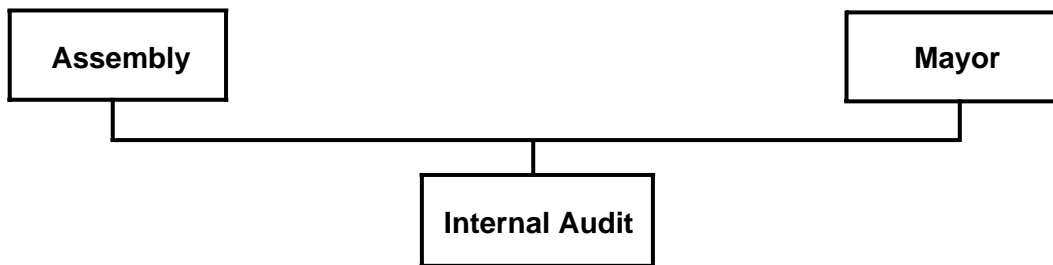

Internal Audit



2006/2007 Proposed General Government Operating Budget

Internal Audit

Peter Raiskums, Director

343-4438

Description

Internal Audit conducts independent financial and performance audits to provide the Assembly and the Mayor with objective information to assist them in determining whether government operations are adequately controlled and whether the required high degree of public accountability is maintained.

2005 Highlights

- Continued to assist all departments of Municipal government with performance audits of operations, including municipally owned utilities.
- Continued to assist all departments of Municipal government with performance audits of operations, including Municipally owned utilities.
- Conducted audits to evaluate the adequacy, reliability and integrity of internal accounting and administrative controls. The work also included compliance audits of grants and contracts.
- The auditing staff — as part of its assignment — also looked for any fraud, abuse and non-compliance with Municipal policies and procedures and the Municipal Code. The goal of the overall effort is to ensure that public funds are spent properly, without exception.
- As in past years, the staff also assisted external auditors in annual financial audit of the Municipality.

2006-2007 Operational Goals

- Conduct performance audits that will look not only at whether operations comply with Municipal Code and policies and procedures but whether there are better ways to get the work done, thus improving the efficiency, economy and effectiveness of Municipal operations.
- Evaluate the adequacy, reliability and integrity of internal controls, and investigate and report on suspected fraud, abuses and illegal acts.
- In light of the increased emphasis on the proper use of grant funds, conduct compliance audits of Federal and State grants and contracts to ensure that the funds are spent properly.
- Continue to provide staff assistance to the administration and Assembly through special studies and reviews, as requested.
- Provide staff assistance to the external auditors in the annual financial audit.

2006/2007 Proposed General Government Operating Budget

Internal Audit

Resource Plan

Description	2005 Revised	2006 Proposed	2007 Proposed
<i>Financial Summary</i>			
Internal Audit	\$ 403,490	\$ 449,790	\$ 484,690
Operating Cost	403,490	449,790	484,690
Add Debt Service	-	-	-
Direct Organization Cost	403,490	449,790	484,690
Charges From/(To) Others	(265,970)	(449,790)	(461,630)
Function Cost	137,520	-	23,060
Less Program Revenues	-	-	-
Net Program Cost	\$ 137,520	\$ -	\$ 23,060
<i>Personnel Summary</i>			
Full-Time Employees	4	4	4
Part-Time Employees	1	1	1
Temporary Employees	-	-	-
Total Employees	5	5	5
<i>Resource Costs by Category</i>			
Personal Services	\$ 402,500	\$ 442,800	\$ 478,120
Supplies	1,100	1,090	1,090
Other Services *	4,890	5,900	5,480
Depreciation & Amortization	-	-	-
Capital Outlay	-	-	-
Total Direct Cost	408,490	449,790	484,690
Less Vacancy Factor	(5,000)	-	-
Add Debt Service	-	-	-
Total Direct Organization Cost	\$ 403,490	\$ 449,790	\$ 484,690
* Travel for this department included in the Other Services category	\$ 2,930	\$ 2,800	\$ 2,800

2006/2007 Proposed General Government Operating Plan

Internal Audit

Reconciliation From 2005 Revised Budget to 2006/2007 Proposed Budget

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2005 Revised Budget	\$ 403,490	4	1	
2005 One-Time Requirements				
- None				
Transfers (To)/From Other Agencies				
- None				
Debt Service Changes - Not Applicable				
Changes in Existing Programs for 2006				
- Salary and benefits adjustments	40,300			
Continuation Level for 2006	\$ 443,790	4	1	-
Transfers (To)/ From Other Agencies				
- None				
2006 Program/Funding Changes				
- Vacancy factor adjustment	5,000			
- Supplies	1,000			
2006 Proposed Budget	\$ 449,790	4	1	-
Changes in Existing Programs for 2007				
- Salary and benefits adjustments	35,320			
- Procurement savings	(420)			
2007 Proposed Budget	<u>\$ 484,690</u>	<u>4</u>	<u>1</u>	<u>-</u>