Internal Audit Department

ORANGE COUNTY
6th Largest County in the USA

Audit Plan and Risk Assessment FY 2013-14

Approved by the Audit Oversight Committee
on May 22, 2013, Item 5

Report No. 1201

Risk Assessment Team
Dr. Peter Hughes, Director of Internal Audit
Michael Goodwin, Senior Audit Manager
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RISK BASED AUDITING
GAO & IIA Peer Review Compliant – 2001, 2004, 2007, 2010

AICPA Member of
American Institute of Certified Public Accountants Award to Dr. Peter Hughes
as 2010 Outstanding CPA of the Year for Local Government

GRC (Government, Risk & Compliance) Group 2010 Award to IAD as MVP in Risk Management

2009 Association of Certified Fraud Examiners' Hubbard Award to Dr. Peter Hughes
for the Most Outstanding Article of the Year – Ethics Pays

2008 Association of Local Government Auditors' Bronze Website Award

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

OC Internal Audit Department

ORANGE COUNTY BOARD OF SUPERVISORS'

RISK BASED AUDITING

GAO & IIA Peer Review Compliant – 2001, 2004, 2007, 2010

Providing Facts and Perspectives Countywide

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To access and view audit reports or obtain additional information about the
OC Internal Audit Department, visit our website: **www.ocgov.com/audit**

OC Fraud Hotline (714) 834-3608

TRANSMITTAL LETTER

Report No. 1201 Board Agenda June 25, 2013

TO: Honorable Members, Board of Supervisors
Members, Audit Oversight Committee

FROM: Dr. Peter Hughes, CPA
Director of Internal Audit

SUBJECT: FY 2013-14 Audit Plan and
Risk Assessment

Per Resolution No. 95-271, the Board directed the Audit Oversight Committee (AOC) to act in an oversight capacity to the Internal Audit Department (IAD) and to approve the Annual Audit Plan.

For the 14th consecutive year as the Director of Internal Audit, I am pleased to present the *FY 2013-14 Audit Plan and Risk Assessment.* This comprehensive report details our plan for audits and reviews in the upcoming fiscal year and incorporates the results of our extensive risk assessment.

In accordance with the Board's adopted Internal Audit Department Charter, "*The Internal Audit Department reserves resources to accommodate Board of Supervisors' requests. Individual Board members desiring specific audit projects shall place on the Board Agenda their proposal for review and approval by Board majority. The Director of Internal Audit reserves the right to determine how to best fit the Board directed review into the audit plan.*" Any revisions or changes to the audit plan throughout the year are made in IAD's Quarterly Status Report and presented to the AOC for approval.

The AOC reviewed and approved the *FY 2013-14 Audit Plan and Risk Assessment* on May 22, 2013. Accordingly, I am presenting it to the Board of Supervisors as part of my required monthly **Audit Status Report** to the Board.

We would like to acknowledge the professionalism and cooperation extended to us by the management of County agencies/departments during our Risk Assessment process. I look forward to another successful year of audit coverage and service to Orange County.

cc: <u>Audit Oversight Committee Members</u>
AOC Chairman, Supervisor Shawn Nelson, Chairman of the Board
AOC Vice-Chairman, Dr. David Carlson, Public Member
Supervisor Patricia Bates, Vice-Chair of the Board
Shari Freidenrich, Treasurer-Tax Collector
Jan Grimes, Auditor-Controller
Michael Giancola, County Executive Officer
Philip Cheng, Performance Audit Director (Ex-Officio)
Sarah J. "Sally" Anderson, Public Member
Bruce Hughes, Public Member
Mark Wille, Public Member

Audit Plan and
Risk Assessment
FY 2013-14

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EXECUTIVE SUMMARY

MISSION STATEMENT

The mission of the OC Internal Audit Department is to provide **reliable, independent, objective evaluations** and business and **financial advisory services** to the Board of Supervisors and County 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 by helping implement best business practices with regard to internal controls, accounting systems, and business processes. 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 processes in managing their 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.

PUBLIC SECTOR GOVERNANCE AND THE ROLES OF INTERNAL AUDIT

Public sector governance encompasses the policies, procedures, processes and internal controls used to direct an organization's activities to provide *reasonable assurance* that objectives are met and that operations are carried out in an ethical and accountable manner. Governance relates to the means by which goals are established and accomplished; ensures government credibility; and assures appropriate behavior of government officials by reducing the risk of public corruption. *Government auditing (both external and internal) is a cornerstone of good public sector governance by providing unbiased, objective assessments of whether public resources are responsibly and effectively managed to achieve intended results.* Government auditing supports the governance roles of <u>oversight</u>, <u>insight</u>, and <u>foresight</u>.

► **Oversight.** Auditors provide oversight of County management by evaluating whether department/agencies are doing what they are supposed to do, spending funds for intended purposes, and complying with laws and regulations.

► **Insight.** Auditors provide insight to assist County management by assessing which programs, policies and internal controls are working and which are not; sharing best practices and benchmarking information; and looking across department/agencies to find opportunities to borrow, adapt, or re-engineer management practices.

► **Foresight.** Auditors help County management look forward by identifying trends and bringing attention to emerging challenges before they become crises. These issues often represent long-term risks that may far exceed the terms of office for most elected officials, and can sometimes receive low priority for attention where scarce resources drive more short-term focus on urgent concerns.

> *The OC Internal Audit Department is committed to serving the Board and County management in helping ensure effective public sector governance.*

IAD'S EXPERTISE IN FINANCIAL/BUSINESS PROCESSES AND CONTROLS

The OC Internal Audit Department (IAD) is recognized for our financial expertise and knowledge in business cycle internal controls and processes. 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 improvement, and 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.

To meet our clients' expectations for <u>integrity</u>, <u>objectivity</u>, and <u>independence</u> and to function effectively with consistent reliability and credibility, the IAD applies professional auditing standards to all engagements. This allows us to ensure audits 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), 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 or by the California Counties Audit Chief's Committee. We have passed five such peer reviews to date; with the last one performed in 2010.

As further validation of our department's commitment to quality, IAD updated its **Balanced Scorecard** as our framework for performance measurement. We adopted **16 Key Performance Indicators** as indicators of our success towards achieving our strategic vision and mission. In 2012, Dr. Hughes served as the Chair of the **California Counties Audit Chief's Committee** (CCACC). The CCACC meets three times a year in both Northern and Southern California to discuss statewide audit issues. Dr. Hughes served his second year of a three-year term on the prestigious **AICPA Government Performance and Accountability Committee** (GPAC). Dr. Hughes participated in the newly established **Compliance Oversight Committee** (COC) consisting of the Director of Internal Audit, the Director of Human Resources Services and the County Counsel to address issues of mutual concern in a proactive effort of sound governance.

ANNUAL RISK ASSESSMENT FOR DEVELOPMENT OF AUDIT PLAN

Each year, IAD conducts a comprehensive, interactive countywide Risk Assessment that includes input from members of the Board of Supervisors, the County Executive Office, and all Department/Agency executive management regarding risks affecting their respective areas. We also review Business Plans, prior audit coverage and annual financial information for core business processes in all departments/agencies. We rank and tabulate the results that are used in developing a "risk-based" Annual Audit Plan.

> *We note in our Risk Assessment that **the County's control environment is an ever-changing and a dynamic environment.** Continued budget reductions; a new County financial/payroll/human resources system (CAPS+); new rules and regulations; and recent retirements of several department/agency Directors and executive management positions are key issues that departments and agencies are currently facing.*

A detailed description of our Risk Assessment is shown below in the COUNTYWIDE RISK ASSESSMENT METHODOLOGY section of this document (page 14).

ANNUAL AUDIT PLAN & KEY AUDIT CATEGORIES

We design our "risk-based" Audit Plan to address what we consider to be the highest priority areas and audits requested by departments/agencies, while limiting the scope of work to what can realistically be accomplished with the staff resources available. Our risk ratings are based on current information that fluctuates frequently given the nature, diversity, size and impact of County operations on the public.

Our Audit Plan is submitted, publicly discussed, reviewed and approved at the beginning of each fiscal year by the AOC. We are dedicated to completing our Audit Plan while continuing to be flexible and responsive to the Board of Supervisors' requests for audit services. The Audit Plan also includes some flexibility to be responsive to directives for audit services from the Board of Supervisors or AOC. For each audit in the Audit Plan, we have listed the proposed audit objectives, dollar impact and estimated audit hours.

Our Audit Plan has as its foundation the traditional internal audits of "hard-control areas" such as segregation of duties, limiting access to cash, accurate originating accounting entries and transactions, and key reconciliations. Examples of such traditional audits in our Audit Plan include the *Financial Audits and Mandates, Internal Control Audits, Information Technology Audits, and Revenue-Generating Lease Audits*. 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. Starting in FY 2010-11, we reinstated our *Control Self Assessment & Process Improvement facilitated workshops* based on requests received from various departments/agencies.

In our audits, we also look for opportunities to improve the "Efficiency and Effectiveness" of operations. Our reports, where applicable, contain performance recommendations related to efficiency and effectiveness enhancements. As part of our internal improvement process, we distribute a customer survey with each of our audit reports to allow customer evaluation and feedback.

Our **Follow-Up Audit** process ensures that our audit recommendations are implemented satisfactorily. Our *First Follow-Up Audit* begins about six months following the release of an audit report. If necessary, a *Second Follow-Up Audit* will be conducted about six months following the release of the First Follow-Up 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 Audit.

> *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 implementation to the reliability and usefulness of our audit findings and recommendations. We also compliment County management in partnering with us in this effort to be responsive.*

DEDICATION OF RESOURCES TO AUDIT-RELATED SERVICES

Our Audit Plan is based on **17,000 direct audit hours** to be provided by nine audit professionals, a Fraud Hotline Manager, two Senior Audit Managers, and a Deputy Director. Because of budget constraints, we utilize audit positions to perform administrative duties such as budgeting and human resources and adjust the Audit Plan accordingly. We also adjust the Audit Plan as needed to reserve for voluntary work furloughs and vacancies. Audit hours for the Director of Internal Audit are not included in the above total, while the time for the two Senior Audit Managers, Fraud Hotline Manager and Deputy Director is adjusted to allow them time for administrative duties.

Because of our budget and staffing constraints, we prioritize our audits to areas that are assessed a high level of risk and limit the work to what realistically can be accomplished with the staff resources available.

Audit Plan hours are allocated to the audit areas as follows:

Internal Control Audits (ICA):	5,300	32%
Financial Audits and Mandates (FAM):	3,900	23%
Revenue Generating Lease Audits (RGL):	1,600	9%
Information Technology Audits (IT):	3,100	18%
Control Self-Assessment (CSA)	400	2%
Fraud Hotline	1,500	9%
Other Audit Activities*:	1,200	7%
	17,000	100%

*The Audit Plan allocates an additional **1,200 hours** for Other Audit Activities such as tracking **Cash Losses**, administering data collection of **External Audit Activity**, providing **Technical Assistance to Departments** on practical internal control concepts and application, performing the **Annual Risk Assessment**, **HIPAA Administration**, and compiling and presenting **External Audit Activity Reports** to the Board of Supervisors and Audit Oversight Committee. In addition, this year our **Peer Review/Quality Assessment** will be conducted for the three years ending June 30, 2013.

Included in the ICA, FAM, IT, and RGL categories are a total of **1,400 Reserve Hours** to respond to Board requests for audit services. Our *FY 2013-14 Audit Plan* is detailed beginning on page 5.

Certain audits in the Audit Plan are designated as "**Time Permitting or Next Audit Plan.**" These audits are determined from our Risk Assessment and will be considered for inclusion in the subsequent year Audit Plan if not completed in the FY 2013-14 Audit Plan.

