><td style="text-align: center;"><u>FY 20-21</u> 35</td></tr></table>	<u>FY 19-20</u> 34	<u>FY 20-21</u> 35
<u>FY 19-20</u> 34	<u>FY 20-21</u> 35	
<p style="text-align: center;"><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</p> <table><tr><td style="text-align: center;"><u>FY 19-20</u> 4</td><td style="text-align: center;"><u>FY 20-21</u> 4</td></tr></table>	<u>FY 19-20</u> 4	<u>FY 20-21</u> 4
<u>FY 19-20</u> 4	<u>FY 20-21</u> 4	

The FY 2020-21 total number of full-time equivalent positions is 39.

## FY 2020 - 21 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 17-18	FY 18-19	FY 19-20	FY 19-20	FY 20-21
					Actual	Actual	Budget	Projection	Target
Percentage of audit reports issued within 90 days of fieldwork completion	GG4-1	LS-1	EF	↑	51%	64%	50%	50%	50%
Amount collected from assessments (in thousands)*	GG4-1	ES-3	OC	↑	\$3,136	\$1,287	\$1,500	\$1,500	\$1,500
Amount assessed from audits (in thousands)*	GG4-1	ES-3	OC	↑	\$4,487	\$1,698	\$3,000	\$3,000	\$3,000
Audit reports issued	GG4-1	ES-3	OP	↔	43	50	40	40	40
Percentage of planned follow-up audits completed**	GG4-1	ES-3	OP	↔	47%	51%	50%	30%	50%

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

\*\* In FY 2019-20, higher risk audits were prioritized, resulting in a decrease in follow up audits

### **DIVISION COMMENTS**

- **The FY 2020-21 Adopted Budget includes the addition of an Associate Auditor funded by the Regulatory and Economic Resources Department to assist with additional workload demands (\$88,000)**
- The FY 2020-21 Adopted Budget includes \$2.2 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, Regulatory and Economic Resources and others

## FY 2020 - 21 Adopted Budget and Multi-Year Capital Plan

### SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Projection FY 19-20	Budget FY 20-21
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	2	8	10	1	14
Utilities	33	31	34	30	35

### OPERATING FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Adopted FY 20-21
<b>Revenue Summary</b>				
General Fund Countywide	1,903	2,067	2,161	2,265
General Fund UMSA	634	653	683	716
Fees for Services	2,059	2,152	2,100	2,200
Total Revenues	4,596	4,872	4,944	5,181

#### Operating Expenditures Summary

Salary	3,291	3,406	3,436	3,563
Fringe Benefits	1,137	1,210	1,287	1,351
Court Costs	0	0	0	0
Contractual Services	0	0	0	0
Other Operating	113	129	146	182
Charges for County Services	49	69	68	70
Grants to Outside Organizations	0	0	0	0
Capital	6	8	7	15
Total Operating Expenditures	4,596	4,822	4,944	5,181

#### 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) Expenditure By Program	Total Funding		Total Positions	
	Budget FY 19-20	Adopted FY 20-21	Budget FY 19-20	Adopted FY 20-21
<b>Strategic Area: General Government</b>				
Administration	313	321	4	4
Audit Services	4,631	4,860	34	35
Total Operating Expenditures	4,944	5,181	38	39

<b>Department Operational Unmet Needs</b>			
Description	(dollars in thousands)		Positions
	Startup Costs/ Non-Recurring Costs	Recurring Costs	
Fund two Senior Auditors and three Associate Auditors to perform audits	\$0	\$472	5
<b>Total</b>	<b>\$0</b>	<b>\$472</b>	<b>5</b>