

INTERNAL AUDIT DEPARTMENT COUNTY OF ORANGE

2005 Recipient of the Institute of Internal Auditors'
Award for Recognition to
Professional Excellence, Quality and Outreach

Integrity • Objectivity • Independence

FY 06-07 Audit Plan

Approved by AOC: November 16, 2007

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COUNTY OF ORANGE Internal Audit Department

FY 06-07 Audit Plan

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EXECUTIVE SUMMARY

MISSION STATEMENT

The mission of the Internal Audit Department is to provide reliable, independent, objective evaluations and business and financial advisory services to the Board of Supervisors and County executive management. Our role is to assist both parties with their important business and financial decisions; as well as, to contribute to protecting and safeguarding the County's resources and assets.

We support and assist the Board of Supervisors and County Executive Management in the accomplishment of their functional business goals and objectives. Our contribution to this effort is testing and reporting on their internal control systems and processes. County executive management is responsible for establishing and maintaining these control processes because they must rely on these systems and processes in managing their complex organizations. These systems and processes are used for safeguarding the County's assets and resources, and for reasonable, prudent, and effective financial stewardship and for accurate recording and reporting.

The IAD is recognized for our internal controls expertise. We apply this expertise in assisting County Executive Management in enhancing their business processes and constantly improving and strengthening the internal control environment the public expects, relies upon, and demands of its government. We are committed to a process of continuous learning and improvements within our department. We keep ourselves updated on relevant issues in business and industry with regard to accounting trends and developing financial best practices. Such constant renewal keeps the IAD and its staff professionally current, refreshed, invigorated, and responsive to the County's needs for attestation, compliance assurance, accountability testing, and business improvement. We assist management in helping to implement best business practices with regard to internal controls, accounting systems, and business processes.

To meet our clients' expectations for integrity, objectivity, and independence and for us to function effectively with consistent reliability and credibility, the IAD applies professional auditing standards to all engagements. This allows us to ensure reviews and assessments of County operations are always informative, accurate, and objective. Where required, the IAD follows the ethical and professional standards promulgated by the American Institute of Certified Public Accountants (AICPA), the Institute of Internal Auditors (IIA), the Information Systems Audit and Control Association (ISACA), and the Government Accountability Office (GAO). Moreover, the quality of IAD operations is regularly and independently assured by rigorous peer reviews conducted by outside CPA firms. We have passed three such quality reviews to date; the last in 2004 being the most extensive quality review conducted outside the jurisdiction of the GAO. The next quality review is now being planned for 2007. As further validation of our department's commitment to quality, we received the IIA's "Award for Excellence" in 2005.

Our Business Plan goals are consistent with our annual Audit Plan because our role within Orange County is limited and well defined. Our annual Business Plan is reviewed by the CEO's Office and our Audit Plan is submitted, discussed, and approved each fiscal year by the Audit Oversight Committee (AOC). Our annual Audit Plan is challenging to complete, but it does include some flexibility to be responsive to the Board of Supervisors. At times, they request audit services during the year and we have hours specifically reserved for this purpose. In 2005, we converted our annual Audit Plan from a calendar year basis back to a fiscal year basis. The purpose of this change was to better synchronize the annual Audit Plan with the budget and business plans.

Our Audit Plan has as its foundation the traditional internal audits of "hard-control areas" such as segregation of duties, limiting access to cash, and accurate originating accounting entries and transactions. Examples of such traditional audits in our Audit Plan include those audits included in the Financial Audits and Mandates (FAM), Internal Control Reviews (ICR), and Information Technology Audits (IT) sections. These audit reports contain opinions regarding the status of internal controls or the County's compliance with grant or other governing provisions. Our audit reports also include recommendations to management regarding improvements to specific accounting processes and internal controls in order to enhance or strengthen them. As part of our internal improvement process, we distribute a customer survey with each of our audit reports to allow customer evaluation and feedback.

We are now including in our audits steps for testing the economy and efficiency of operations, and our reports now where applicable, contain recommendations related to economy and efficiency enhancements. In addition, we are continuing our Performance Measure Validation Audits initiated in late 2005. These reviews validate the performance measures included in the annual business plans produced by the County departments. The Follow-Up Audit process was recently enhanced and is now continuing as a robust and mature process. Based on our Follow-Up Audits, we can state that County management substantially implements our report recommendations on a timely basis. We attribute this level of management cooperation to the partnership we have created with County management.

GOALS

Strategic Goals:

IAD continues to implement the two fundamental strategic goals of this audit organization begun in prior years. These two goals remain at the heart of our operation. We reassess them annually and they continue to be relevant in guiding the professional direction of the department.

1. We assist the Board of Supervisors and County management in ensuring the County's assets and resources are safeguarded, the County's accounting and financial reporting is timely and accurate, and the County's management has timely information and relevant analysis for its business and financial decisions.

2. We provide professional assurance, attestation, and corrective recommendations to our clientele on the County's internal controls, accounting records, and financial and business operations through our published audit reports and reviews.

We have incorporated these Business Plan goals into our Annual Audit Plan.

Outcome Measures:

For the year 2005, we successfully met our two key outcome measures. Our audit efforts and the diligence and responsiveness of County management contributed to the achievement of these measures. Our two key outcome measures were successful last year because:

- ➤ The County had no defalcation or reported cash losses material to the County.
- A high percentage of clients reported they received information and/or recommendations that were timely and helpful to them in safeguarding the County's assets and making business decisions. With few exceptions, our control recommendations are addressed by management and the majority are implemented.

ANNUAL AUDIT PLAN & KEY AUDIT CATEGORIES

Our Audit Plan is submitted, discussed, and approved at the beginning of each fiscal year by the Audit Oversight Committee (AOC). We are dedicated to completing our Audit Plan while continuing to be flexible and responsive to the Board's requests for audit services.

The Audit Plan has at its core the traditional audits of "hard-controls;" such as segregation of duties, limiting access to cash, and accurate originating accounting entries and transactions. Examples of these traditional audits in our audit plan include our core business functions identified as Financial Audits and Mandates (FAM), Internal Control Reviews (ICR), and Information Technology Audits (IT). Our reports contain opinions regarding the presentation of financial statements or the County's compliance with grant or other governing provisions. Our reports also include recommendations to management regarding improvements to specific accounting processes and internal controls.

Our Follow-Up Audit process is necessary to ensure that our audit recommendations are implemented satisfactorily. In 2005, IAD implemented a more structured and rigorous Follow-Up Audit process in response to suggestions made by the AOC and the Board of Supervisors. Our first Follow-Up Audit now begins at six months following the release of an audit report. If necessary, a second Follow-Up Audit will be conducted about 12 months from the release of the original audit report. At the request of the AOC, we are to bring to their attention any audit recommendations we find still not addressed, resolved or mitigated after the second follow-up.

We are pleased to report that County management substantially implements our recommendations on a timely basis. We also compliment County management with partnering with us with in this effort to be responsive.

For 2006, we are continuing our new category of audits called Performance Measure Validation (PMV) Audits. Our audit scope is limited to reviewing the documentation that supports the departments' assertion as to the achievement of their key outcome indicators. We issue audit reports that state the outcome indicators, the department's reported results, and whether we found adequate documentation that supports the reported results.

We combine the three core groups of "hard control" audits (FAM, ICR, and IT) with Performance Measure Validation Reviews (PMV) to achieve a balanced audit coverage of the County.