OC INTERNAL AUDIT DEPARTMENT
FY 2013-14 AUDIT PLAN

Audit Name	Budgeted Hours	Percent of Total
INTERNAL CONTROL AUDITS (ICA) **32% OF TOTAL AUDIT COVERAGE** Validate, substantiate, and confirm the adequacy of critical internal controls to ensure accurate, complete and timely processing of County financial transactions; ensure County assets are safeguarded from loss, waste, and abuse; evaluate compliance with department and County policies; evaluate process efficiency and effectiveness.		
Cash Receipts & Receivables: Audits of cash handling, records and deposits to ensure cash receipts are safeguarded, deposited and reconciled with County records; and to ensure accounts receivable and related billings are established timely; are monitored, and any bad debt write-offs are approved by management.		
1 **Probation - Public Safety Realignment (AB109) Receipts and Claiming - $17 million** (Dept/Agency Request)	250	
2 **OC Waste & Recycling - Paradigm A/R System - $99 million** receipts & receivables (Dept/Agency Request)	250	
3 **Public Administrator/Public Guardian - $23 million** receipts & receivables (Dept/Agency Request)	250	
Fee-Generated Revenues: Audits of department/agency fee studies and fee development processes, methodologies, and assumptions used for establishing cost-recovery fees charged to the public for Licenses, Permits and Franchises and Charges for Services and are submitted to the Board of Supervisors for approval.		
4 **County Executive Office - $85 million** fee revenue.	250	
5 **HCA - Environmental Health Fee Study - $19 million** fee revenue (carry-over) (Dept/Agency Request)	250	
Cash Disbursements & Payables: Audits of cash disbursements and accounts payable to ensure payments are properly reviewed and authorized, valid, supported, timely; and are compliant with County policies.		
7 **Probation - Public Safety Realignment (AB109) Expenditures - $11 million** (Dept/Agency Request)	250	
8 **Public Administrator/Public Guardian - $28 million** disbursements (Dept/Agency Request)	250	
Payroll: Evaluate adequacy of internal controls over bi-weekly payroll processing to ensure payroll is accurate, compliant, timely, complete and properly authorized.		
9 **Health Care Agency - $235 million** in payroll. Audit of selected controls over payroll processing.	125	
10 **Social Services Agency - $289 million** in payroll. Audit of selected controls over payroll processing.	125	
11 **Sheriff-Coroner - $491 million** in payroll. Audit of selected controls over payroll processing.	125	
12 **Public Administrator/Public Guardian - $6 million** in payroll. Audit of selected controls over payroll processing.	125	

Audit Name	Budgeted Hours	Percent of Total
INTERNAL CONTROL AUDITS (ICA)　　　　**Continued**		
Purchasing and Contracts: Audits of procurement processes and systems for compliance with requirements in the County Purchasing Manual and for contract administration to ensure vendor payments are properly reviewed, authorized, valid to contract terms, and timely. Includes sole source contract administration.		
13　**Clerk of the Board - Assessment Appeal Process - 15,000-20,000** appeals per year. Audit of assessment appeal process to determine compliance with County procedures and statuatory requirements.	250	
14　**OC Community Resources - $263 million** in purchases. Audit of selected aspects of contract administration.	250	
15　**OC Waste & Recycling - Contract Administration/La Pata Project - $7 million** (Dept/Agency Request)　　Audit of contract administration and MOU requirements in cost-sharing agreement with OC Public Works for widening of a landfill access road.	200	
16　**CEO/County Procurement Office - Oversight of Sole Source Contracting** Audit of sole source policy and procedures in CPO for effective oversight and reporting of County sole source contracts. (May conduct CSA-PI.)	200	
Fiduciary and Special Revenue/Use Funds: Audit of fiduciary and special revenue funds to ensure revenues and expenditures are proper and in compliance with County and departmental procedures, laws, etc.		
17　**County General Fund Reserves and Cash Flow Operating Transfers/Borrowing - $600 million.** Audit of General Fund reserves ($198 million) and processes in Auditor-Controller and CEO/Budget Office for operating transfers and internal borrowing of funds for temporary cash flow ($402 million). **(carry-over from FY 12-13)**	200	
18　**Social Services Agency - $540 million** in fiduciary funds**.**	250	
19　**Auditor-Controller - $287 million** in fiduciary funds. Audit of funds and fund disbursements.	250	
20　**Public Administrator/Public Guardian Trust Funds - $21 million** in fiduciary funds (Dept/Agency Request)	100	
Follow-Up Audits (First):	600	
21　**JWA Change Order/Contract Amendment Process** (1125)		
22　**SSA Contract Payments and Fiscal Monitoring** (1224)		
23　**OCCR Fee Generated Revenue** (1222)		
24　**OCPW Procurement and Contracts** (1225)		
25　**OCPW Disbursement Approval Process** (1223)		
Follow-Up Audits (Second):	200	
26　**OCPW Fee Generated Revenue** (1022)		
27　**Internal Controls Training - Treasurer-Tax Collector** (Dept/Agency Request)	100	
28　**Work Paper Close-Out & Final Report Issuance** (audits from prior year plan)	50	
29　**Reserve - for BOS and AOC directives** and audit adjustments (2)	400	
Subtotal	**5,300**	**32%**

Audit Name	Budgeted Hours	Percent of Total
FINANCIAL AUDITS & MANDATES (FAM) 23% OF TOTAL AUDIT COVERAGE Determine that financial statements are fairly stated in accordance with applicable professional standards; financial statements are supported by sound internal controls; and management complied with applicable laws, regulations and grant requirements. These audits are conducted in accordance with generally accepted auditing standards of the United States and/or Governmental Auditing Standards issued by the U.S. Comptroller.		
District Attorney Grants - $6.4M: Audit the financial statements for four grants to determine that budgeted amounts, revenues and expenditures are recorded accurately, completely, and timely and review controls and test compliance with rules and regulations.		
1 **DA Grant**: **Workers Comp Fraud** - 6/30/14	250	
2 **DA Grant**: **Health & Disability Insurance Fraud** - 6/30/14	250	
3 **DA Grant**: **Auto Insurance Fraud** - 6/30/14	250	
4 **DA Grant**: **Auto Fraud Activity Interdiction** - 6/30/14	250	
5 **Treasurer-Tax Collector: Annual Investment Compliance Audit (2013) - $7.2 billion** Attestation audit of the Treasury's compliance with CA Government Code Sections 27130 - 27137 and related provisions of the OC Treasurer Investment Policy Statement for Money Market and Extended Funds.	800	
6 **Auditor-Controller Quarterly Cash and Investment Reconciliations - $7.2 billion** Auditor-Controller (A-C) contracted IAD to conduct the required quarterly audits to provide an opinion whether the A-C complied with the requirements of California Government Code Section 26905.	200	
7 **Community Facilities Districts/Mello Roos - $752 million issued**. Annual review of selected CFD revenues and expenditures.	250	
8 **Calculation of Reverse Pension Pickup - $7.1 million** The reverse pension pickup for OCMA represents those pension costs that are paid by the employees rather than the County.	250	
9 **Retiree Medical Plan - Annual Required County (ARC) Contributions - $36 million** Determine if the County correctly applied the actuarial recommendation and properly funded the $36 million to pay for the annual retiree medical costs.	250	
10 **Auditing & Accounting Standards Update:** Review of New Statements on Auditing Standards regarding risk assessment and internal controls requirements.	100	
Follow-Up Audits (First):	400	
11 **Treasurer-Tax Collector Investment Compliance Audit for 2011**		
12 **Treasurer-Tax Collector Investment Compliance Audit for 2012**		
13 **JWA Change Orders**		
14 **Clerk-Recorder Review of Fund 12 D - Purchase of Building (1159-A)**		
15 **Clerk-Recorder Review of Fund 12 D - Other Accounting Issues (1159-B)**		
Follow-Up Audits (Second):	100	
16 **Countywide Audit of Employee Cash Advances (1218-B)**		
17 **Work Paper Close-Out & Final Report Issuance** (audits from prior year plan)	150	
18 **Reserve - for BOS and AOC directives** and audit adjustments (2)	400	
Subtotal	**3,900**	**23%**

	Audit Name	Budgeted Hours	Percent of Total
	REVENUE GENERATING LEASE (RGL) AUDITS 9% OF TOTAL AUDIT COVERAGE Audit the supporting records of businesses with revenue generating leases to ensure the correct amount of rent is paid to the County based on a percentage of gross revenue, and that internal controls are adequate to ensure the integrity of records used to report gross revenues. Our audits also identify ambiguities and omissions in the contracts that may disadvantage the County. These critical audits are performed at the request of *JWA, OC Public Works, OCCR/OC Parks, and OC Dana Point Harbor* on a rotational basis. The County receives about **$146 million** annual rent from these revenue leases. About **$95 million** of the annual rent is based on a percentage of gross revenue. Over the last **5** years, we have performed 21 audits covering 20**%** of the $95 million annual rent. Over the last **10** years, we have audited 82**%** of the $95 million annual rent. For the following leases, annual rent paid is approximately **$916K**.		
1	**John Wayne Airport - Signature Flight Support**	250	
2	**John Wayne Airport - Airport Terminal Services**	250	
3	**OC Dana Point Harbor - Fuel Dock**	250	
4	**OC Public Works - Lake Forest Golf/Practice Center**	250	
5	**OC Community Resources - Peacock Hill Equestrian Center**	250	
6	**Follow-Up Audits** - Perform on selected recommendations as deemed warranted.	100	
7	**Work Paper Close-Out & Final Report Issuance** (audits from prior year plan)	50	
8	**Reserve - for BOS and AOC directives** and audit adjustments (2)	200	
	Subtotal	**1,600**	**9%**
	INFORMATION TECHNOLOGY AUDITS (IT) 18% OF TOTAL AUDIT COVERAGE Audit of information technology controls (i.e. general controls, application controls, system developments).		
	Computer-Assisted Audit Techniques (CAATs) is a cited as a best practice and provides critical continuous audit coverage for vendor payments disbursed. CAATs are automated queries (logical searches for matching characteristics) applied to large amounts of electronic data and the resulting output (matches) are further reviewed and validated. For 2012, we reviewed **211,846** vendor disbursements of about **$2.53 billion**. To date, we have identified **$1,020,917** duplicate vendor payments of which **99%** were recovered.		
1	**CAATs - Duplicate Vendor Payments & Other Routines - $2.53 billion** On-going monthly and quarterly routines to detect duplicate payments, employee-vendor matches, working retires exceeding mandated limits, and payroll direct deposits.	700	
2	**CAATs - Develop New Routines - Purchasing Cards -** Develop on-going routine to monitor compliance with established limits, and identify potential duplicate payments, splitting purchases to avoid approval thresholds.	150	
	IT Implementation Assistance: For significant mission critical systems, IAD audits the adequacy of planned internal controls in accordance with an MOU agreed to by management. The MOU specifies that management is responsible for designing adequate controls in the new system and for providing documentation (flowcharts, narratives, policies and procedures, etc.) to be reviewed by Internal Audit. Our audits focus on the control areas of: 1) proper segregation of duties, 2) reviews and approvals, 3) audit trails, and 4) reconciliations to help management ensure the system addresses the key/fundamental controls.		
3	**Property Tax Management System (PTMS) Implementation - $5.9 billion** Review of Planned Controls. (Project on hold - will resume assistance when the project is restarted)	0	

Audit Name	Budgeted Hours	Percent of Total

INFORMATION TECHNOLOGY AUDITS (IT)   Continued

General Control Reviews: Audit IT general controls in the areas of security management (policies and procedures, risk assessment, security awareness and training, and remediation of security weaknesses), access controls (identification and authentication controls, monitoring activity and incident response, physical security), configuration management (policies/procedures and change management), segregation of duties (policies/procedures and segregation of incompatible duties), and continuity planning (recovery plans, backup plans, environmental controls. and testing/validating plans).

4 **Treasurer-Tax Collector** Houses and/or maintains key applications including Quantum (investment transactions, accounting, and cash management) and numerous in-house and purchased applications. — 300

5 **Sheriff-Coroner** Houses and/or maintains key applications essential to the agency's operations including Sheriff's Data System and numerous in-house and purchased applications. — 300

6 **OC Public Works** Houses and/or maintains key applications essential to the agency's operations including Fleet Focus (fleet management system), ProgPay (construction bid and payment management system), and numerous in-house developed and purchased applications. (time permitting/next Audit Plan-see Note7) — 0

7 **CEO/IT - IT Sourcing Contract** Conduct a post-implementation review of IT Sourcing Contract security implications from technical support staff being located off-site. (Dept/Agency Request) — 300

8 **CEO/IT - Countywide IT Security** Conduct a compliance audit of countywide IT security policy. To include the CAPS+ Upgrade if completed when audit is conducted. Vendor will be hired to determine departmental compliance. IAD will follow-up on departmental remediation of identified issues. (Dept/Agency Request) — 300

Application Control Reviews: Review selected controls over the input, processing, and output of data/transactions. Areas to review will be focused and may include segregation of duties, reviews and approvals, key edits/validation rules, audit trails, and balancing.

9 **Auditor-Controller - Automated ARF Process** Review new on-line application for automated submission of CAPS+ Access Request Forms. Review user roles for adequate segregation of duties and review the control configurations for documents (transactions) that were "workflowed" post go-live. (Dept/Agency Request) — 300

Follow-Up Audits (First): — 200
10 **HCA - Medical Billing Process - IT portion**
11 **SSA - General IT Controls**
12 **DA - General IT Controls**
13 **CSS - General IT Controls**

Follow-Up Audits (Second): — 100
To be determined.

