

W. G. C.

Agenda Cover Memo

Date: July 29, 2003
To: Lane County Board of Commissioners
Department: Internal Audit
Presented by: Kay Blackburn
Agenda Title: Discussion on Proposed Internal Auditor Workplan for FYE 2003/04

The following is a list of ongoing and proposed Internal Auditor projects. I have attempted to estimate the hours involved in each project during the coming year. The actual hours involved will vary depending on the eventual scope of the project and any other issues that may arise during the course of the review.

For proposed projects, please indicate if you would like the project included on the workplan, and indicate a priority of H (high) M (medium) or L (low).

ONGOING PROJECTS	Timeline	Estimated Hours
HIPAA Privacy Officer Convene Task Force, begin implementation of Security Rule. Continue to monitor implementation of Privacy Rule, Research as needed, track and respond to any complaints that may arise	Ongoing	96 8 hrs/mo
Process Improvement Implementation Team	Ongoing	20
External Audits Monitor annual external audit Outside agency audit – response to issues as needed	July/Oct Ongoing	48 48
Administrative Items Finance & Audit, Staff & Management meetings, document preparation, etc.	Ongoing	156 3 hrs/week
<i>Carryover From Prior Year Workplan</i>		
Fleet Services Audit Economy and efficiency of SO Fleet Services vs. Public Works	July/Sept	160
Follow-up on outstanding reports Banking recommendations Purchasing Review nVision Reporting	As Needed	25 25 25
<i>Remaining hours available</i>		<i>1,205 (a)</i>

POTENTIAL PROJECTS	Timeline	Estimated Hours	Include Y/N	Priority H/M/L
Requests From Departments				
Annual Grant Reporting Reconcile grants to general ledger, prepare Schedule of Expenditures of Federal Awards, establish procedures for future grant monitoring	July/Aug	80		
Preparation of Statistical tables section of CAFR for GFOA certificate of excellence	September	40		
Participate in review of benefits administration function and identification of potential efficiencies/economies to be gained		30		
Short-term Process Improvement Projects in Finance Set up files and procedures for handling Retiree Medicare Refunds Set up files and procedures for COBRA payment reconciliation and reporting		25 25		
Property and Evidence (SO) Random audit of new procedures to ensure proper internal controls		80		
District Attorney Caseload Evaluation Apply APRI workload assessment methodology to determine caseload/staffing levels		100		
Contract Review Review county-wide contracting process for efficiencies and workflow improvements		240		
Other Suggestions Received				
Review of potential cost savings from contracting various services (b) Examples given – Janitorial services/LCARA kennel services		80 each		
Review of potential cost savings from contracting with a private vendor for Correctional Facility Operations (b)		100		
Review of year-end expenditures Review expenditure level in each department during last month of fiscal year to determine potential need for policy recommendations on lapse and carryover		160		
Review of decentralized Financial services efficiencies as compared to centralizing Finance operations and personnel		200		
Performance Measures Review Are performance measures in departments meaningful in reflecting desired outcomes? For Departments with established performance measures, are they being used as part of decision making process for budget, operations, planning?		120 per Dept		
PeopleSoft Setup and Functionality Participate in Finance “fit gap” process to determine setup changes that could enhance operational efficiencies and improve workflow		180		
Review IS indirect/direct charge methodology for grant billing compliance to ensure full recovery of IS charges on grant projects		160		
Total Estimated Hours on Potential Projects		1,620		

(a) Total Annual Hours 2,080. Less 160 Time Management, 72 Holiday, 40 Seminars/training and 603 on Ongoing Projects.

(b) Suggestion submitted anonymously.