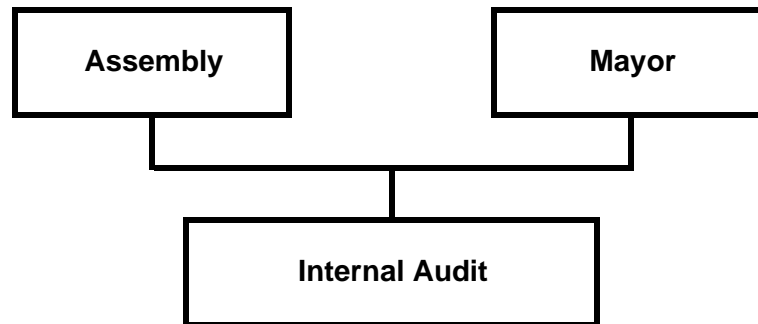




Municipality of Anchorage

Internal Audit

Internal Audit



Internal Audit

Description

The primary focus of Internal Audit is to assist the Mayor and the Municipal Assembly in ensuring that proper accountability is maintained over public funds and to improve the efficiency and effectiveness of Municipal government within the constraints of the Anchorage Municipal Code.

To accomplish this, Internal Audit performs audits to ensure the reliability and integrity of financial records, compliance with established Municipal Policy and Procedures, accountability and protection of Municipal assets, and the achievement of program results. The responsibilities of Internal Audit are outlined specifically in Anchorage Municipal Code 3.20.

Department Services

- Conduct independent operational audits of Municipal operations and activities
- Evaluate the reliability of internal accounting administrative controls
- Conduct compliance audits of grants and contracts
- Provide findings and recommendations for improved efficiency and effectiveness of Municipal operations and processes
- Provide management assistance to the Administration and Assembly
- Assist the external auditors with the annual financial and Federal and State Single audits
- Conduct Sunset Audits of Boards and Commissions.
- In accordance with the concept of shared services, provide internal audit support to the Anchorage School District through one staff auditor fully funded by the School District

Internal Audit Department Summary

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Division				
Internal Audit	598,268	705,588	750,144	6.31%
Direct Cost Total	598,268	705,588	750,144	6.31%
Intragovernmental Charges				
Charges by Other Departments	38,759	168,531	160,473	<4.78%>
Charges to Other Departments	(636,936)	(770,603)	(790,531)	2.59%
Function Cost Total	91	103,516	120,086	16.01%
Program Generated Revenue	-	(103,056)	(119,878)	16.32%
Net Cost Total	91	460	208	<54.86%>
Direct Cost by Category				
Salaries and Benefits	560,210	696,544	734,245	5.41%
Supplies	577	1,310	1,310	-
Travel	-	1,500	1,500	-
Contractual/OtherServices	37,481	6,234	6,234	-
Debt Service	-	-	-	-
Equipment, Furnishings	-	-	6,855	-
Direct Cost Total	598,268	705,588	750,144	6.31%
Position Summary as Budgeted				
Full-Time	4	5	5	
Part-Time	1	1	1	
Position Total	5	6	6	

Internal Audit

Reconciliation from 2013 Revised Budget to 2014 Proposed Budget

	Direct Costs	Positions		
		FT	PT	T
2013 Revised Budget	705,588	5	1	-
Changes in Existing Programs/Funding for 2014				
- Salary and benefits adjustments	37,701	-	-	-
2014 Continuation Level	743,289	5	1	-
2014 One-Time Requirements				
- Replace out-of-warranty computers that are beyond intended service life	6,855	-	-	-
2014 Proposed Budget Changes				
- None	-	-	-	-
2014 Proposed Budget	750,144	5	1	-

Internal Audit Division Summary

Internal Audit
(Fund Center # 106000)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	560,210	696,544	734,245	5.41%
Supplies	577	1,310	1,310	-
Travel	-	1,500	1,500	-
Contractual/Other Services	37,481	6,234	6,234	-
Equipment, Furnishings	-	-	6,855	
Manageable Direct Cost Total	598,268	705,588	750,144	6.31%
Debt Service	-	-	-	
Direct Cost Total	598,268	705,588	750,144	6.31%
Revenue by Fund				
Fund 101000 - Areawide General	-	103,056	119,878	16.32%
Revenue Total	-	103,056	119,878	16.32%

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Audit Technician	-	1	-	1	-	1
Internal Auditor	1	-	1	-	1	-
Principal Auditor	1	-	1	-	1	-
Staff Auditor	2	-	2	-	2	-
Staff Auditor - ASD	-	-	1	-	1	-
Positions as Budgeted Total	4	1	5	1	5	1

Internal Audit**Division Detail****Internal Audit**

(Fund Center # 106000)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	560,210	696,544	734,245	5.41%
Supplies	577	1,310	1,310	-
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Equipment, Furnishings	-	-	6,855	-
Manageable Direct Cost Total	598,268	705,588	750,144	6.31%
Debt Service	-	-	-	-
Direct Cost Total	598,268	705,588	750,144	6.31%
Intra-Governmental Charges				
Charges by Other Departments	38,759	168,531	160,473	<4.78%>
Charges to Other Departments	(636,936)	(770,603)	(790,531)	2.59%
Program Generated Revenue				
430030 - Restricted Contr	-	103,056	119,878	16.32%
Program Generated Revenue Total	-	103,056	119,878	16.32%
Net Cost				
Manageable Direct Cost	598,268	705,588	750,144	6.31%
Debt Service	-	-	-	-
Charges by Other Departments	38,759	168,531	160,473	<4.78%>
Charges to Other Departments	(636,936)	(770,603)	(790,531)	2.59%
Program Generated Revenue	-	(103,056)	(119,878)	16.32%
Net Cost Total	91	460	208	<54.86%>

Anchorage: Performance. Value. Results

Internal Audit Department

Anchorage: Performance. Value. Results.

Mission

Provide the Assembly and Mayor with objective information to ensure that a high degree of public accountability is maintained and government operations are efficient and effective.

Core Services

- Conduct independent operational audits of Municipal operations and activities
- Evaluate the reliability of internal accounting administrative controls
- Conduct compliance audits of grants and contracts
- Provide findings and recommendations for improved efficiency and effectiveness of Municipal operations and processes
- Provide management assistance to the Administration and Assembly
- Assist the external auditors I the annual financial and Federal and State Single audits

Accomplishment Goals

- Provide the Assembly and Mayor with objective information by completing the requested audits and special projects in the approved annual audit plan
- Reduce expenses by providing audit staff hours to the external auditors for the annual financial and Federal and State Single audits

Performance Measures

Progress in achieving goals will be measured by:

Measure #1: The number of audit reports issued

	2009	2010	2011	2012	2013 Q1	2013 Q2	2013 Q3	2013 Q4
# issued	15	13	17	22	4	2		

Measure #2: The number of special projects completed

	2009	2010	2011	2012	2013 Q1	2013 Q2	2013 Q3	2013 Q4
# completed	16	11	10	4	0	0		

Measure #3: The number of audit findings in reports of audit with management concurrence.

	2009	2010	2011	2012	2013 Q1	2013 Q2	2013 Q3	2013 Q4
% management concurrence	100%	100%	100%	90%	100%	100%		

Measure #4: Total number of staff hours provided to the external auditors

	2009	2010	2011	2012	2013 Q1	2013 Q2	2013 Q3	2013 Q4
# of staff hours to external auditors	471	518	545	500	218	307	0	0

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