14 **Work Paper Close-Out & Final Report Issuance** (audits from prior year plan) — 50
15 **Reserve - for BOS and AOC directives** and audit adjustments (2) — 400

Subtotal   3,100   18%

Audit Name	Budgeted Hours	Percent of Total
CONTROL SELF ASSESSMENT (CSA) **2% OF TOTAL AUDIT COVERAGE** Facilitated workshops conducted by Internal Audit utilizing a balanced approach to discuss strengths, concerns and what the group can do to improve operations. The process draws upon the expertise of employees and managers and encourages a team approach to identyfing issues and problem solving.		
1 **OC Public Works - Administrative Services, Fac Ops, Oper & Maintenance** (Dept/Agency Request)	400	
2 **CEO/County Procurement Office - Sole Source Contracts** (may conduct an Internal Control Audit - see above under ICAs)	0	
Subtotal	**400**	**2%**
FRAUD HOTLINE **9% OF TOTAL AUDIT COVERAGE** The OC Fraud Hotline is staffed by professionals to ensure proper handling of all reports of possible waste, fraud, and abuse of County resources and ethical violations by employees or vendors. The monitoring is provided by an outside vendor 24 hours, 7 days a week and is staffed in-house by an Attorney/Fraud Hotline Manager. In addition, we provide oversight, training, assessments, actual investigations and advisement as warranted. We also prepare semi-annual Hotline status reports for the AOC and BOS.		
1 **Administration & Operation of Fraud Hotline**	1,500	
Subtotal	**1,500**	**9%**
OTHER AUDIT ACTIVITIES **7% OF TOTAL AUDIT COVERAGE**		
1 **Annual Risk Assessment - Audit Plan** We conduct a comprehensive and interactive Risk Assessment, including meeting with the Board of Supervisors; sending Risk Assessment Questionnaires to 22 County departments/agencies; reviewing department/agency Business Plans; compiling detailed financial information; compiling risk ratings of key information systems, and reviewing current/prior audit coverage by County internal and external auditors. This critical process determines the basis for allocating our audit resources for the year among hundreds of competing issues and risks.	300	
2 **Cash Losses** We monitor all cash losses reported to the Auditor-Controller for consideration during our annual Risk Assessment and when conducting our Internal Control Reviews.	50	
3 **Balance Scorecard Update** We measure our performance through 16 Key Performance Indicators to continuously monitor and improve our audit services to the Board of Supervisors (BOS). The Balanced Scorecard approach helps highlight our efforts in a way that is easy for the public to understand and helps us balance our long and short term goals.	150	
4 **External Audit Reporting** In accordance with AOC Policy No. 2, Internal Audit compiles and reviews a quarterly status report of "third party" external audits conducted in County departments/agencies. The County typically undergoes 100+ external audits each year. We also monitor the status of material audit findings and question costs. We consider these audits when developing our annual audit plan and our scope of work for any related audits.	200	

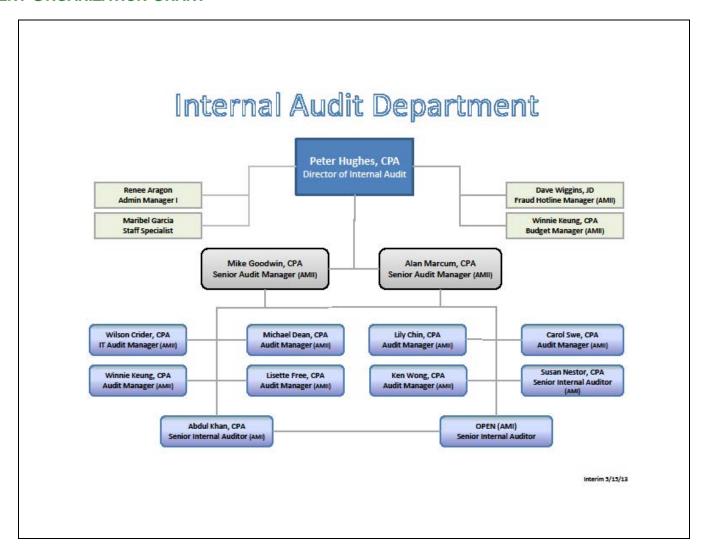| Audit Name	Budgeted Hours	Percent of Total
OTHER AUDIT ACTIVITIES **Continued**		
5 **Technical Assistance to Other Dept/Agencies** To advise on business, accounting, and compliance issues as directed or requested by departments.	100	
6 **HIPAA Administration** Internal Audit is designated as a covered component under HIPAA and must abide by HIPAA rules and regulations. These are hours set aside for the department's HIPAA Coordinator.	50	
7 **Peer Review - 3 YE 6/30/13** Government code and the audit profession require that auditors be audited at least every three years. This audit is called a Peer Review or Quality Assessment. A Peer Review assesses an audit department's adherence to over 150 professional standards. Internal Audit's last Peer Review was for the three years ending 6/30/10.	100	
8 **Reports for Board, AOC, EA Meetings** We report quarterly to the Audit Oversight Committee (AOC). The AOC provides executive oversight and guidance to the Internal Audit Department. We compile and report our progress to the AOC regarding the Audit Plan and provide Executive Summaries on audit activity. We compile and present to the Board of Supervisors a monthly report of all of our audit reports issued each month. We also prepare an annual Business Plan, Audit Plan and Risk Assessment Report, and Annual Internal Auditor's Report to the BOS each year.	250	
Subtotal	1,200	7%
Grand Total (6)	17,000	100%

FOOTNOTES:

(1) These dollar amounts represent the scale and magnitude of the activity audited in order to give the reader a sense of the financial impact and significance of the area or activity audited. In those audits where we test a sample of transactions and not the entire population, we clarify this point in the scope of our final Audit Report.

(2) We reserve time in our Audit Plan for Board of Supervisors and Audit Oversight Committee directives and audit adjustments. We also identify several other areas or activities for possible audit should we have available time or as substitutes.

(3) The Orange County Internal Audit Department (OCIAD) generates several different types of reports including audit reports, audit alerts, and status reports. In addition, OCIAD undertakes several different projects including audits of financial statements, audits of internal controls, audits of transactions through the use of computer programs, audits of lessee compliance with County contracts, and audits of IT controls. OCIAD receives and oversees Hotline calls up through resolution via investigation by the respective departments and agencies.   A total project count therefore includes all assignments completed; not just released audit reports. Each year, OCIAD prepares an ***Annual Internal Audit Report*** in addition to its Quarterly Status Report. The Annual Internal Audit Report is for the general public in content and tone.

(4) The annual Audit Plan is subject to change for such events where the Director of Internal Audit, Audit Oversight Committee (AOC), or Board majority assesses if it is warranted to substitute, postpone or cancel a scheduled audit due to timing, priority, resource, risk considerations and our level of support to the CAPS+ and PTMS Implementations. Such modifications will be noted in the "Milestones & Comments" section of the Quarterly Status Reports submitted to the AOC. The acceptance of the Quarterly Status Report by the AOC authorizes any changes noted.

(5) For purposes regarding Fiscal Year-End reporting, we consider audits completed (Done) as of the official release of a completed pre-draft or draft audit report to the Department/Agency Director, and are shown as such in our Milestones & Comments column of the AOC Quarterly Status Report.

(6) We use an industry best practice in estimating the available hours at 77% for audit staff to conduct audits by deducting all paid personal leave training and administration so as to better estimate the direct hours available to conduct field work and write audit reports. We also deduct a vacany factor based on historical trends and actual occurrences. We reflect any material changes in our estimates as warranted in our quarterly reports.

(7) We have identified audits that will be conducted either as "time permitting" in the current year Audit Plan (resulting from revisions to the existing Audit Plan) or will be carried forward in the subsequent year Audit Plan. These audits are derived based on risk ratings from the annual Risk Assessment.

DEPARTMENT ORGANIZATION CHART

Internal Audit Department

Peter Hughes, CPA
Director of Internal Audit

Renee Aragon
Admin Manager I

Maribel Garcia
Staff Specialist

Dave Wiggins, JD
Fraud Hotline Manager (AMII)

Winnie Keung, CPA
Budget Manager (AMII)

Mike Goodwin, CPA
Senior Audit Manager (AMII)

Alan Marcum, CPA
Senior Audit Manager (AMII)

Wilson Crider, CPA
IT Audit Manager (AMII)

Michael Dean, CPA
Audit Manager (AMII)

Lily Chin, CPA
Audit Manager (AMII)

Carol Swe, CPA
Audit Manager (AMII)

Winnie Keung, CPA
Audit Manager (AMII)

Lisette Free, CPA
Audit Manager (AMII)

Ken Wong, CPA
Audit Manager (AMII)

Susan Nestor, CPA
Senior Internal Auditor (AMI)

Abdul Khan, CPA
Senior Internal Auditor (AMI)

OPEN (AMI)
Senior Internal Auditor

Interim 5/15/13

COUNTYWIDE RISK ASSESSMENT METHODOLOGY

A Risk-Based Approach to Determine Audit Priorities

Generally Accepted Government Auditing Standards and the Institute of *Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing* require the Chief Audit Executive to establish a risk-based approach to determine the priorities for internal audit activities. The Internal Audit Department has completed a Risk Assessment as a means to help identify, measure, and prioritize potential audits based on the level of risk to the County and for preparing the FY 2013-14 Audit Plan. There are two components to the risk assessment, a General Risk Assessment and an Information Technology Inventory and Assessment.

Risk Assessment Analysis for FY 2013-14

Our Risk Assessment for FY 2013-14 found that the County continues to be impacted by challenging economic times. Potential budget cuts from the recent Vehicle License Fees (VLF) ruling, elimination of positions, planned system upgrades/implementations put on hold; new rules & regulations; and turnover in key executive positions in several County departments/agencies (including Auditor-Controller, Clerk-Recorder, Health Care Agency, Human Resources, OC Public Works, and Public Administrator/Public Guardian). All of these can impact workloads, morale, decrease the level and timeliness of supervision, lower proficiency on new business systems, decrease continuity of operations and retention of "corporate" memory, and increase the overall learning curve of County staff and management.

Given these factors, we are adjusting our risk ratings and auditing the fundamental business processes such as cash receipts, disbursements, purchasing and contract administration, and fee-generated revenue. Some areas we identified in prior years as moderate risk ratings are now considered to be higher risk. This may be the case for the next 3-5 years until all new systems are in place/stable and more audits have been conducted in these areas.

We have included an additional schedule, A-3 - *Risk Scores by Business Cycle,* that shows the risk rating computations and ranking for all auditable business processes discussed below. This schedule shows the numerical ratings that support the **High**, **Moderate**, and **Low** ratings in our *Risk Assessment Schedule* shown at A-1. We developed this schedule to help establish our FY 2013-14 Audit Plan.

Risk Assessment Methodology

A comprehensive, interactive countywide Risk Assessment was conducted that included input from members of the **Board of Supervisors,** the **County Executive Office, Chief Information Officer, Auditor-Controller** and **all Department/Agency Directors** on risks affecting their respective areas. This year for the first time, we sent out Risk Assessment Questionnaires via **Survey Monkey** for input on risks and areas of audit interest in their business operations. We reviewed the completed survey comments and incorporated them in determining a risk rating. We additionally compiled financial information for business processes in each department/agency (e.g., cash receipts, disbursements, payroll, budget); and considered prior audit coverage by Internal Audit and County external auditors.

Audit Universe

There are several approaches on defining an audit universe (all areas subject to risk assessment and audits). We defined the County audit universe as **22 departments/agencies** (excluding Internal Audit, the Office of the Performance Auditor, and the Office of Independent Review) and the following **standard seven (7) business processes/cycles** common to all departments and agencies, with our primary emphasis on **financial and accounting controls**.

Cash Receipts & Receivables – Includes the receipting, recording, transferring, depositing, safeguarding, and reconciling of monies and fees received in depts./agencies. Cash receipts have a high inherent risk of misuse.	**Cash Disbursements & Payables –** Includes verifying receipt of goods/services, adequacy of supervisory reviews and approvals, timeliness of invoice processing, completeness and accuracy of payments, proper reconciliations and safeguarding of assets.
Fee-Generated Revenue - Includes audits of department/agency fee studies and fee development processes, methodologies, and assumptions used for establishing cost-recovery fees charged to the public for "Licenses, Permits and Franchises," and "Charges for Services," and are submitted to the Board of Supervisors for approval.	**Purchasing and Contracts –** Includes use of County-issued purchasing cards; vendor payment review/approval process; ensuring terms of contracts were met prior to issuing payments; reviewing justification of Sole Source contracts; and monitoring CEO/Purchasing's oversight responsibilities.
Revolving Funds – Includes validating compliance with County Accounting Procedures, ensuring revolving fund disbursements are proper, approved, monitored, and safeguarded.	**Payroll –** Includes timekeeping practices in depts./agencies that use either the VTI time reporting system or in-house developed payroll system (i.e Sheriff); premium and overtime pay practices; payroll unit supervision and payroll reports, Central Payroll's role in processing payroll; and monitoring for unauthorized payroll changes.
Fiduciary Funds – includes validating the purpose/objectives of fiduciary/special use funds; ensuring sources and uses of the funds are in accordance with stated use; reconciliations are prepared timely/completely to safeguard funds.	