DEDICATION OF RESOURCES TO AUDIT RELATED SERVICES

Our Audit Plan is based on 18,500 direct audit hours to be provided by 13 audit professionals. We currently have 3 audit position vacancies, one of which is our IS auditor position. The Audit Plan does not include hours for these vacant positions. Because of new federal laws (Sarbanes-Oxley Act), auditors are in high demand, and we are on the low side for salaries. We may find filling these positions and in particular the IS audit position difficult at this time. We are working with Human Resources on creative recruiting efforts to counter the high demand situation. The audit hours for the Director and Deputy Director are not included in the above total and the time for the three Audit Managers is adjusted downward to allow them time for administrative management.

These hours are allocated to the audit areas as follows:

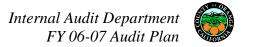
Financial Audits and Mandates (FAM):	3,190
Information Technology (IT) Audits:	2,000
Internal Control Reviews (ICR):	4,380
Facilitated Control Self-Assessment (CSA):	550
Lease Revenue Reviews & Compliance Audits:	5,560
Performance Measure Validations (PMV):	1,300

The plan also allocates an additional **1,520** hours for audit activities such as staffing the fraud hotline, reviewing cash losses, administering data collection of external audits, conducting training classes in County departments on practical internal control concepts and application, performing the annual risk assessment, HIPAA Administration, and compiling and presenting activity reports to the Board of Supervisors, Audit Oversight Committee, and Board Executive Assistant briefings.

Within the **18,500** hours, we reserved **1110** hours to respond to Board requests for audit services. In addition to our 18,500 direct hours, we contract out to industry experts certain audits such as information technology audits. We estimate that these consultants will provide **700** hours of work effort. Our FY 06-07 Audit Plan is detailed on the following page.

County of Orange Internal Audit Department Fiscal Year 06 - 07 Audit Plan

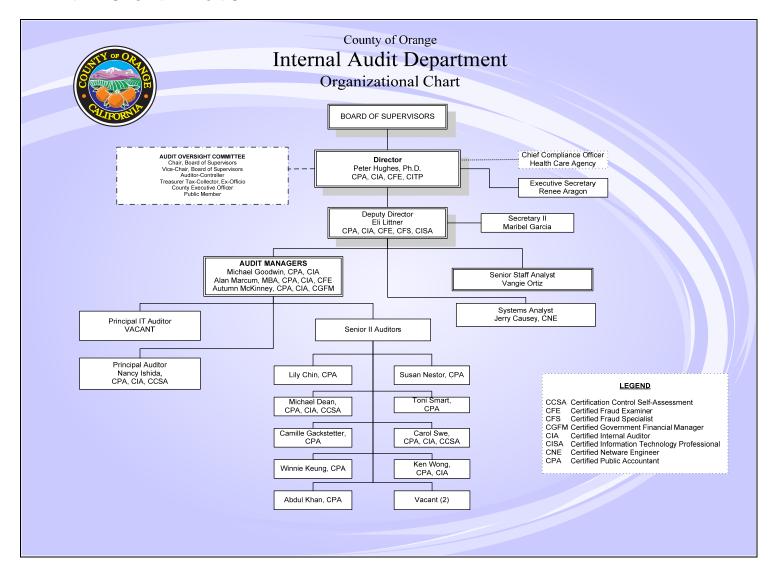
	FISCAI TEAI 00 - 07 AUGIL FIAII			
	Avails Nome		Audit	Final Budgeted
	Audit Name		#	Hours
4	FINANCIAL AUDITS & MANDATES (FAM)			225
1	Treasury Funds Audit - 6/30/06 (carry over)			225 275
2	Treasury Funds Audit - 9/30/06			
3	Treasury Funds Audit - 12/31/06 Treasury Funds Audit - 3/31/07			1,200 275
4	Treasury Funds Audit - 5/30/07 Treasury Funds Audit - 6/30/07			275 50
5 6	DA Spousal Abuser Prosecution Grant - 6/30/06			160
7	DA Workers Comp/Auto Insurance Fraud Grant - 6/30/06			250
8	DA Workers Compratio insurance Fraud Grant - 6/30/06 DA Health & Disability Insurance Fraud Grant - 6/30/06			250
0	Follow-Ups (Initial):			0
9	- Treasury Funds Audit - 12/31/05 - Management Letter			150
10	- Probation Audit - 2 YE 6/30/05			100
11	- Tax Redemption Audit - 3 YE 6/30/05			100
12	Auditing & Accounting Standards Update			115
13	Work Paper Close-Out & Final Report Issuance (audits from 2005 plan)			40
13	Work Paper Close-Out & Final Report Issuance (addits from 2005 plan)	Subtotal	-	-
	INFORMATION TECHNOLOGY AUDITS (IT)	Subtotal		3,190
4	INFORMATION TECHNOLOGY AUDITS (IT)			50
1	CAPS - Integrated Procurement & Payables Processing Pilot (IP3) - carry over			50 600
2	CAATs - Monthly Analysis of Certain Disbursement and Payroll Data			
3 4	Assist on IT Component of 12/31/06 TFA			100 600
7	IT Audit - tbd (conducted by either an external consultant or hire of new IT auditor) Follow-Ups (Initial):			600
5	- HCA Self Assessment Validation			250
6	- A-C Collections/ IT Component of DCR			10
	Follow-Up Audits (Secondary):			
7	- A-C / Laser Check Application Audit			10
8	- IWMD LIST Implementation Review			200
9	- CAPS/Payroll Risk Assessment - carry over from 2005 plan			80
10	Review of New System Implementation Notifications (AM No. S-1)			75
11	IT Research & Development			25
		Subtotal	-	2,000
	INTERNAL CONTROL REVIEWS (ICR)	Cubtotai		_,000
1	CEO/Purchasing - Purchasing Card Administration - carryover from 2005			155
2	IWMD Contract Administration - carryover from 2005			125
3	Assessor Revolving Funds - carryover from 2005			50
4	District Attorney Revolving Funds - carryover from 2005			25
5	Probation Revolving Funds - carryover from 2005			50
-	Purchasing Cards - Selected Depts/Agencies			0
_	CEO/Public Finance - Cash Receipts & Disbursements			0
6	JWA Cash Disbursements and Accounts Payable			400
7	Sheriff/Coroner Contract Administration			400
8	Dept./Agency Payroll Reviews			500
9	2 option in grant in the more			550



9	RDMD/Contract Administration & Disbursements		400
10	Probation Dept Residential Substance Abuse Treatment (RSAT) Grant Claiming		275
11	Treasurer-Interest Apportionment Process		300
12	SSA - Revolving Fund		300
-	CEO/Public Finance - Cash Receipts and Disbursements (if hours/staffing permit)		
-	Auditor-Controller Claims & Disbursing (if hours/staffing permit)		
-	JWA Budget Process Review (if hours/staffing permit)		
	Follow-Up Audits (Initial):		1,000
13	 PA/PG Cash Receipts, Disbursements, Trust Funds & Property 		
14	- RDMD/O.C. Zoo Cash Receipts & Disbursements		
15	- SSA Accounts Receivable & Collections		
16	- JWA Public Works Contract Administration		
17	- IWMD Contract Administration		
18	tbd		
19	tbd		
20	tbd		
	Follow-Up Audits (Secondary):		380
21	- RDMD Trust and Agency Fund Disbursements		
22	- SSA Trust & Agency Funds (3rd Follow-Up)		
23	- HCA Contract Administration & Cash Disbursements		
24	tbd		
25	Work Paper Close-Out & Final Report Issuance (audits from 2005 plan)		20
		Subtotal	4,380
	CONTROL SELF-ASSESSMENT (CSA)		
1	CSA - HCA/Financial & Administrative Services		0
2	CSA - tbd		500
3	CSA Promotion		50
		Subtotal	550
	LEASE REVENUE REVIEWS & COMPLIANCE REVIEWS		
	Lease Revenue Reviews:		
1	- JWA/Creative Croissants		300
2	- JWA/Hertz		300
3	- JWA/Atlantic Aviation		350
4	- RDMD/Green Meadows Farm		0
4	- RDMD - Science Enrichment Services		300 50
5 6	 - DPHD/Ocean Institute - carry over from 2005 plan - DPHD/Anchor Marine 		350
7	- DPHD/Dana Point Jet Ski		350
8	- RDMD/tbd		350
Ü	Follow-up on Lease Revenue Reviews (Initial):		1,100
9	- JWA/Avis Rent a Car		1,100
10	- JWA/Advantage Rent a Car		
11	- RDMD/Anaheim Arena Parking		
12	- RDMD/PCI Parking		100
13	- Nowbriding		100
	- RDMD/Swales Anchorage		100
14	•	_	100

15 16 17 18 19	 - DPHD/Dana Point Marina Inn (carry over from 2005 plan) - RDMD/Newport Dunes - DPHD/Dana West Marina - DPHD/Dreamcatcher Yachts - DPHD/Ship to Shore Insurance 		100 100
20 21	- DPHD/Aventura Sailing - DPHD/Noel Marina Canvas		
22 23 24	DPHD/Ocean Institutetbdtbd		
	Follow-up on Lease Revenue Reviews (Secondary):		200
25 26	- RDMD/Bayshore Marina - RDMD/Canyon RV		
27	- tbd		
28	- tbd		
29	- tbd		
	Compliance & Other Audits:		
30	CEO - HIPAA Security Review Compliance Review		300
31	Administration of Lease Revenue Reviews		100
32	Work Paper Close-Out & Final Report Issuance (audits from 2005 plan)		100
33	Reserve for Additional Audit Requests		1,110
		Subtotal	5,560
	PERFORMANCE MEASURE VALIDATION (PMV) AUDITS		
1	Health Care Agency		200
2	Clerk of the Board		200
3	RDMD (carry over from 2005 plan, 25101)		200
4	County Executive Office		200
5	Housing and Community Services		200
6	Human Resources Department		200
7	Social Services Agency (carry over from 2005 plan, 25100)		100
		Subtotal	1,300
	CONTROL RELATED & OTHER ASSIGNMENTS		
1	Annual Risk Assessment - Audit Plan		325
2	Cash Losses		100
3	Fraud Hotline		120
4	External Audit Reporting		300
5	Technical Assistance to Other Dept/Agencies		200
6	HIPAA Administration		100
7	Reports for Board, AOC, EA Meetings	Subtotal	375 1,520
		Grand Total	18,500
		Granu Total	10,500

DEPARTMENTAL ORGANIZATION CHART



COUNTYWIDE RISK ASSESSMENT METHODOLOGY

Overview

The IAD performed a risk assessment for purposes of preparing the FY 06-07 Audit Plan. For the 2004 and 2005 Audit Plans, we conducted comprehensive, countywide risk assessments that included meetings with members of the Board of Supervisors, the County Executive Office, and Department/Agency Executive Management to obtain their input on risks affecting their respective departments; reviewing department/agency Business Plans, and obtaining department/agency input on our risk assessment worksheets. Our risk assessment also identified financial volume and activity for each department/agency by financial process (e.g. cash receipts and cash disbursements, accounts receivable, revolving funds, procurement, budgeting), and prior audit coverage to make our risk determination.

For our FY 06-07 Audit Plan, we utilized information obtained from our prior risk assessments, in addition to obtaining recent financial volume and activity and updating our *Schedule of Prior Audit Coverage*.

Below is a discussion of our methodology for each area:

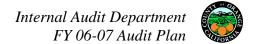
Internal Control Reviews

Internal Control Reviews (ICRs) are performed for processes involving cash receipts, revenue recovery, accounts receivable, cash disbursements, revolving funds, purchasing/contract administration, trust /special department funds, payroll, and budgeting.

To determine risk ratings for these processes, we used the following criteria and relative weight factors in our assessment:

- <u>Department/Agency Changes (20%)</u>: Included factors such as management and/or organizational changes, significant increases/decreases in staffing and workloads, new/eliminated programs, and significant changes in laws/regulations.
- Operating Environment (20%): Included factors related to the department's operating environment such as public image, laws/regulations, safety and environmental issues, sensitivity to economic factors, pending litigation, and business continuity.
- <u>Last Audit Performed (10%)</u>: Identified all IAD internal control reviews and mandated audits performed on the above processes since 1996.
- <u>Financial Activity/Volume (50%)</u>: Obtained a listing of all County funds and the controlling department/agency for each fund. From CAPS, we compiled FY 04-05 financial information (dollar volume, number and nature of transactions) for each process and for each controlling department.

Using the above criteria, each department/agency process was rated on a scale of 1 to 10 (10 being highest risk and 1 lowest risk) for each of the above weight factors. An overall risk score was then calculated showing areas of High (9 - 10), Moderate (4 - 8), and Low (1 -3) risk. The overall risk scores are shown on page A-1 of the attached risk assessment schedules, and a Schedule of Prior Audit Coverage since 1996 is shown on page A-2 of the attachment.



Information Technology Inventory and Assessment

We prepared a key system inventory based on information we received from each department as part of our annual survey. The departments provide information only for those systems they identified as critical or key to carrying out the mission of their respective department. Examples of applications/systems not included in the inventory are: utilities (such as anti-virus, email, backup, and Microsoft operating system and office applications), terminal emulators (allows access to a mainframe computer via a personal computer), and systems of a limited/administrative nature (such as form generation, record retention, or telephone directories).

We rated each key system based upon the six relative weight factors below:

- <u>Importance & Impact (30%)</u>: The importance and impact of the system to the County and department's mission. Systems having a countywide impact were rated high in this category.
- <u>Complexity (20%)</u>: The complexity of the system taking into consideration the number of interfaces, the number of users and transactions, the nature of the database, and the nature of the calculations made by the system.
- <u>Nature of Information (15%)</u>: The nature of the information controlled by the system such as financial, operational, or support. Systems controlling financial assets or data were rated high in this category.
- <u>Sensitivity of Information (15%)</u>: The confidentiality of the information controlled by the system. Systems controlling HIPAA regulated information or personal information were rated high in this category.
- <u>Maturity (10%)</u>: The length of time since the system was implemented or since significant upgrades occurred.
- <u>Last Audit Performed (10%)</u>: The number of years since the last audit.

Each system was rated on a scale of 1 to 5 (5 being highest risk and 1 being lowest risk) for each of the weighted factors. Then, an overall score was calculated and the system was ranked as high (400 or above), moderate (251 - 399), or low (below 250). The overall risk scores and ratings are shown on page A-3 thru A-7 of the attached risk assessment schedules.