Our *Risk Assessment Schedule* shown on page A-1 of the attachment shows the **154 auditable business processes** we identified and assigned a risk rating. To determine the risk ratings for these processes, this year we applied the following criteria and relative weight factors in our assessing levels of risk.

- **Department/Agency Changes (15%)**: Assessed 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 (15%)**: Assessed 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.
- **Last Audit Performed (20%)**: Identified all Internal Control Audits and Financial/Mandated Audits conducted in the last 10 years, and assessed risk higher in areas with old or no prior audits. This category also takes into consideration factors such as management receptivity to implementing recommendations and the materiality/significance of prior audit findings.
- **Financial Activity/Volume (50%)**: From CAPS+, we compiled FY 2011-12 financial information (dollar volume, number and nature of transactions) for each business process for all departments and agencies and we assessed the level of risk based on the dollar volume of transactions.

Compiling Results of Risk Assessment

Using the above criteria, each department/agency business process is 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 and audit priority level was then assigned as either **High Risk (8.15 - 10)**, **Moderate Risk (5.5 – 8.14)**, or **Low Risk (1 – 5.4)** risk. The overall risk levels then determine our audit priorities (high, moderate, and low) are shown on page A-1 of the attached Risk Assessment, and a *Schedule of Prior Audit Coverage* since 2003 is shown on page A-2 of the attachment.

> Of the **154 auditable business processes** we identify in our *Risk Assessment Schedule:* **17% are High Risk, 51% are Moderate Risk,** and **32% are Low Risk.**

Information Technology Inventory and Assessment

We prepared a key system inventory based on information received from each department as part of our annual survey. This year for the first time, in collaboration with CEO/Information Technology, we utilized the **Application Portfolio Management (APM)** system for the departments/agencies to provide their information.

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

- **Importance & Impact (30%)**: 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 as well as case management and consortia.
- **Complexity (20%)**: The complexity of the system is determined by the source of the code such as commercial off the shelf versus custom. Custom code was rated high in this category.
- **Sensitivity of Information (20%)**: The confidentiality of the information controlled by the system. Systems controlling HIPAA regulated information or other sensitive personal information such as credit cards and banking data were rated high in this category.
- **Nature of Information (10%)**: 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.
- **Maturity (10%)**: The length of time since the system was implemented or since significant upgrades occurred. Systems recently implemented were rated high in this category.
- **Last Audit Performed (10%)**: The number of years since the last audit. Systems which have not been audited recently were rated high in this category.

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 (250 – 399)**, or **Low (below 250)**. The overall risk scores and priorities are shown on pages A-4.1 through A-4.5 of the attached risk assessment schedules.

Only those systems rated either High or Moderate are listed on the risk assessment schedules. These systems are considered critical or key to carrying out the mission of their respective department. The Low rated applications/systems are <u>not</u> included in the inventory. Examples include: utilities (such as anti-virus, email, backup programs, and Microsoft operating systems 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).

Risk Assessment Analysis and Trends

The departments/agencies with a high risk score merely indicates that the services or functions they are responsible for are by nature a **high priority activity** because of such factors as having a large amount of expenditures and revenues, having a high level of liquid assets such as cash, management's assessment of the control environment, or a high degree of public interest. A risk score indicates that if something were to go wrong, it could have a greater impact. A high risk score does <u>not</u> mean that a business process is being managed ineffectively or that internal controls are not adequate. As such:

1. We are committed to prioritizing and auditing business activities or processes identified as "high risk" within the current year. Our approach is to provide coverage of the most critical or sensitive aspect of the activity identified. We do make exceptions to this in regards to any audits that are "carry-overs" from the prior year, where there has been recent audit coverage, or if our professional judgment determines otherwise.

2. Any audit requests made by the Board of Supervisors, Audit Oversight Committee or Department/Agency Directors become a "high priority" area to audit.

3. Resources permitting, we will also audit "moderate priority" areas again focusing on the critical components of the activity.

4. Our commitment is to perform focused audits that address the most critical areas of operations to provide a quick turnaround time to the auditee. We are striving to minimize the disruption to auditee operations through this approach.

5. Except in instances like the District Attorney grants, we do not audit areas unless the risk assessment identifies them as a priority. The passage of time is not a key factor in allocating audit resources. Our risk-based assessment is driven by numerous risk factors and is the reason we do not have a firm cycle of audits.

We have studied the history of fourteen years of audit reports and audit findings. We have reviewed 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."

The Internal Audit Department 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 offsets the inherent internal control risks associated with many of the County's business processes. In our opinion, we can assert that County Management has demonstrated an increasing awareness of internal controls and our audit results have verified this achievement.

SEE ATTACHMENT - RISK ASSESSMENT SCHEDULES A-1 THROUGH A-4

Risk Assessment Schedule for Fiscal Year 2013-14

This Risk Assessment schedule provides a summary of risk ratings (High, Moderate, Low) based on the results of our FY 13/14 risk assesment, primarily for audits of Internal Controls, Information Technology and Financial/Mandates. The schedule also shows the planned audits for FY 2013-14. Because staffing resources are limited, we use this risk-based approach for purposes of audit planning and allocating staffing resources. See Schedules A-2.1 - 2.3 for detailed Risk Scores by Business Cycle and Schedule A-3 for Prior Audit Coverage.

Comments

BUSINESS PROCESSES	1. Assessor	2. Auditor-Controller	3. Child Support Services	4. Clerk of the Board	5. Clerk-Recorder	6. County Counsel	7. County Executive Office	8. District Attorney	9. Health Care Agency	10. Human Resources	11. John Wayne Airport	12. OC Community Resources	13. OC Dana Point Harbor	14. OC Public Works	15. OC Waste & Recycling	16. Probation	17. Public Administrator/Public Guardian	18. Public Defender	19. Registrar of Voters	20. Sheriff-Coroner	21. Social Services Agency	22. Treasurer-Tax Collector	Comments
CASH RECEIPTS & ACCOUNTS RECEIVABLE ($11.8 Billion in FY 11-12)	L	M	L	H	L	L	H	L	M	M	M	M	L	M	H	H	H	L	L	M	M	H	Reflects all cash receipt transactions posted to "8010" (Cash Account) by the dept/agency that processed the transaction. Accts. Receivables reported as year-end balances.
CASH DISBURSEMENTS & PAYABLES ($5.1 Billion in FY 11-12)	L	H	L	L	L	L	H	L	M	M	M	M	L	M	L	H	H	L	L	M	M	H	Reflects all cash disbursements including automatic (A/P) disbursements, manual disbursements, and EFT/Wire transfers by processing department/agency
FEE GENERATED REVENUE ($652 Million in FY 11-12)	M	M	L	L	L	M	H	M	H	M	M	M	M	M	M	M	M	M	L	M	M	M	Relects revenue from cost-recovery fees (Licenses, Permits, Franchises and Charges for Services) that are charged to the public and require BOS.
PURCHASING & CONTRACTS ($2.6 Billion in FY 11-12)	L	M		L	M	M	H	M	M	M	L	H	L	M	H	M	L	M	L	M	M	H	Reflects all purchases and contracts processed by depts/agencies including purchase orders, price agreements, negotiated contracts.
REVOLVING FUNDS ($5.8 Million in FY 11-12)	M	L	L	L	M	L	M	L	M	L	M	L	L	L	L	M	L	M	L	M	M	L	Reflects the total revolving fund replenishments to all depts/agencies.
PAYROLL ($1.7 Billion in FY 11-12)	M	M	L	L	L	M	M	L	H	L	M	M	L	L	M	M	H	M	L	H	H	M	Reflects total payroll for our audit population of the 22 depts/agencies.
FIDUCIARY FUNDS ($936 Million in FY 11-12)	M	H	M	L	M	L	H	M	M	M	L	M	L	M	L	M	H	L	L		H	H	Reflects year-end balances in Ageency/Department Funds, Private Purpose trust funds designated for restricted purposes and use.
REVENUE GENERATING LEASE AUDITS ($146 Million in annual rent)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	M	M	M	M	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Lease audits are performed at the request of **John Wayne Airport, OC Community Resources, OC Dana Point Harbor and OC Public Works**. Others are N/A.

Legend

- **High-priority audit areas** (as determined by risk assessment and/or dept/agency request)
- **Moderate-priority audit areas** (as determined by risk assessment)
- **Low-priority audit areas** ((as determined by risk assessment)
- **2013-14 Planned Audits** (includes all High priority audit areas and dept/agency requests)

PLANNED AUDITS ON FY 2013-14 PLAN

- **2. Auditor-Controller:** Fiduciary Funds and Fund Disbursements; Quarterly Cash/Investments Reconciliation; Review of CFDs/Mello Roos; Monthly CAATs for duplicate payments, direct deposits, employee-vendor matches, and new routines for P-Cards; Automated ARF Process
- **4. Clerk of the Board:** Assessment Appeals Process
- **7. County Executive Office:** CEO Fee-Generated Revenue; County Procurement Office - Sole Source Contracts; County Reserves & Cash Flow Operating Transfers; Reverse Pension Pickup - OCMA; Retiree Medical Plan ARC; IT Sourcing Contract; County IT Security; CAATs for Purchasing Cards
- **8. District Attorney:** (4) DA Grants
- **9. Health Care Agency:** Environmental Health Fee Study Cost Assessment; HCA Payroll
- **11. John Wayne Airport:** (2) Revenue Generating Lease Audits - Signature Flight Support, Airport Terminal Service
- **12. OC Community Resources:** OCCR Contract Administration; Revenue Generating Lease Audit - Peacock Hill Equest. Ctr.
- **13. OC Dana Point Harbor:** (1) Revenue Generating Lease Audit - Fuel Dock
- **14. OC Public Works:** (1) Revenue Generating Lease Audit - Lake Forest Golf/Practice Center Control Self-Assessment - Administration, Fac. Ops, Operations & Maintenance
- **16. Probation:** Paradigm Acct. rec. System; Contract Administration - La Pata Project AB109 Receipts, Expenditures and Claiming
- **17. Public Administrator:** Cash Receipts, Cash Disbursements, Fiduciary Funds and Payroll
- **20. Sheriff-Coroner:** Sheriff Payroll; General Computer Controls
- **21. Social Services Agency:** Fiduciary Funds; SSA Payroll
- **22. Treasurer-Tax Collector:** Annual Investment Compliance Audit; Quarterly AC reconciliation of TTC Cash & Investments; General Computer Controls

Risk Assessment Approach:

Risk ratings were based on meetings with BOS, reviews of Business Plans and department/agency survey information using the following factors:

- Department/Agency Changes
- Operating Environment
- Prior Internal & External Audits
- Financial Volume and Activity
- Department Audit Requests

All these factors form our basis for judging both the likelihood and impact of internal control weaknesses for each respective

Totals

Total Depts./Agencies (excl IAD, Perf. Audit)	22	
Total Auditable Business Processes:	154	
Low Priority Processes:	50	32%
Moderate Priority Processes:	78	51%
High Priority Processes:	26	17%

ORANGE COUNTY BOARD OF SUPERVISORS Internal Audit Department

Risk Scores by Business Cycle for Fiscal Year 2013-14

CASH RECEIPTS & RECEIVABLES

#	DEPARTMENT	Risk Scores
1	County Executive Office (1)	8.15
2	OC Public Works	7.55
3	John Wayne Airport	7.35
4	Health Care Agency	7.30
5	OC Community Resources	7.25
6	Human Resources	7.05
7	OC Waste & Recycling (3)	6.85
8	Social Services Agency	6.60
9	Sheriff-Coroner	6.55
10	Auditor-Controller	6.45
11	Treasurer-Tax Collector (3)	6.35
12	Probation (3)	5.60
13	PA/PG (3)	5.50
14	Child Support Services	5.40
15	District Attorney	5.10
16	OC Dana Point Harbor	4.90
17	Public Defender	4.80
18	Assessor	4.70
19	Registrar of Voters	4.70
20	Clerk of the Board	4.45
21	Clerk-Recorder	4.35
22	County Counsel	4.00