Risk Assessment Evaluation Methodology

We have studied the history of ten years of audit reports and audit findings. We have reviewed the agencies' annual business plans and have concluded that the departments and agencies have dedicated and control conscious managers overseeing their main business processes. In the audit reports issued, we noted that less than 10% of the findings are "significant issues" and less than 1% of the findings are "material." We have audited many of the business cycles and activities that we identified initially in our risk assessment process as having a Moderate to High inherent internal control risk, including such areas as budgeting, revenue collections, cash receipts and disbursements, revolving funds, trust funds/special dept. funds, accounts receivables, contract administration and procurement.

The Internal Audit Department now has a historical basis for assessing the competence of management and the rigor of their oversight of internal controls and expenditures. We have concluded that the control environment is positive and effective and helps offset the inherent internal control risks. The established control process counterbalance the inherent internal control risks associated with many of the County's business processes.

One contributing factor in the improvement of control awareness is a direct result of the Control Self Assessment workshops conducted in 19 of the 23 County departments and agencies over the past five years. Internal controls are discussed thoroughly in these workshops. In addition, we have also conducted several Internal Control Workshops attended by County employees. We also have Control Training Tools on our Web site and County employees can access this training at any time. In addition, the County established and maintains annual business and budget plans and strategic planning. Recently the County established annual performance goals and achievement measures. These enhancements also contribute to management's understanding of the importance of internal controls and their focus on sound business practices.

In our opinion, we can now assert that the County has demonstrated an increasing awareness of internal controls and our audit results have verified this achievement. Moreover, we can also assert that the County no longer has business processes that have High levels of control risk in our risk assessment. At this point in time, we are moving toward developing an audit rotation cycle for the County's business processes.

SEE ATTACHMENT - RISK ASSESSMENT SCHEDULES

Department/Agency Risk Assessment 2006-2007

This Risk Assessment provides an overview of where Internal Audit has allocated its staffing resources primarily in the Department/Agency Internal Control Reviews. Because of audit coverage in other areas (e.g. Information Technology, CSA Workshops, and Mandated and Compliance audits), resources are limited. We are moving toward developing an audit rotation cycle for the County's business processes. BUSINESS PROCESSES:	488686	Audio-Comp	Solino Solino	Clork Soring	County of Se	County County Cours	1800 PS 1800 P	Dana Carrino Office	District Harbor	Toluga, Toluga, Managara Manag	40 _{06;}	Human S.	IN SOURCES SOURCES	John Waste Marie	Probasil Production		Propies of	Public () The property of the	ROMO (10)	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	SOS: 20 10 10 10 10 10 10 10 10 10 10 10 10 10	Shorth C.	19000 - 19000	000	
CASH RECEIPTS	L	М	Н	L	М	L	М	L	М	М	М	М	М	Н	М	L	М	L	М	М	М	М	H		10-Year Prior Audit Coverage (from 1996 through June 2000)
ACCOUNTS RECEIVABLE & COLLECTIONS	L	н	М	L	L	L	М	М	М	н	М	Г	М	М	М	L	М		Н	М	M	М	М		
CASH DISBURSEMENTS (incl. Accts. Payable)	L	М	М	L	М	L	М	М	М	М	М	М	М	М	М	L	М	L	М	М	M	М	I		5-Year Prior Audit Coverage (from 2001 through June 2006)
REVOLVING FUNDS (Annual Replenishments)	М	М	М	L	М	М	M	L	М	М	М	L	М	М	М	L	М	М	Н	L	Н	н	М		
PROCUREMENT & CONTRACT ADMINISTRATION	L	М	М	L	L	L	н	М	М	M	М	М	М	М	М	L	L	اد	н	М	M	М	М		Audits Currently In Process or Scheduled to begin prior to June 2006.
PAYROLL	L	М	М	L	L	L	М	L	М	н	М	Г	М	М	н	L	М	Г	н	М	Н	н	М		
TRUST FUNDS & SPECIAL DEPARTMENT FUNDS	L	М	М	L	М	L	М	L	М	M	М	М	L	L	М	L	٦	٦	М	М	н	М	М		Audits Planned for the 2006-07 audit plan year.
BUDGETING	L	L	М	L	L	L	н	L	М	М	М	М	М	М	М	L	L	L	Н	L	н	н	L		
LEASE REVIEWS (Remittance of revenues and contract compliance)								М						М					М					reviews	Risk ratings were based on of Business Plans and nent/agency survey
AUDITS ON 2006-07 PLAN		IP# Pilot Project, Monthly CAATS; Cash Disbursements (JWA)					CEO/Purchasing - Purchasing Cards	Lease Reviews	(4) Grant Audits	Dept./Agency Payroll Review			IP# Pilot Project	Lease Reviews; Cash Disbursements & Accts. Payable	Grant Claiming Process - ASERT				Contract dmin. & Disbursements, Lease Reviews		Dept./Agency Payroll Review, Revolving Funds	Dept./Agency Payroll Review; Contract Administration	Quarterly TFAs, Annual TFA, Interest Apportionment	informa factors: - Depar - Opera - Prior	tion using the following

LEGEND: L = Low Risk (1-4 rating) **M** = Moderate Risk (5-7 rating) H = High Risk (8-10 rating)

2/26/2007 2:46 PM Health Cale Agency Romo (2) CEO 2000 (Billings & BCR 1997, Rec.) 2001 2001 (DCR EHIth) 2001 1997, 1999 Triennial Audit of Collec-(ACS), DCR 1997, 2001, 2003, TRO - 2002, 2005 tions), 1999, 2003, 1999, 2004, 2005 2000, 2005 2005 (Ct. Ops) NSF ICR #2576 (in 2005 NSF 2005 NSF 2001, 2002 DCR NSF ICR NSF ICR Biennial 2001, 2002 proc), Qrtly & ICR #2576 ICR #2576 2002-#2576 (in #2576 (in Juv Trust 2005 ICR PFRD 1998 (Financial Annual TFA 1996-(Emp. Ben.) CASH RECEIPTS (in proc) 2003 DCF 2000 2003 1998 2001 #2528 PDS 2001 2000 Admin) June 2006, (in proc) proc) proc) Fund 1997, 1998 DCR A-0 2000 Billings (Rev), 1999. ACCOUNTS Collec-1999, 2001 & Rec., 1996-RECEIVABLES. tions 2001 2001 (Env. 2003, 2005 1998, RDMD BCR 1997, 2005 COLLECTIONS, (2004 in Health) 2001 Biennial Utilities 2005 ICR Triennial Audit of Annual REVENUE RECOVERY TRO - 2002, 2005 process) 1999 (ACS) 1996 1997, 2000 2001 Trust Fund 2004 #2575 Grants 1999, DCR 1996, 2002 1997, 1999, 2003, 2003 (OOA 2001, 2003, 2004 Trust & SP), DCF 1998, 2002 1997 (Fin BCR 1997, Qrtly 1996-2005 CASH 2005 HCS OCD RDMD TFA 1996-June & Agency Riennial Asst.). **DISBURSEMENTS -**2002 (Emp. 2005 ICR 2005 ICR 2005 ICR 2006** , Annual TFA 1996-2005 Disb., 2004 Annual 2004 (in Trust Utilities ACCOUNTS PAYABLE 2003 DCR Tax Unit 2003 #2530 #2528 2004 #2531 Ben.) Grants process) Fund ** 1996 (Int 1996 (EMA 996, 1998 Control & GSA), 2003 (OOA RV), 1998 1998 1996. 1996. 1996. PDS 2000. (BCR). Spec. Sched, for Sched Progs. Sched, For 2005 ICR Sched, Fo RDMD RV 1996 REVOLVING FUNDS 2003 DCR 2000 2001 For 2006 1996, 2002 1996 1996, 2001 #2528 2006 1996, 2003 BCR 1997 2006 1996 1996 2000 2006 2004 2000 2000 VSO) P-Cards P-Cards PROCUREMENT & 2003, 2005 2003, 2005 P-Cards CONTRACT P-Cards P-Cards 2005 ICR ICR #2591 ICR #2567 P-Cards P-Cards 2005 ICR 2003. HC **ADMINISTRATION** 1999 OCDA 2004 (in proc.) 1998 (BCR) 1998 #2531 BCR 1997 2003 1999 2003 #2530 2003 2003 BCR 1997 PAYROLL 2003 1999 1999 1998 (BCR) 1998 BCR 1997, Annua Compl. 1997-1997 1999 2004**. Qtrlv Compl. 2003-2001 2003 PFRD 1998 2005 2004**, Qtrly TFA **TRUST FUNDS &** 2004 Trust PDS 2001. 1999. Riennial 1996-Jun 2006 SPECIAL DEPARTMENT 2005 ICR 2001 (Ct. (sched) & Annual & Agency DCR Trust **RDMD Trus** 2003 DCR FUNDS Disb. 1999, 2003 2003 **DCR 2004** 2001 Fund** #2528 Fds 2004 2000 2002 Ops), 2003 TFA 1996-2005** PFRD 1998 2005 ICR