CASH DISBURSEMENTS & PAYABLES

#	DEPARTMENT	Risk Scores
1	Auditor-Controller	8.20
2	Human Resources	8.05
3	Social Services Agency	7.80
4	County Executive Office (1)	7.55
5	Health Care Agency	7.30
6	John Wayne Airport	6.80
7	OC Public Works	6.70
8	Treasurer-Tax Collector (3)	6.60
9	PA/PG (3)	6.00
10	Sheriff-Coroner	5.80
11	OC Community Resources	5.65
12	Public Defender	5.30
13	OC Waste & Recycling	5.20
14	Child Support Services	5.15
15	Probation (3)	5.10
16	Assessor	4.95
17	Registrar of Voters	4.70
18	OC Dana Point Harbor	4.65
19	Clerk-Recorder	4.60
20	District Attorney	4.60
21	County Counsel	4.50
22	Clerk of the Board	4.45

FEE GENERATED REVENUE

#	DEPARTMENT	Risk Scores
1	County Executive Office	8.40
2	OC Public Works	8.15
3	John Wayne Airport	8.10
4	Health Care Agency (3)	8.05
5	Social Services Agency	8.00
6	Sheriff-Coroner	7.80
7	Probation	7.70
8	District Attorney	7.40
9	Auditor-Controller	6.70
10	OC Community Resources	6.70
11	OC Waste & Recycling	6.70
12	Human Resources	6.35
13	PA/PG	5.85
14	Assessor	5.70
15	Treasurer-Tax Collector	5.70
16	OC Dana Point Harbor	5.65
17	Public Defender	5.60
18	County Counsel	5.50
19	Child Support Services	5.40
20	Clerk-Recorder	5.35
21	Registrar of Voters	4.70
22	Clerk of the Board	3.50

LEGEND:

Scores between 8.2-10 and/or Dept./Agency requests indicates High Priority audit areas.
Scores between 5.5-8.15 indicate Moderate Priority audit areas.
Scores between 1-5.45 indicate Low Priority audit areas.
Denotes a planned audit is included in the FY 2013/14 Audit Plan.

OC Internal Audit Department (ORANGE COUNTY BOARD OF SUPERVISORS')

Comments:

1. All audits that are "carry-overs" from prior years are considered higher priority to complete in the current year.
2. Audits are generally selected starting first with the High Priority audit areas. Exceptions are made in some instances (e.g. prior audit coverage, dept. requests)
3. All Board of Supervisors, Audit Oversight Committee or Department/Agency requests are considered High Priority audits.

Risk Scores by Business Cycle for Fiscal Year 2013-14

PURCHASING & CONTRACTS

#	DEPARTMENT	Risk Scores
1	OC Community Resources	8.25
2	County Executive Office	8.05
3	Human Resources	8.05
4	Social Services Agency	7.90
5	Treasurer-Tax Collector	7.90
6	Health Care Agency	7.80
7	OC Public Works	7.20
8	Probation	7.20
9	District Attorney	6.90
10	Auditor-Controller	6.70
11	OC Waste & Recycling (3)	6.50
12	Clerk-Recorder	5.90
13	Public Defender	5.80
14	Sheriff-Coroner	5.80
15	Child Support Services	5.65
16	Assessor	5.45
17	John Wayne Airport	5.30
18	Registrar of Voters	5.20
19	PA/PG	5.10
20	OC Dana Point Harbor	4.75
21	County Counsel	4.50
22	Clerk of the Board	4.45

REVOLVING FUNDS

#	DEPARTMENT	Risk Scores
1	Social Services Agency	8.10
2	Sheriff-Coroner	7.80
3	OC Public Works	7.40
4	District Attorney	7.30
5	Public Defender	7.20
6	Health Care Agency	7.10
7	Probation	6.60
8	Assessor	6.35
9	OC Community Resources	6.15
10	Clerk-Recorder	5.80
11	County Executive Office	5.75
12	John Wayne Airport	5.50
13	OC Waste & Recycling	5.50
14	Auditor-Controller	5.40
15	County Counsel	4.90
16	Clerk of the Board	4.85
17	Treasurer-Tax Collector	4.80
18	Child Support Services	4.55
19	PA/PG	4.10
20	Human Resources	3.45
21	Registrar of Voters	3.10
22	OC Dana Point Harbor	2.55

LEGEND:

Scores between 8.2-10 and/or Dept./Agency requests indicates **High Priority** audit areas.
Scores between 5.5-8.15 indicate **Moderate Priority** audit areas.
Scores between 1-5.45 indicate **Low Priority** audit areas.
Denotes a planned audit is included in the FY 2013/14 Audit Plan.

OC ORANGE COUNTY BOARD OF SUPERVISORS' **Internal Audit Department**

Comments:

1. All audits that are "carry-overs" from prior years are considered higher priority to complete in the current year.
2. Audits are generally selected starting first with the High Priority audit areas. Exceptions are made in some instances (e.g. prior audit coverage, dept. requests)
3. All Board of Supervisors, Audit Oversight Committee or Department/Agency requests are considered High Priority audits.

Risk Scores by Business Cycle for Fiscal Year 2013-14

PAYROLL

#	DEPARTMENT	Risk Scores
1	Health Care Agency	8.30
2	PA/PG	8.30
3	Sheriff-Coroner	8.30
4	Social Services Agency	8.30
5	OC Community Resource	7.65
6	District Attorney	7.50
7	OC Public Works	7.40
8	Auditor-Controller	6.70
9	County Executive Office	6.50
10	Child Support Services	6.40
11	Public Defender	6.40
12	Assessor	6.20
13	OC Waste & Recycling	6.20
14	John Wayne Airport	6.00
15	Probation	5.80
16	Treasurer-Tax Collector	5.80
17	County Counsel	5.40
18	Clerk-Recorder	4.90
19	Human Resources	4.10
20	Registrar of Voters	3.80
21	Clerk of the Board	3.45
22	OC Dana Point Harbor	2.95

FIDUCIARY FUNDS

#	DEPARTMENT	Risk Scores
1	Auditor-Controller	9.80
2	Social Services Agency	9.70
3	Probation	7.80
4	OC Public Works	7.80
5	PA/PG (3)	7.50
6	Sheriff-Coroner	7.30
7	Health Care Agency	7.00
8	District Attorney	6.90
9	Child Support Services	6.65
10	Clerk-Recorder	6.60
11	County Executive Office (1)	6.55
12	OC Community Resources	6.25
13	Human Resources	5.55
14	Registrar of Voters	4.70
15	John Wayne Airport	4.60
16	OC Waste & Recycling	4.60
17	Treasurer-Tax Collector	4.60
18	Assessor	4.45
19	Clerk of the Board	4.45
20	Public Defender	4.30
20	OC Dana Point Harbor	4.15
22	County Counsel	4.00

CENTRALIZED CORE FUNCTIONS

#	DEPARTMENTS	FUNCTIONS	Prior Audit Coverage
1	A-C, T-TC	Accounts Receivable (Central, Satellite	Prior & Current Audits of AR & Collections; CAPS+
2	A-C, T-TC	Claims & Disbursing (Central, Satellite	Prior & Current Audits of Disbursements, EFTs
3	T-TC	Treasury & Investments	Annual Compliance Audit, Quarterly A-C Reconciliations
4	A-C, CEO	Budget, Fee Development, County Rese	Prior & Current Audits of Budget, Fees, Reserves
5	A-C	General Ledger/General Accounting	Validation of correct entries in transaction testing
6	A-C	Cost Studies/CWCAP	Audits of fee- generated revenue
7	Assessor, A-C, T-TC	Property Tax Allocation & Collections	PTMS Implementation, Tax Collections & Receipts
8	CEO	Procurement	Contract Administration, P-cards, sole source contracts
9	A-C	Payroll	VTI Audit; CAPS+ Implementation
10	A-C	Financial Reporting	CAFR Footnote Disclosures
11	CEO	Worker's Compensation/Disability	Risk Management
12	A-C, CEO	Public Financing/Bonds	Receipts, disbursements, bond disclosure, and CFDs

Note: Centralized, core functions are included for informational purposes. These functions have not been risk rated, but show where there has been prior or planned Internal Audit coverage. Many of these core services are addressed in our audit testwork when we substantiate and validate financial information from departmental source documents, through the various manual and automated sytems, to the official County records such as Revenue/Expense reports and the General Ledger.

LEGEND:

[red]	Scores between 8.2-10 and/or Dept./Agency requests indicates High Priority audit areas.
[yellow]	Scores between 5.5-8.15 indicate Moderate Priority audit areas.
[green]	Scores between 1-5.45 indicate Low Priority audit areas.
[light green]	Denotes a planned audit is included in the FY 2013/14 Audit Plan.

Comments:

1. All audits that are "carry-overs" from prior years are considered higher risk and priority to complete in the current year.
2. Audits are generally selected starting first with the High Priority audit areas. Exceptions are made in some instances (e.g. prior audit coverage, dept. requests)
3. All Board of Supervisors, Audit Oversight Committee or Department/Agency requests are considered High Priority audits.

SCHEDULE OF 10 YEAR PRIOR AUDIT COVERAGE
For The Period July 2003 through June 2013