BUDGETING

MEASURE

PERFORMANCE

VALIDATIONS (PMV)

#2554 This schedule shows internal controls reviews and mandated audits performed since 1996.

2003

2005

(1) Human Resources & CSS became separate departments in 2004. Dana Pt and HR became depts. In 2005.

Sched

For 2006

(2) Resources and Development Management Department (RDMD) resulted from the merger of PFRD and PDSD in 2004.

Sched

for 2006

1999

5/17/2006

DCR 2004 DCR 2004

BCR 1997

* Indicates Mandated Audit

#2528

DCR 2004

1998

2005

#2555

Sched for

2006

2006

#2592 (in

nroc)

PDS 2003

2006

proc)

#2593 (in Sched. fo

2006

2003

1999

DCR 2004

County of Orange DETAIL RISK SCHEDULE Audit Plan 2006 Internal Audit Department SORTED BY RISK RATING

	Internal Audit Department		SORTED BY RISK RATING			
		KEY INFORMATION SYSTEM INVENTORY				
		LET THE CHARACTOR STOTEM INVENTORT		RISK		
	DEDARTMENT	ADDI ICATION (SVSTEM	DESCRIPTION		ADDER	LACTALIDIT
	DEPARTMENT	APPLICATION/SYSTEM	DESCRIPTION	RATING	ADDED	LAST AUDIT
		Internal Audit's focus co	ntinues to be on higher risk systems and selected	moderate ric	k systom	
	HIGHER RISK SYSTEMS - ALL	Internal Addit 3 locus con	itiliaes to be on higher risk systems and selected	lilouciate iis	K 3y3tCiii.	
1	CEO/Finance	CAPS Advantage 2.2	purchasing	High		
-			integrated e-medical record system			
2	HCA/Behavioral Health	Cerner Millennium (IRIS) 7.8		High		
3	HCA/Medical Billing	Public Health Billing - Practice Expert Plus	patient data & billing of all claim types for clinics	High	.,	
4	HCS/OCHA	Housing Pro (HAPPY)	manage section 8 housing assistance payments	High	Х	
	AUDITED AND/OR MATURE SYSTEMS					
1	Assessor	ATS (Assessment Tax System)	property assessment/annual roll	Moderate		Audited every 5 years by State
2	Auditor-Controller	CAPS Advantage 2.2	payroll	Moderate		#2247 Payroll Risk Assessment (2002) & #2422 Follow-up Audit (2004)
3	Auditor-Controller	ATS (Assessment Tax System)	tax calculations & allocations	Moderate		Audited every 3 years by State
4	Auditor-Controller	CAPS Advantage 2.2	accounts payable, disbursements	Moderate		#2246 CAPS Upgrade Readiness (2002) & #2522 Follow-up Audit (2005)
	Auditor-Controller	CAPS Advantage 2.2	job cost, cost allocation, labor distribution	Moderate		
	Auditor-Controller	CAPS Advantage 2.2	general ledger, financial reporting	Moderate		Annual CAFR - external audit (Y/E 6/30/2005)
	Auditor-Controller & Other Depts	VTI (Intelitime Virtual Timecard)	time keeping for multiple departments	Moderate		#2055 VTI System Review (2000)
ρ	Human Resources Department	CAPS Advantage 2.2	personnel	Moderate		#2246 CAPS Upgrade Readiness (2002) & #2522 Follow-up Audit (2005)
- 0	Human Resources Department	CAPS Advantage 2.2	position control	Moderate		#2246 CAPS Upgrade Readiness (2002) & #2522 Follow-up Audit (2005)
10	TTC/Tax Collector	ATS (Assessment Tax System)	tax bill generation and collection of taxes	Moderate		#2240 CAF3 Opgrade Readiness (2002) & #2322 Follow-up Addit (2003)
		, , ,				#2511 Manadatad E/C Avalt 12/21/05 Limited Davisor of LT
- 11	TTC/Treasurer	Quantum	treasury management system	Moderate		#2511 Mandated F/S Audt 12/31/05 - Limited Review of IT.
	MODERATE RISK SYSTEMS					
	CASE MANAGEMENT SYSTEMS					
1	Child Support Services	CCSAS (California Child Support Automation System)	facilitate sharing of case data w/other counties	Moderate	Х	
2	County Counsel	CountyLaw (CyCom)	case & document management for attorneys	Moderate		
3	District Attorney	CMS (Case Management System)	tracks filing status of criminal cases	Moderate		
4	District Attorney	Child Abduction	track abducted children, custody disputes	Moderate		
5	District Attorney	Consumer, Major Fraud, Environmental Violations	tracks cases under investigation prior to filing	Moderate		
6	District Attorney	Special Assignment Investigations	tracks special cases under investigation prior to filing	Moderate		
	District Attorney	Felony Projects Case Tracking	tracks felony cases under investigation prior to filing	Moderate		
	District Attorney	Welfare Fraud Case Tracking	tracks welfare cases under investigation prior to filing	Moderate		
	District Attorney	IRIS (Incident Reporting Information System)	records complaints, tracks disposition	Moderate		
	HCA/Public Health	CCS - ChildWatch	medical case mgmt & finc'l assist for disabled children	Moderate		
	HCA/Public Health	Specimen Tracking	specimen tracking system	Moderate		
		CMS (Case Management System)		Moderate		
12	Probation Probation		probation case management for adults & juveniles			
13	Public Defender	CMS (Case Management System)	manage & tracks PD cases	Moderate		
<u> </u>	CONSORTIA OR STATE MANAGED SYS					(2000) - (2000) - (2000)
	Child Support Services	ARS (ACES Replacement System)	child support case management (consortia system)	Moderate		#2330 DCR/Cash Receipts-Itd review user access (2003) & #2532 F-Up
2	Child Support Services	CalWin (CalWorks Information Network)	two way data exchange with ARS	Moderate	Х	
3	HCA/Maternal Child Health	CATS (Common Application Transaction System)	client registration and eligibility system (state system)	Moderate		
	HCA/Public Health	ISIS (Integrated State Information System)	WIC nutritional data system (state system)	Moderate		
5	HCS/Special Programs	JTA (Job Training Automation System)	track/report clients receiving job training (state system)	Moderate		
6	Probation	SRF (Supervised Release File) Interface	maintain probation records - interfaces with CLETS	Moderate	Χ	
7	SSA	WCDS (Welfare Client Data System)	determine eligibility, calculate benefits (consortia sys)	Moderate		
	SSA	CWS/CMS (Child Welfare Svcs/Case Mgmt System)	case mgmt for children in custody (County hosted)	Moderate		
	SSA	CalWin (CalWorks Information Network)	benefit management & tracking (consortia sys)	Moderate	Χ	
├ 	FINANCIAL & FINANCIAL RELATED S					
1	Auditor-Controller	RxLaser	laser check printing	Moderate		#2326 Laser Check Review (2003) & #2523 Follow-up Audit (2005)
	Auditor-Controller	CUBS Collection System	billing and collection for various departments	Moderate		#2428 Collections & Accounts Receivable Audit (2005)
	Child Support Services	Credit Card Internet Solution	accept on-line credit card payments for child support	Moderate	Х	" 2720 Concentions & Accounts receivable Adult (2003)
				Moderate	^	
	Child Support Services	Dissomaster Open Seen Boument	calculate child support payments due			
	Child Support Services/Accounting	Open Scan Payment	payment processing and tracking	Moderate		#2044 Carbindar Con Involunt Day' (2000) 2 #25(5 5#1 (2005)
	Clerk-Recorder	Cashiering system	cash receipting application	Moderate		#2244 Cashiering Sys Implement. Review (2002) & #2565 F/Up (2005)
	HCA	Posting System (Financial Counselors)	accts for payments rec'd for services rendered	Moderate		
	HCA	Purchasing	track, report purchases, pmts, assets	Moderate		
	IWMD	CompuWeigh/Weighstation	landfill cash receipting	Moderate		#2327 System Implementation Review (2003) & #2524 Follow-Up (2005)
	IWMD	Great Plains eEnterprise	accounts receivable	Moderate		#2327 System Implementation Review (2003) & #2524 Follow-Up (2005)
11	John Wayne Airport	McGann Parking Revenue Control System	track parking revenues & ticket counts	Moderate		
12	Probation	PFS (Probation Financial System)	manages financial obligations of probationers	Moderate		#2105 Mandated Audit - limited IT coverage (2001)
	RDMD/Geomatics & Land Info	E-Commerce System	sells downloads of maps and land information	Moderate		
	RDMD/HB&P	Cashiering POS	cashiering for more than 20 HB&P locations	Moderate		
		1 3	<u> </u>			