	Assessor	Auditor-Controller	Child Support Services	Clerk of the Board	Clerk-Recorder	County Counsel	County Executive Office	District Attorney	Health Care Agency	Human Resources	John Wayne Airport	OC Community Resources	OC Dana Point Harbor	OC Public Works	OC Waste & Recycling	Probation Department	Public Administration/Public Guardian	Public Defender	Registrar of Voters	Sheriff-Coroner	Social Services Agency	TTC
CASH RECEIPTS; ACCOUNTS RECEIVABLES & COLLECTIONS		2004 ICR AC Collections; 2006 NSF Checks ICR; 09/10 Comm. Fac. District #2919; CAPS+ Fin. Impl. #2845, 2943, 12/13 #1249 TTC A-C Reconciliations	2003 DCR		2003; 2008 South Cty Branch #2723, 11/12 #1159 Fund 12D		07/08 Public Finance #2722, 08/09 Bond Disclosure #2814, 09/10 Comm. Fac. District #2919	2002; 2003 DCR; 2002-2013 Annual Grants**	2004 Cash Receipts; 10/11 Medical Billing #1018					2004 RDMD Utility Billings; 2006 RDMD OC Zoo; 08/09 Transportation Billings #2823, 09/10 Comm. Fac. District #2919		2003; 2005 Biennial Trust Fund**; 2006 RSAT Grant; 08/09 Title IV-E Claims #2822; GPS Programs 2011	2006 ICR, 09/10 Case Mgmt #2923			2002 Financial Admin Svcs.; Inmate Welfare Fund 2011	2006 ICR	2003, 2006, 2009, 2012 Tax Redemption Officer** 2006 NSF ICR; 1998-March 2007 Qrtly Audits & 1998-2006 Annual TFA**, 2008 Int. Apportionment; 2010 Tax Collections; Annual Compliance Audits for 2010, 2011; Admin. Budget Practices 2010, 12/13 #1249 A-C TTC Reconciliations
CASH DISBURSEMENTS & ACCOUNTS PAYABLE		2004 Trust & Agency Disb.; 2004 Tax Unit; 07/08 Duplicate Payment; 07/08 Claims/Disb #2720; 08/09 EFT Audit #2821; 09/10 Comm. Fac. District #2919; 10/11 HCA Cash Disb #1025; OCWR #1027; CAPS+ Fin. Impl. #2845, 2943; CAATS - Dup. Pymts. #1041; , 12/13 #1249, Ongoing CAATs 2013			2003, 11/12 #1159 Fund 12D		07/08 Public Finance #2722, 07-08 Pension Cost Alloc #2765; 08/09 Retiree Medical Required Contributions #2813; 09/10 Risk Mgmt #2921; 09/10 Comm. Fac. District #2919, 12/13 #1216 Pension Costs	2002; 2003 DCR; 2002-2013 Annual Grants**	2005 ICR; 10/11 #1025; 10/11 Medical Billing #1018		07/08 ICR	2003 OoA & SP; 2004 DCR OCDA; 07/08 Housing Choice #2724; OCCR Disbursements 11/12		2004 Utility Billings; 2006 OC Zoo; 07/08 Fac. Ops. ICR; 08/09 Transportation Billings #2823; APPS #2824; 09/10 Comm. Fac. District #2919; 10/11 Fleet Svcs #1028; Fuel Cards #1029, #1223 Disbursements	08/09 Contracts & Payments #2820	2003; 2005 Biennial Trust Fund**; 2006 RSAT Grant; 08/09 Title IV-E Claims #2822; GPS Programs 2011	2006 ICR, 09/10 Case Mgmt #2923	10/11 Cash Disb #1027		2003 DCR; 07-08 ICR Contract Admin; 07/08 Sheriff Admin. #2766; Inmate Welfare Fund 2011	2005 ICR	2002 -2007 Qrtly TFA**, 1999-2006 Annual TFA**, 07/08 ICR Int. Apportionment; 08/09 Wire & EFT Transfers #2821; PTMS Impl. Tax Refunds; 2010 Tax Collections, 12/13 #1249 A-C TTC Reconciliations
FEE GENERATED REVENUE (BUDGET)		2003: 09/10 Fee Dev #2921, 12/13 #1250 Audit Alert Fees	09/10 Fee Dev #2921		11/12 #1159, Fund 12D		2003; 09/10 Fee Dev #2921	2004 DCR; 10/11 Fee Dev #1023		09/10 Pension Practices #2913		12/13 #1222 Fees		2003 PDS DCR; 2005 PDS Bldg. & Safety Fund; 11/12 Fees	10/11 Fee Dev #1023		2006 ICR	2004 DCR		2004 DCR, Cost Allocation for City Contracts 2012	2004 DCR	2010 Admin/Budget #2915
PURCHASING & CONTRACTS	2003 P-Cards	12/13 #1238 Purchasing Card CAATs					2006 P-Cards; 08/09 IT Contract Admin. #2827; CAPS+ Fin. Implementation #2845, 2943; CAATS - Emp-Vendor Match #1041; 2011, 12/13 #1238	2005 ICR Contract Admin; 10/11 Contract Admin #1030		2003 P-Cards; 2006 ICR Contract Admin.; Tech Asst. on Improvement Plan #1008; Change Orders 2012		2003 OoA and SP Contract Admin; 2003 P-Cards		08/09 Contracts & Payments #2820; 10/11 Boat Slip Administration	07/08 Fac. Ops. Contract Admin. ICR; 10/11 Fleet Mgmt #1028; Fuel Card Admin. #1029, 12/13 #1225 Purchasing	2003 P-Cards; 2006 ICR Contract Admin.		2006 ICR	2003 P-Cards	07/08 #2664; 07/08 P-cards and Sole Source #2766; 07/08 DMJM #2768; ICE Contract Admin 2011; City Contracts 2012	2005 ICR Contract Admin., 12/13 #1224 Contracts	
REVOLVING FUNDS	2006 #2596; Cash Advance Audit 2011	07/08 Various Dept./Agency Revolving Fund reviews include replenishments by AC; 10/11 Rev. Fund audits - #1053 - Pub. Def, Co.Co.; Cash Advance Audit 2011	2003 DCR; Cash Advance Audit 2011	Cash Advance Audit 2011	Cash Advance Audit 2011	FY10/11 #1055; Cash Advance Audit 2011	Cash Advance Audit 2011	2006 #2597; Cash Advance Audit 2011	2002; Cash Advance Audit 2011	Cash Advance Audit 2011	Cash Advance Audit 2011	2003 OoA, Spec. Progs, VSO; Cash Advance Audit 2011	Cash Advance Audit 2011	2004 RDMD DCR; Cash Advance Audit 2011	Cash Advance Audit 2011	2006 #2598; Cash Advance Audit 2011	2006 ICR; FY 110/11 #1053; Cash Advance Audit 2011	Cash Advance Audit 2011	Cash Advance Audit 2011	2003 DCR; 07/08 Sheriff Admin #2766 Cash Advance Audit 2011	07/08 ICR; Cash Advance Audit 2011; Revolving Funds Audit 2011	Cash Advance Audit 2011
PAYROLL		2003 IT Review; 2007 AC Central Payroll; 07/08 VTI and Emp SS#s #2763; CAPS+ Impl. #2944; CAATS Pay. Direct Dep. #1041; CAPS+ Payroll						07/08 Payroll ICR						09/10 Payroll #2925			07/08 #2725			08/09 Payroll #2825		
FIDUCIARY FUNDS (TRUST & SPECIAL DEPARTMENT FUNDS)		2004 Trust & Agency Disb.	2003 DCR		2003, 11/12 Fund 12D		07/08 Public Finance #2722, 09/10 Risk Management #2921; 09/10 Comm. Fac. District #2919, #1252 Reserves & Cash Borrowing	2003 DCR	2004 DCR					2004 RDMD Trust Funds		2003; 2005 Biennial Trust Fund**	2006 ICR , 09/10 Case Mgmt & Fid. Funds #2923			2003 DCR, Inmate Welfare Fund 2011		1999-2004 Annual Compl**, 2003-2004 Qtrly Compl*, 1999-March 2007 Qrtly TFA (sched) & 1999-2006 Annual TFA, 09/10 Compliance #2953, 10/11 Compliance #1013, 11/12 Compliance #1112
PERFORMANCE MEASURE VALIDATIONS (PMV)		2006 #2554	2006 #2595	07/08 #2747			07/08 #2749	07/08 #2750		2006 #2658	07/08 #2753; PMV HRD 2011	2006 #2555	2006 #2592 & #2661		2006 #25101	07/08 #2754		07/08 #2757	2006 #2593		2006 #25100	07/08 #2759

This schedule shows where Internal Audit Department has performed audits of Internal Controls, Financial/Mandates, Compliance, Performance Measure Validation, Grants, and Special Request Audits since 2003.

LEGEND:
- = Indicates areas of audit coverage 2003 - June 2013 (10-year prior audit coverage)
- = Indicates areas of audit coverage 2008 - June 2013 (5-year prior audit coverage)
- = Indicates areas of audit coverage for current FY and in process audits. (FY 12-13)

BCR = Biennial Control Review; DCR = Department Control Review; ICR = Internal Control Review; ICA = Internal Control Audit   ** Indicates Financial/Mandated Audit

OC ORANGE COUNTY BOARD OF SUPERVISORS' **Internal Audit Department**

A-3

County of Orange
Internal Audit Department

2013-14 ANNUAL IT RISK ASSESSMENT
DETAIL RISK SCHEDULE
SORTED BY RISK RATING

Audit Plan 2013

	DEPT	APPLICATION/SYSTEM	DESCRIPTION	RISK RATING	COMMENTS/LAST AUDIT
		KEY INFORMATION SYSTEM INVENTORY			
		HIGHER RISK SYSTEMS - ALL			
1	AC	PTMS (Property Tax Management System)	Property Tax System Applications	HIGH	#1141 PTMS Implementation - Controls Assistance (FY 11-12). Continue assistance in FY 12-13. Allocation audited by State every 3 years (planned for FY 11-12, but not started yet). Controls assistance on FY 13-14 Audit Plan if project resumes.
2	AC	CAPS+ (Countywide Accounting and Payroll System) Finance and Purchasing S	County ERP for all Financial and Purchasing information. Accounts payable, disbursements, payroll, job cost, cost allocation, labor distribution, general ledger, financial reporting.	HIGH	#1046 CAPS+ Implementation-Controls Assistance (FY 10-11). Review of user access-segregation of duties planned for FY 11-12. Review of change management planned for FY 11-12. #2948 Oracle database (2010). Annual CAFR by ext auditors (YE 6/30/10) Automated ARF Process and Segregation of Duties audit on FY 13-14 Audit Plan.
3	AC	CAPS+ (Countywide Accounting and Payroll System) FS Data Warehouse	County Data Warehouse for Finance & Purchasing	HIGH	Audit for FY 12-13 to be determined. #2943 CAPS+ Implementation-Controls Assistance (FY 09-10), #2948 Oracle database (2010). #2821 Integrated audit of EFTs (2010). Also, perform CAATs (duplicate pymts).
4	AC	CAPS+ (Countywide Accounting and Payroll System) HR & Payroll System	Human resources (personnel mgmt/position control)	HIGH	Review of user access/segregation of duties planned for FY 12-13. Also, perform CAATs (direct deposits). #1046 CAPS+ Implementation-Controls Assistance (FY 10-11).
5	AC	CAPS+ (Countywide Accounting and Payroll System) Personnel Data Warehou	County Data Warehouse for Human Resources and Payroll info	HIGH	Review of user access/segregation of duties planned for FY 12-13. Also, perform CAATs (direct deposits). #1046 CAPS+ Implementation-Controls Assistance (FY 10-11).
6	ASSR	ATS (Assessment Tax System) - Mainframe	Property assessment/annual tax roll, Tax calculations/allocations, Property tax assessment appeals tracking/refund claims, Tax bill generation and collection	HIGH	Audited every five years by the State. Audit has limited IT coverage. Auditor-Controller functionality to be replaced by PTMS.
7	ASSR	ATS (Assessment Tax System) - Server-Based	Property assessment/annual tax roll, Tax calculations/allocations, Property tax assessment appeals tracking/refund claims, Tax bill generation and collection	HIGH	Audited every five years by the State. Audit has limited IT coverage. Auditor-Controller functionality to be replaced by PTMS.
8	CSS	Child Support Enforcement	Child support case management/database	HIGH	#1251 IT General Controls in process.
9	HCA	Integrated Records Information System (IRIS)	Integrated electronic Medical Record (Master person index, visit registration, scheduling, clinical documentation, billing/accounts receivable, Self Pay, EDI, report writing, Pathnet).	HIGH	Integrated audit of HCA medical billing (carry-over from FY10-11). HCA internal review of access management (2004).
10	HCA	CMSNet (Children's Medical Services Network) System	CMS Net is a full-scope case management system for the California Children	HIGH	
11	OCSD	Sheriff's Data Systems (SDS) – Version 3.0.88 SDS includes the following syste	Allows OCSD & the County agencies access to the Sheriff's data.	HIGH	General IT Controls in FY 13-14 Audit Plan.
		MODERATE RISK SYSTEMS			
		CASE MANAGEMENT SYSTEMS			
1	COCO	Time Matters	Case/document management for attorneys	MODERATE	
2	CSS	Chrono	Case notes system - read only	MODERATE	#1251 IT General Controls in process.
3	HCA	AMS (Addiction Management System)	Manages patient tax plans, inventory control, billing, reporting	MODERATE	
4	HCA	ARIES (AIDS Regional Information & Evaluation System)	ARIES provides real-time automation to assist facilities that provide services	MODERATE	
5	HCA	Case Management System	Manages nursing caseload via web-based application	MODERATE	
6	HCA	CHART (Correctional Health Assessment Records Tracking)/CIPs	Medical records management; tracking/dispensing of meds. Receives	MODERATE	
7	HCA	Lab Specimen Tracking	Specimen tracking system	MODERATE	
8	OCCR	Crystal Enterprise Reporting System-SAP Software	Create and deliver various reports for the Community Investment Division,	MODERATE	
9	OCCR	Department of Veterans Affairs VPN		MODERATE	
10	OCCR	ReferNet	Office on Aging Information & Referral. Provides and tracks resource	MODERATE	

County of Orange
Internal Audit Department

**2013-14 ANNUAL IT RISK ASSESSMENT
DETAIL RISK SCHEDULE
SORTED BY RISK RATING**

Audit Plan 2013

	DEPT	APPLICATION/SYSTEM	DESCRIPTION	RISK RATING	COMMENTS/LAST AUDIT
		KEY INFORMATION SYSTEM INVENTORY			
11	OCCR	SAMS 2000 (Senior Access Management System)	The collection and reporting of consumer demographic and associated	MODERATE	
12	OCCR	VetProWeb	Veterans Case Management and Claims Processing System	MODERATE	
13	OCSD	RMS (Records Management System)	Collects/tracks/stores crime reports, citations, etc.	MODERATE	IT General Controls on FY 13-14 Audit Plan
14	PROB	Adult Case Management System		MODERATE	
15	PROB	Juvenile Case Management System		MODERATE	
16	PUBDEF	American Defender Case Management System	Manages/tracks PUBDEF cases	MODERATE	
17	SSA	OCIS (Orangewood Children's Home Info System)	Used to register and track children staying at Orangewood	MODERATE	#1142 IT General Controls.
		CONSORTIA/STATE MANAGED SYS			
1	CSS	ARS		MODERATE	#1251 IT General Controls in process. ACSES replacement system.
2	CSS	SDU (State Disbursement Unit) CE/DE	Provides child support payment collection/distribution data	MODERATE	#1251 IT General Controls in process. Internet access required; connection to
3	CSS; SSA	CSE (Child Support Enforcement)	Child support case management/database	MODERATE	#1251 IT General Controls in process. Requires data circuit to State
4	HCA	AVSS (Automated Vital Statistics System)		MODERATE	
5	HCA	California Hazmat System		MODERATE	
6	HCA	California ITWS (Information Technology Web Services)	California DMH-hosted system	MODERATE	
7	HCA	California Mental Health Records System		MODERATE	
8	HCA	CalOMS (California Outcomes Measurement System)		MODERATE	
9	HCA	CHDP (Child Health and Disability Prevention) Gateway		MODERATE	
10	HCA	ChildWatch	This is a legacy system, read only, and has been replaced by the current	MODERATE	
11	HCA	Integrated Statewide information System (ISIS) WIC Nutritional Data System	ISIS is a State-provided, State-resident and State-maintained system used by	MODERATE	
12	HCA	Ryan White Dental		MODERATE	
13	HCA	SACPA (Substance Abuse and Crime Prevention) Shared Data System		MODERATE	
14	OCCR	JTA (Job Training Automation System)	Tracks/reports clients receiving job training. Collects and reports consumer	MODERATE	
15	OCSD	CAL-ID	Computerized fingerprint database AFIS (Automated Fingerprint	MODERATE	Requires data circuit to State. IT Controls on FY 13-14 Audit Plan
16	OCSD	CODIS (Combined DNA Indexing System)		MODERATE	Requires connection to State mainframe. IT Controls in FY 13-14
17	OCSD	DMV (Department of Motor Vehicles)		MODERATE	Requires connection to State mainframe. IT Controls in FY 13-14
18	OCSD	IAFIS (Integrated Automated Fingerprint ID System)		MODERATE	OCSD mainframe; requires connection to State mainframe. IT Controls in FY 13-14
19	OCSD	NIBIN (National Integrated Ballistics ID Network - Federal firearms information)		MODERATE	Requires connection to State mainframe. IT Controls in FY 13-14
20	OCSD	PEABITS (Property/Evidence Automated Booking Information Tracking System)		MODERATE	
21	SSA	CalWIN (Cal Works Information Network)	Benefits management/tracking	MODERATE	#1142 IT General Controls. Audited by external auditors - MG&O (2007).
22	SSA	CAR (Child Abuse Registry)		MODERATE	#1142 IT General Controls.
23	SSA	CIS		MODERATE	#1142 IT General Controls.
24	SSA	CMIPs (Case Management, Information and Payroll System)		MODERATE	#1142 IT General Controls.
25	SSA	CWS/CMS (Child Welfare Services/Case Management System)	Manages child abuse referrals/cases	MODERATE	#1142 IT General Controls.
26	SSA	EBT (Electronic Benefits Transfer) EPPIC	Interface between CalWIN and JP Morgan Bank	MODERATE	#1142 IT General Controls. Requires connection to State mainframe.
27	SSA	MEDs (Medi-Cal Eligibility Determination System)	Medi-Cal Eligibility Determination System	MODERATE	#1142 IT General Controls. Requires connection to State mainframe.
28	SSA	SFIS (Statewide Fingerprinting ID System)	Statewide Fingerpinting ID System	MODERATE	#1142 IT General Controls. Requires connection to State mainframe.
		DOC IMAGING SYS			
1	AC	ERMI (Electronic Report Management & Imaging)	User interface for OnBase for financial, payroll, and HR report archive	MODERATE	
2	CSS	CoSTARS	Online storage and retrieval solution; stores case management	MODERATE	#1251 IT General Controls in process.

County of Orange
Internal Audit Department

2013-14 ANNUAL IT RISK ASSESSMENT
DETAIL RISK SCHEDULE
SORTED BY RISK RATING

Audit Plan 2013

	DEPT	APPLICATION/SYSTEM	DESCRIPTION	RISK RATING	COMMENTS/LAST AUDIT
		KEY INFORMATION SYSTEM INVENTORY			
		FINANCIAL/RELATED SYSTEMS			
1	AC	Apportionments	Distribution of Property Tax Funds	MODERATE	
2	AC	C3PO - County Check Creation & Printed Output	Prints checks for accounts payable, trust, welfare and payroll	MODERATE	
3	AC	CAFR	County Financial Annual Report Status	MODERATE	
4	AC	Tax Rate Book	Published tax rates for cities and districts	MODERATE	
5	CR	CornerStone	Financial accounting. Cash receipting application. Handles all financial	MODERATE	
6	CSS	Dissomaster	Calculates child support payments due	MODERATE	#1251 IT General Controls in process.
7	DA	CAT (Cash Advance Tracker)	Allows Finance to track cash advances to employees	MODERATE	#1143 IT General Controls.
8	DA	Petty Cash Check Generation	Petty cash check generation and reconciliation	MODERATE	#1143 IT General Controls.
9	DPHD	Spherix	cash register to collect fees	MODERATE	
10	HCA	Practice Expert Plus	Practice Expert Plus is an integrated package that supports both electronic	MODERATE	Integrated audit of HCA medical billing (carry-over from FY10-11). HCA
11	HCA	Public Health Billing, Practice Expert 2006 Build: 03/17/08	Practice Expert Plus is an integrated package that supports both electronic	MODERATE	
11	OCCR	Chameleon	Manages animal care operations (kennel, veterinary, licensing)	MODERATE	
12	OCCR	HBP Reservations System	Park reservations & point of sale cashiering. This web application is hosted	MODERATE	
13	OCCR	SirsiDynix Unicorn (Server)/iBistro	Library Patron and material information system	MODERATE	Library performed internal review (2007).
14	OCPW	E-Commerce System	Land records for sale/download (maps, land information)	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
15	OCPW	EnergyCap	Enterprise energy management software for utility bill processing and	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
16	OCPW	Fleet Focus	Transportation fleet management solution. ERP (enterprise resource	MODERATE	#2823 Transportation Billing Audit with some ltd IT coverage of user access
17	OCPW	ProgPay (Progress Payment System)	Construction bid and payment management system. Software tool for use by	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
18	OCPW	WAMS (Weights & Measures Wireless Inspection and Reporting System)	Allows field inspectors to track inspection data, billings. System tracks,	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
19	OCWR	Great Plains eEnterprise	Maintains accounts receivable, customer account info, landfill transactions	MODERATE	
20	OCWR	Paradigm Landfill Fee Collection	Landfill fee collection software - landfill cash receipting; records tonnage	MODERATE	IT General Controls on FY 13-14 Audit Plan
21	PAPG	ePAGES (Enhanced Public Administrator Guardian Electronic System)	Financial management and case management, TCM Export to state,	MODERATE	FY 09-10 Audit Plan - Internal Control Audit - case mgmt/fiduciary funds w/
22	PROB	PFS (Probation Financial System)	Provide the accounting controls and processes for the payment of the fines,	MODERATE	
23	ROV	ROVER (Registrar of Voters Enterprise Resource)	Internal web-based purchasing approval system	MODERATE	
24	TTC	CUBS (Columbia Ultimate Business Systems) Collection System	Billing and collection software	MODERATE	IT General Controls on FY 13-14 Audit Plan
25	TTC	JPoint Cashiering System	Cashiering support for counter payment of property taxes	MODERATE	IT General Controls on FY 13-14 Audit Plan
26	TTC	Property Tax Apportionment	In-house application. Imports monthly tax apportionment files sent by AC to	MODERATE	IT General Controls on FY 13-14 Audit Plan
27	TTC	Public Defender System	Records collection of PUBDEF judgments	MODERATE	IT General Controls on FY 13-14 Audit Plan
28	TTC	QUANTUM-QRISK	Facilitates investment accounting, cash management (including bank	MODERATE	IT General Controls on FY 13-14 Audit Plan
29	TTC	RPS (Remittance Processing System)	Check scanning; payment posting	MODERATE	IT General Controls on FY 13-14 Audit Plan
		LAW ENFORCEMENT SYS			
1	DA	BILL	Tracks metadata of volunteers supplying DNA samples. Includes CMS web	MODERATE	#1143 IT General Controls.
2	DA	Branch Court Services	Assists investigators assigned to branch courts	MODERATE	#1143 IT General Controls.
3	DA	CalGang Terminal Server		MODERATE	#1143 IT General Controls.
4	DA	Child Abduction	Tracks abducted children, custody disputes	MODERATE	#1143 IT General Controls.
5	DA	CMS (Case Management System)	Tracks filing status of criminal cases	MODERATE	#1143 IT General Controls.
6	DA	CMS Web Services	Copies data from the BILL application to the CMS application	MODERATE	#1143 IT General Controls.
7	DA	Consumer, Major Fraud, Environmental Violations	Tracks cases under investigation prior to filing	MODERATE	#1143 IT General Controls.
8	DA	Electronic Directions for Complaint	allow police agencies to submit data directly to DA	MODERATE	#1143 IT General Controls.

County of Orange
Internal Audit Department

2013-14 ANNUAL IT RISK ASSESSMENT
DETAIL RISK SCHEDULE
SORTED BY RISK RATING

Audit Plan 2013

	DEPT	APPLICATION/SYSTEM	DESCRIPTION	RISK RATING	COMMENTS/LAST AUDIT
		KEY INFORMATION SYSTEM INVENTORY			
9	DA	Evidence Tracking	Track metadata for electronic equipment evaluated by unit	MODERATE	#1143 IT General Controls.
10	DA	Felony Projects Case Tracking	Tracks felony cases under investigation prior to filing	MODERATE	#1143 IT General Controls.
11	DA	High Tech Crimes	Tracks metadata of electronic equipment evaluated by unit	MODERATE	#1143 IT General Controls.
12	DA	IRIS (Incident Reporting Information System)	Records complaints; tracks dispositions	MODERATE	#1143 IT General Controls.
13	DA	Juvenile Truancy Tracking	Tracks juvenile school absences, creates reports	MODERATE	#1143 IT General Controls.
14	DA	Personnel Threats	Tracks threats made against personnel	MODERATE	#1143 IT General Controls.
15	DA	Special Assignment Investigations	Tracks special cases under investigation prior to filing	MODERATE	#1143 IT General Controls.
16	DA	Welfare Fraud Case Tracking	Tracks welfare cases under investigation prior to filing	MODERATE	#1143 IT General Controls.
17	OCSD	ELETE (Enhanced Law Enforcement Terminal Emulator)	Front-end to OCATS. Allows OCSD to access State/federal law enforcement	MODERATE	IT General Controls on FY 13-14 Audit Plan
18	OCSD	Mobile-CAD	Tracks/updates emergency/non-emergency calls for service	MODERATE	IT General Controls on FY 13-14 Audit Plan
19	OCSD	Remedy AR Systems	Property inventory; patrol in/out; evidence tracking; jail supplies inventory	MODERATE	IT General Controls on FY 13-14 Audit Plan
20	OCSD	Vision CAD / Vision Air	Computer-aided dispatch / 911 system; tracks calls for service and	MODERATE	IT General Controls on FY 13-14 Audit Plan
21	PROB	Adult Probationer - Shared Terms & Conditions	Shares info on adult probationers w/ law enforcement	MODERATE	
22	PROB	AIS (Adult Intake System)	Automates the first stage of the adult intake process	MODERATE	
23	PROB	Automated Risks/Needs Assessment	Assesses probationer needs, risks, and required level of supervision	MODERATE	
24	PROB	CABS (Computerized Arrest & Booking System)	Capture probationer's photos in digital form to build a photo repository for	MODERATE	
25	PROB	JIAS (Juvenile Intake Assessment System)	Juvenile intake assessment	MODERATE	
26	PROB	Penal Code 1210 Violations System	Allows OC Probation Department, Health Care Agency and participating drug	MODERATE	
		MULTI-DEPT/MULTI-FUNCTION/ENT SYS			
1	AC	E-Procurement	Online office supplies purchasing	MODERATE	
2	AC	Online Mileage Claims Processing	Online approval and tracking of mileage claims	MODERATE	
3	AC	VTI (Virtual Timesheet Interface)	Online timekeeping for multiple departments	MODERATE	#2631 ICA-Central Payroll Processes. #2763 SSN Audit. Payroll audits scheduled in FY 13-14.
4	CEO	BRASS (Budget Reporting and Analysis Support System)	To provide Countywide budgeting management information and reporting	MODERATE	
5	CEO/IT	BMC Remedy AR Systems ("AMP")		MODERATE	
6	CEO/IT	Civica	eGov (e-Government System) - agency websites - provides common web	MODERATE	Will replace Vignette FY12-13
7	CEO/IT	EDMS (Electronic Document Management System)	Document imaging, electronic forms, digital signatures and limited workflow	MODERATE	
8	CEO/IT	ELVIS (Electronic Labor Verification Information System)		MODERATE	
9	CEO/IT	OCid	The Identity Management System streamlines and replaces over 50 use	MODERATE	Security assessment by third party (2009 and 2011)
10	CEO/IT	SecureMail	Email encryption	MODERATE	
11	CEO/IT	SharePoint 2010	Enterprise collaboration portal	MODERATE	Enterprise edition not in production until FY12-13
12	CEO/IT	Vignette	eGov (e-Government System) - agency websites - provides common web	MODERATE	To be replaced by Civica FY12-13
13	OCSD	AlertOC (Blackboard Connect)	Mass notification system	MODERATE	
		OTHER/OPERATIONAL SYS			
1	AC	Employee Pay Stub Portal	Allows employee viewing of biweekly payroll pay stubs	MODERATE	Intranet access required
2	ASSR	FDC (Field Data Canvas)	Mobile Application-Property Inventory and Discovery	MODERATE	
3	ASSR	NCS (New Construction System)	Mobile Application-Capture New Construction Attributes and Characteristics	MODERATE	
4	ASSR	PSC (Public Service Counter)	Provide Published Roll information to the Public	MODERATE	
5	ASSR	SDR (Standard Data Record)	Web Application. Captures filings of business property for multiple CA	MODERATE	
6	CEO/IT	DMS (Directory Management System)	County directory management and automation application	MODERATE	