Internal Audit Department		SORTED BY RISK RATING			
	KEY INFORMATION SYSTEM INVENTORY				
			RISK		
DEDARTMENT	ADDLICATION/CVCTEM	DESCRIPTION		ADDED	LACT AUDIT
DEPARTMENT	APPLICATION/SYSTEM	DESCRIPTION	RATING	ADDED	LAST AUDIT
15 RDMD/Public Works	ProgPay (Progress Payment System)	construction bids and payment management system	Moderate		
16 TTC/Tax Collector	Netvantage Cashiering System	cash receipts application	Moderate		#2511 Mandated F/S Audt 12/31/05 - Limited Review of IT.
17 TTC/Tax Collector	Remittance Processing System	check scanning & payment posting	Moderate		#2311 Walldated 1/3 Addt 12/31/03 - Ellilited Review of 11.
18 TTC/Tax Collector	Public Defender System	record collection of public defender judgements	Moderate		
19 TTC/Tax Collector	Tax Apportionment System	apportion taxes	Moderate	Х	
DOCUMENT IMAGING SYSTEMS					
1 Auditor-Controller	ERMI (Electronic Report Management & Imaging)	financial report archiving	Moderate		
2 Child Support Services	COSTARS (Online Storage and Retrieval Solution)	store and view case management documentation	Moderate	Х	
3 Probation	EDMS (Electronic Document Management System)	file and storage of case documents	Moderate	Х	
LAW ENFORCEMENT SYSTEMS					
1 Probation	JIAS (Juvenile Intake Assessment System)	juvenile intake assessment	Moderate		
2 Probation	Risks/Needs Assessment	assess probationer needs, risks, level of supervision	Moderate	Х	
	Penal Code 1210 Violations system	information sharing w/HCA & drug treatment providers		^	
3 Probation			Moderate		
4 Probation	AIS (Adult Intake System)	automates the first stage of the adult intake process	Moderate		
5 Probation	Adult Probationer - Shared Terms & Conditions	shares info on adult probationers w/law enforcement	Moderate		
6 Probation	CABS (Computerized Arrest & Booking System)	store photos of all probationers	Moderate		
7 Probation/Institutional Services	IMS (Institution Management System)	juvenile in-custody mgm - booking, assessing, tracking	Moderate		
8 Sheriff-Coroner	various	Because of the circumstances surrounding the S-C systems	Moderate		
		(confidentiality, compliance with DOJ rules, etc), their			
		systems are self monitored			
MULTI-DEPARTMENT OR MULTI-FUN	ICTION/ENTERDRISE SYSTEMS	Systems are sen monitored			
1 Auditor-Controller	CAPS/Fixed Asset System (AC42)	fixed asset accounting	Moderate		
		ÿ			
2 CEO/Finance	Brass (CAPS)	budgeting	Moderate		
3 Clerk of the Board	ATS (Assessment Tax System)	property tax assessment appeals tracking	Moderate		
4 HCA	AMS (Addiction Management System)	patient tx plans, inventory cntrl, billing, reporting	Moderate		
5 HCA/Animal Care	Chameleon	animal care operations (kennel, veterinary, licensing)	Moderate		
6 HCA/Environmental Health	Envision	tracks field inspections/violations & generates billings	Moderate		
7 HCS/OCHA	SERA (Section Eight Rental Assistance)	applications, eligibility, benefit calculations, & pmts	Moderate		
8 Public Library	iBistro	library management system for patrons & materials	Moderate		
9 RDMD	APPS (Automated Permitting and Planning System)	enterprise system for permit processing & accounting	Moderate		
PERSONNEL SYSTEMS	,	, <u>,</u>			
1 Human Resources Department	ORS (Online Recruitment System)	on-line job application management	Moderate		
2 Human Resources Department	TRAC	applicant tracking	Moderate		
3 Human Resources Department	1992 Defined Benefits	1992 DB plan enrollment and contributions tracking	Moderate		
TREASURY MANAGEMENT SYSTEMS					
1 TTC/Treasurer	Bloomberg	on-line securities trading	Moderate		
2 TTC/Treasurer	Gateway	middleware between Quantum and Bloomberg	Moderate		
3 TTC/Treasurer	GQ	reconciles Quantum to Bloomberg	Moderate		
4 TTC/Treasurer	Fund Accounting	middleware for converting A-C data	Moderate		
5 TTC/Treasurer	Deposit Order Reconciliation	D/O reconciliation	Moderate		
6 TTC/Treasurer	Back Office	cash accounting system	Moderate		#2511 Mandated F/S Audt 12/31/05 - Limited Review of IT.
OTHER/OPERATIONAL SYSTEMS		and the second s			
1 CEO/IT/Telephone Services	TMS (Telephone Management System)	OCTNET database	Moderate	Х	
2 Child Support Services	Internet On-Line Forms	apply for child support services	Moderate	X	
	Swiftview ActiveX Control	view printed ARS forms on-line	Moderate	^	
3 Child Support Services					
4 Child Support Services/Legal	Legal Forms	court order processing and filing system	Moderate		
5 Clerk-Recorder	ClerkDocs	process various registrations	Moderate		
6 Clerk-Recorder	VitalDocs	issue certificates (birth, death, marriage)	Moderate		
7 Clerk-Recorder	CATS 2000	issue marriage licenses	Moderate		
8 Clerk-Recorder	Electronic Recording	electronic recording of real property documents	Moderate		
9 Clerk-Recorder	Grantor/Grantee	maintain public records for real property	Moderate		
10 Clerk-Recorder	FBN (Fictitious Business Name)	business name database	Moderate		
11 HCA	Contract Services - UCI	monitor services provided by UCI under contract	Moderate		
12 HCA	Contract Services - Western Medical	monitor services provided by WestMed	Moderate		
13 HCA	COR (Custodian of Records)	tracks requests for medical and mental health records	Moderate		
	CMS (Correctional Medical Services)				
14 HCA/Correctional Medical		medical records & tracking of pharmacy medications	Moderate	ļ	
15 HCA/Public Health	CaseWatch	management of AIDS cases & services	Moderate		
16 HCS/Office on Aging	SAMS 2000 (Senior Access Management System)	records services provided & funds used by contractors	Moderate		

Internal Audit Department		SORTED BY RISK RATING			
	KEY INFORMATION SYSTEM INVENTORY				
			RISK		
DEPARTMENT	APPLICATION/SYSTEM	DESCRIPTION	RATING	ADDED	LAST AUDIT
DEI ARTIVIERT	ALL ETGATION STATEM	DESCRIPTION	KATINO	ADDED	EAST AUDIT
17 HCS/Office on Aging	Refer (Office on Aging Information & Referral)	provides and tracks resource information for seniors	Moderate		
18 HCS/Veterans Service Office	VID (Veterans Information Database)	claims filing and statistics	Moderate		
19 John Wayne Airport	Access Control System	monitor entrance/exits of all secured access areas	Moderate		
20 RDMD	Summary Billing	automate processing of utility invoices	Moderate	Х	
21 RDMD/Agricultural Commissioner	Weights & Measures	reporting and billing for inspections	Moderate		
22 RDMD/Engineering & Permits	CPP/TUF (County Property Permits)	records & tracks information on county permits	Moderate		
23 RDMD/Facilities Operations	FM1 (Facilities Management)	manage maintenance work orders & billing countywide	Moderate		
24 RDMD/Public Works	MaintStar (operations & maintenance)	track work requests from public complaint to completion	Moderate		
25 RDMD/Transportation	FleetAnywhere	manage all transportation fees, charges, billing	Moderate		
26 Registrar of Voters	Pitney Bowes Inserter/Sorter	processes absentee ballots	Moderate		
27 Registrar of Voters	EIMS (Election Information Management System)	voter registration info, election data, precinct info	Moderate		
28 Registrar of Voters	Hart Personal Voting System	creates ballots and tabulation databases	Moderate		
29 Registrar of Voters	Maptitude	GIS for precinct and district boundaries	Moderate		
LOWER RISK SYSTEMS					
1 CEO/Finance	CEO Budget Strategic Financial Plan Intranet	budget information pooling application	Low		
2 CEO/Finance	CEO Budget Intranet	budget information pooling application	Low		
3 CEO/IT	NSD Portal	project tracking and requests for Network Services	Low		
4 CEO/IT	GUARD (Global User Access Request Database)	administers & tracks database access	Low		
5 CEO/IT	ELVIS (Electronic Labor Verification Info System)	work request tracking system	Low		
6 CEO/IT/Telephone Services	eTimeTrack	track SBC billable hours	Low	Х	
7 CEO/IT/Telephone Services	eTSR (Telephone Service Request)	submission, approval, processing of TSRs	Low	Χ	
8 CEO/IT/Telephone Services	DMS (Directory Management Services)	automate annual County directory	Low	Χ	
9 Child Support Services	Clerk-Recorder Abstract Imaging	send document imaging to clerk-recorder	Low		
10 Child Support Services	Symposium Web Client	monitor call center	Low	Х	
11 Child Support Services	Internet Content Management	update content on CSS websites	Low	Х	
12 Clerk of the Board	CAMS (Comprehensive Agenda Mgmt Solution)	board agenda management	Low		
13 District Attorney	Branch Court Services	assist investigators assigned to branch courts	Low	Х	
14 District Attorney	Personnel Threats	tracks threats made against personnel	Low		
15 District Attorney	Juvenile Truancy Tracking	tracks juvenile school absences & creates documents	Low		
16 District Attorney	Petty Cash Check Generation	petty cash check generation and reconciliation	Low		
17 District Attorney	MCLE (Mandatory Legal Education Credit tracking)	monitors mandatory legal education classes	Low		
18 HCA/Information Technology	TouchPaper	tracks & manages IT help desk tickets	Low		
19 Human Resources Department	Online Training Registration	class enrollment management	Low		
20 Human Resources Department	Virtual Rideshare Survey	commuter survey information	Low		
21 Human Resources Department	Online Volunteer Interpreter List	database of county employee interpreters	Low	Χ	
22 John Wayne Airport	ABT (Airport Business Toolbox)	monitor contracts, leases, FBOs, concessions	Low		
23 John Wayne Airport	CAD (Computer Assisted Design)	maintain drawings of airport facilities	Low		
24 John Wayne Airport	Landrum & Brown Gate Management System	gate allocation and utilization management	Low	Χ	
25 John Wayne Airport	TAMIS (Tracor Airport Management Info Systems)	monitor airport noise levels (PASSUR & ARIS)	Low		
26 John Wayne Airport	FMMS (Facilities Maintenance Management System)	track maintenance repair calls	Low		
27 John Wayne Airport	AVI (Automated Vehicle Identification)	monitor vehicle trips of ground transportation operators	Low		
28 John Wayne Airport	Automated Attendant	handles telephone call traffic	Low		
29 John Wayne Airport	FIDS/BIDS (Flight & Baggage Information System)	arrival & departure information display for the public	Low		
30 RDMD	Expediter	tracks requisition, service request, invoice transmittals	Low		
31 RDMD	Messaging Department-wide	department-wide communications	Low	Х	
32 RDMD/HB&P			Low	٨	
	OSO (Overage/Shortage Online Reporting System)	overage/shortage tracking for park cashiers		٧	
33 RDMD/Public Works	Project Cost Tracking	track and control project costs	Low	Х	
34 RDMD/Publishing Services	Publishing Services Automated Requisitions	on-line ordering for countywide printing requests	Low		
35 RDMD/Watersheds & Coastal Resources	NPDES	state mandated reporting system	Low	Х	
36 Registrar of Voters	IVR (Interactive Voice Response System)	voting information for public inquiry	Low		
37 Registrar of Voters	Campaign File Disclosure System	track political campaign financial disclosures	Low	Χ	
38 TTC/Treasurer	WAM (Weighted Average Maturity)	estimates weighted average maturity	Low	Χ	
39 TTC/Treasurer	Automatic Call Distributor - Customer Interaction Center	manage calls to TTC collections	Low	Х	
	•				

internal Addit Department		JORTED DT KIJK KATINO			
	KEY INFORMATION SYSTEM INVENTORY				
			RISK		
DEPARTMENT	APPLICATION/SYSTEM	DESCRIPTION	RATING	ADDED	LAST AUDIT
DISCONTINUED SYSTEMS - ALL					
Child Support Services	Meridien / MTE	phone utilization tracking system			
HCA/Public Health	AVSS (Automated Vital Statistics System)	birth, death, disease data collection (UCSB system)			
HCA/Public Health	Immunization and Vaccine	tracks patient immunization and vaccine usage			
RDMD	Management Status Report	automated project and status reporting			
NON-CRITICAL SYSTEMS REMOVED -	ALL				
Child Support Services	Union Bank Check Vision	view checks			
Child Support Services	Wells Fargo Check Viewing	view checks			
Child Support Services	Chrono	document case events/history			
	DISCONTINUED SYSTEMS - ALL Child Support Services HCA/Public Health HCA/Public Health RDMD NON-CRITICAL SYSTEMS REMOVED - Child Support Services Child Support Services	DEPARTMENT APPLICATION/SYSTEM INVENTORY DISCONTINUED SYSTEMS - ALL Child Support Services Meridien / MTE HCA/Public Health HCA/Public Health RDMD Management Status Report NON-CRITICAL SYSTEMS REMOVED - ALL Child Support Services Union Bank Check Vision Child Support Services Wells Fargo Check Viewing	REY INFORMATION SYSTEM INVENTORY DEPARTMENT APPLICATION/SYSTEM DESCRIPTION DISCONTINUED SYSTEMS - ALL Child Support Services Meridien / MTE HCA/Public Health AVSS (Automated Vital Statistics System) HCA/Public Health Immunization and Vaccine RDMD Management Status Report NON-CRITICAL SYSTEMS REMOVED - ALL Child Support Services Union Bank Check Vision view checks Child Support Services Vells Fargo Check Viewing view checks	RISK RATING DEPARTMENT APPLICATION/SYSTEM DESCRIPTION DISCONTINUED SYSTEMS - ALL Child Support Services Meridien / MTE HCA/Public Health AVSS (Automated Vital Statistics System) HCA/Public Health Immunization and Vaccine RDMD Management Status Report NON-CRITICAL SYSTEMS REMOVED - ALL Child Support Services Union Bank Check Vision View checks Child Support Services Vells Fargo Check Viewing View checks View checks	KEY INFORMATION SYSTEM INVENTORY DEPARTMENT APPLICATION/SYSTEM DESCRIPTION RISK RATING ADDED DISCONTINUED SYSTEMS - ALL Child Support Services HCA/Public Health Immunization and Vaccine HCA/Public Health Immunization and Vaccine Immunization a

	SYSTEM COUNTS
	Higher Risk Systems
99 N	Moderate Risk Systems
39 L	ower Risk Systems
153 T	Total Systems

133	Systems Last Year
(4)	Systems Discontinued
(3)	Systems Removed (non-critical)
27	New Systems or previously not reported
153	Total Systems

This Core Business Systems Coverage provides an overview of where Internal Audit has performed audits of the below core business processes from 1996 through June 2006.	(40) Department ICRs -	CAPS Audit (ISecure); Treasurer-Tax Collector:	Computer Assisted
CASH RECEIPTS	(40) Department ICRs - Testing of cash deposits thru financial system to G/L. (49) Treas-Tax Collector Audits - Ortrly. cash counts; NSF checks review (2006); Interest Apportment (2006); Tax Redempt. Office (every 3 yrs)	CAPS Audit (ISecure); Treasurer-Tax Collector: (7) Annual audits of TFA financial reporting systems.	
ACCOUNTS RECEIVABLE & COLLECTIONS	(3) Auditor-Controller ICRs - A/C Collections (2001, 2004); A/C Property Tax Unit (2004) (18) Dept. ICRs - validating A/R & collections to County records.	CAPS Audit (ISecure); Auditor-Controller: A/C Collections - CUBS (2004)	
CASH DISBURSEMENTS (incl. Accts. Payable)	(22) Dept. ICRs - Timeliness and accuracy of payment approvals & check issuances; tracing transactions through A/C financial system and records.	CAPS Audit (ISecure); Auditor-Controller: IP3 Pilot Project with IWMD.	Duplicate Vendor Payments- Monthly audits of vendor payments to detect duplicate payments.
REVOLVING FUNDS (Annual Replenishments)	(33) Dept. ICRs - Reviewing accuracy of transactions in County records; A/C reimbursement process.	CAPS Audit (ISecure)	
PROCUREMENT & CONTRACT ADMINISTRATION	(18) Dept. ICRs - Reviewing payment approvals, timeliness and accuracy of check issuances.	CAPS Audit (ISecure); Auditor-Controller: IP3 Pilot Project.	Employee/Vendor Relationships Review (FY 04/05) - Reviews to detect potential conflicts of interest.
PAYROLL	Auditor-Controller: Planned review to include Claims & Disbursing process. (6) Dept. Payroll ICRs - Performed since 1996.	Auditor-Controller: Payroll Risk Assessment Audit (ISecure); Laser Check Application review.	Multiple Direct Deposits- to identify multiple employee paychecks deposited into bank accounts; Working Retirees - To determine if working retires exceeded established time limits.
TRUST FUNDS & SPECIAL DEPARTMENT FUNDS	(22) Dept. ICRs - Reviewing financial reporting systems, JV and Gen.Ledger recording, and bank/fund reconciliations.	CAPS Audit (ISecure)	
BUDGETING	(1) Audit of CEO/Budget Office, Auditor-Controller Budget Process (2003); (13) Dept. ICRs - Reviewing budgetary controls.	CAPS Audit (ISecure); CEO/Budget Office & Auditor-Controller: Review of CAPS and BRASS output.	

Prior Audit Coverage (from 1996 through June 2006).

- (1) Each Business Process review includes testing of transactions of the initiating Deptmental/Agency records through the Auditor-Controller's financial records and systems, such as the General Ledger, Revenue/Expense Reports, Labor/Job Cost reports, Cost Studies, Claims & Disbursing, and Check Writing. No material or significant exceptions are being noted in the Auditor-Controller's core business processes.
- (2) A readiness audit of the County Accounting and Personnel System (CAPS) upgrade was conducted by ISecure in 2002 and was issued in March '03. This audit covered general controls over CAPS, which effects all core business systems.

Audits Planned for the FY 2006-07 audit plan year.

Definition of Core Business Systems:

Core business systems are those systems that are centralized and commonly used in processing all County department/agency financial transactions.