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KEY INFORMATION SYSTEM INVENTORY

	DEPT	APPLICATION/SYSTEM	DESCRIPTION	RISK RATING	COMMENTS/LAST AUDIT
7	COB	Claims and Lawsuits (Previously Claims Access Database)	To collect data and to share data and documents submitted with claim	MODERATE	
8	CSS	Assessed Valuations	Assessed Property Valuations for Cities and Districts	MODERATE	#1251 IT General Controls in process.
9	CSS	Call Log - Front Page	Captures call information using MS FrontPage	MODERATE	#1251 IT General Controls in process.
10	CSS	Consolidated Calendaring System	Court Hearing Scheduling system. Shared calendar, reporting and stats.	MODERATE	#1251 IT General Controls in process.
11	CSS	ECSS (Enterprise Customer Service Solution)	Manages call center operators	MODERATE	#1251 IT General Controls in process.
12	CSS	Employer Portal	Provides document transfers between case management and employers	MODERATE	#1251 IT General Controls in process.
13	CSS	Facilities Monitoring System	Administrative Services Ticket monitoring system	MODERATE	#1251 IT General Controls in process.
14	CSS	Facilities Request Center	Facility maintenance tracking	MODERATE	#1251 IT General Controls in process.
15	CSS	Facilities Ticket System	Administrative Services Ticket Tracking system	MODERATE	#1251 IT General Controls in process.
16	CSS	FrontPage Call Log System	Call Center tracking and routing system	MODERATE	#1251 IT General Controls in process.
17	CSS	FSS Staffing & Statistics System	FSS Division Track monthly case stats and report staffing needs.	MODERATE	#1251 IT General Controls in process.
18	CSS	HR Tracking Tool	Manages employee relations, leaves, and workers comp	MODERATE	#1251 IT General Controls in process.
19	CSS	Legal PACS	Court Operations check-in and interview system	MODERATE	#1251 IT General Controls in process.
20	CSS	Local Collection Transfer Services	ACH fund transfer process	MODERATE	#1251 IT General Controls in process.
21	CSS	Public Service Center Automated Check in System	Check in system that monitors the wait and interview times for the public	MODERATE	#1251 IT General Controls in process.
22	CSS	Security Master Database	Database used to display user access levels	MODERATE	#1251 IT General Controls in process.
23	CSS	Timeline Tracking Tool – CSS Tracking Tool	Replaces multiple Excel spreadsheets spread across all areas.	MODERATE	#1251 IT General Controls in process.
24	CSS	Tracking Tool	Case Management Activity Tracking system	MODERATE	#1251 IT General Controls in process.
25	CSS	Trust Fund Memo tool	Allows online creation and updating of Trust Fund memos.	MODERATE	#1251 IT General Controls in process.
26	DA	BlueSlip	Employee time off requests	MODERATE	#1143 IT General Controls.
27	HCA	Chemical Inventory System (Portal)	The portal is an additional module to the Envision Connect software which	MODERATE	
28	HCA	Children's Medical Services Network (CMSNet) System	CMS Net is a full-scope case management system for the California Children	MODERATE	
29	HCA	CHS Digital Radiology System	The Digital Radiology System is used to take and process X-rays, which may	MODERATE	
30	HCA	Correctional Health Assessment Records and Tracking (CHART)	CHART, in conjunction with the CIPS (Correctional Institution Pharmacy	MODERATE	
31	HCA	Employee Health Data System (EHDS)	EHDS is a web-based, Windows-based application using a SQL2005 data base	MODERATE	
32	HCA	Legacy Tracking System	Tracks and reports purchases, payments, assets	MODERATE	
33	HCA	Public Health Digital Radiology System	Convert conventional film X-rays to Digital, store images centrally for	MODERATE	
34	HCA	Public Health Nursing – Case Management System	The Case Management System allows PH Nurses to manage caseloads via a	MODERATE	
35	HCA	Purchasing – WEB Application	The Purchasing system supports many functions including the tracking and	MODERATE	
36	HCA	Purchasing (Legacy Tracking System)	The Purchasing system supports many functions including the tracking and	MODERATE	
37	HCA	Record Request Tracking Custodian of Records (COR)	The Records Request Tracking system logs, tracks and monitors requests for	MODERATE	
38	HRS	Invoicing Database	Tracks invoices for adjustments owed by employees for missed deductions.	MODERATE	
39	HRS	Online Volunteer Interpreter List	Database of county employee interpreters	MODERATE	
40	HRS	Re-employment List Website	Possible Re-employment opportunities and rules	MODERATE	
41	HRS	Rideshare / Virtual Rideshare Survey	Commuter survey information	MODERATE	
42	HRS	Virtual Job App - Transfer System	County employees can apply for transfer opportunities.	MODERATE	
43	OCCR	Active Network	Provide "Point of Sale" (POS) features to support Dana Point harbor sales	MODERATE	
44	OCCR	CMS (Contract Management System)	Manage invoices and reference CAPS+ data. Allows Purchasing users to	MODERATE	
45	OCCR	Contract Management System	Allows user to enter, edit, and search contract/invoice related information.	MODERATE	
46	OCCR	eBoard	Electronic in/out board	MODERATE	

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		KEY INFORMATION SYSTEM INVENTORY			
47	OCCR	Financial Management System (FMS)	A browser-based, budget form application that supports OC Community	MODERATE	
48	OCCR	OCPP (Orange County Parks Permits)	OCPW legacy application inherited by OCCR. Assists staff in issuance of	MODERATE	
49	OCCR	ProgPay	Allows the electronic data entry of construction project bid and progress	MODERATE	
50	OCCR	Project Portal	Web-based project management and collaboration tool. Provides custom	MODERATE	
51	OCCR	Public Record Requests	Assist staff to track and maintain public record requests	MODERATE	
52	OCPW	ABD (Accounting Budget Data)	System routinely imports accounting and budget data from CAPS+ and	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
53	OCPW	AgComm State Reporting	The State of California requires at differing intervals 11 detailed reports	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
54	OCPW	AMPDS (Acquisition & Management Project Database System)	Real Estate Services project management and lease abstract system.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
55	OCPW	Audit Tracking Database	OC Public Works is frequently tasked with addressing Internal Audit and	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
56	OCPW	Balanced Score Card	Allows user to enter, update key performance indicator information.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
57	OCPW	Budget Monitoring and Projection System	System allows user input projected budged info. System will then pull	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
58	OCPW	CCT (Customer Care Tracking System)	Tracks complaints, suggestions and compliments coming from constituents.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
59	OCPW	Change Request	Internal ITS application for changes to all OC Public Works Information	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
60	OCPW	Customer Care Database	To keep track of all customer inquiries.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
61	OCPW	DOJV (Deposit Order Journal Voucher)	Cash receipting. Enter deposit orders, upload data automatically from Dana	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
62	OCPW	ePAC (Personnel Action Card) System	Electronically produce, route and approve personnel action information. The	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
63	OCPW	Fee Study Inventory	OC Public Works has over 140 fees that are charged to the public for various	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
64	OCPW	Flagship Billing System	OCPW Transportation section has the task of fleet mgmt for many	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
65	OCPW	Incident Communication System	Incident communication system will be used to notify staff or the	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
66	OCPW	Invoice Tracking System	Allows user to enter and search invoice related information.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
67	OCPW	IP Phone Billing	Import the data from VOIP infrastructure and build reports for managers.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
68	OCPW	Job Labor Database	Allows user to query job labor data and to generate reports. Data is received	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
69	OCPW	Management Status Report (MSR) - Rewrite	To maintain and track status of all OC Public Works projects. Extract from	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
70	OCPW	MapCheck Deposits	MapCheck database serves as an aid to Geomatics management, Geomatics	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
71	OCPW	Material Lab System	Ability to log samples and test results for construction materials.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
72	OCPW	OC Fleet Vehicle Request System	Allows user to set appointment for services.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
73	OCPW	OC Watersheds Document Management	Used to upload documents by internal staff to OC Watersheds website	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
74	OCPW	OC Works	Allows OC constituents to report any issues, attach photos, and store GPS	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
75	OCPW	Online Permit Application	Allows constituents to apply for residential permit on-line	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
76	OCPW	Parking Administration System	Parking Administration has two PDF forms available on Internet: Validation	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
77	OCPW	Progress Payment System (ProgPay) – Rewrite	ProgPay system will be used to track bidding information and monthly	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
78	OCPW	Record Center Database System	To maintain and track records data and storage requests from County	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
79	OCPW	Regulatory Permit System	Allows staff to manage regulatory permits	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
80	OCPW	Right Way of Engineering Database	Right of Way Engineering (ROWE) database is used by Right of Way	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
81	OCPW	Road Assignment Tracking System	Tracks Road Division projects/assignments. System allows staff to manage	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
82	OCPW	Road Fee	Developed to create a new fee, to search fee, and to create various reports.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
83	OCPW	SARPS (Santa Ana River Project System)	Reporting application used by Auditor controller staff whereby reports are	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
84	OCPW	Service Request	Allows O & M field staff to enter issues, map page #, issue type/code, attach	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
85	OCPW	Subdivision Database System	Allow staff to manage (add, edit, delete, view, search) and generate reports	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
86	OCPW	Transportation Permit Systems	Allow CPP staff to add, edit, view, search, and print Transportation permits.	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)

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87	OCPW	Vegetation/Hazard Reduction Database	System will keep track of how much work performed by contractor. System	MODERATE	IT General Controls on FY 13-14 Audit Plan (time permitting)
88	OCSD	BMC Remedy ARS Applications	There are 22 applications on the ARS servers. Some of them are used 24/7	MODERATE	
89	OCSD	Property Tracking (Remedy)	Evidence tracking	MODERATE	
90	PROB	CLETS Supervised Release File (SRF) Interface	The California Department of Justice (DOJ) developed the Supervised	MODERATE	
91	PROB	DNA Query		MODERATE	
92	PROB	ECR (Electronic Contact Reporting)	Web-based case supervision system	MODERATE	
93	PROB	Integrated Case Management System	Incorporates Institution Management System (IMS), Adult intake System	MODERATE	
94	PROB	Integrated Probation Financial System	Financial System	MODERATE	
95	PROB	JCWP (Juvenile Court Work Program)		MODERATE	
96	PROB	Juvenile Hall Staff Scheduling	Provide a staff scheduling system to facilitate the complex and diverse	MODERATE	
97	PROB	Kiosk Reporting	The application, to be deployed on the Kiosk systems, will provide a "non	MODERATE	
98	PROB	Minute Order Electronic Exchange System	Get real time minute order data from The Superior Court. and convert to	MODERATE	
99	ROV	QuickBooks	Accounting software	MODERATE	
100	SSA	AIM (Assessment Intervention and Management System)	Provides management/printing of mandated Adult Abuse reports	MODERATE	#1142 IT General Controls.
101	SSA	Wells Fargo Bank (Positive Pay)		MODERATE	#1142 IT General Controls.
102	TTC	Bloomberg Data License Feed	Service provided by Bloomberg that provides Quantum with price and	MODERATE	IT General Controls on FY 13-14 Audit Plan
103	TTC	Bloomberg Gateway	Third party application providing Treasurer with trades, position and master	MODERATE	IT General Controls on FY 13-14 Audit Plan
104	TTC	FUND ACCOUNTING SYSTEM	Fund Accounting reconciliation.	MODERATE	IT General Controls on FY 13-14 Audit Plan
105	TTC	Issue Tracker	Open source web based application modified and maintained in-house.	MODERATE	IT General Controls on FY 13-14 Audit Plan
106	TTC	Projected Cash Flow	Copies the existing cash flow into a file that will be used as next year's	MODERATE	IT General Controls on FY 13-14 Audit Plan
107	TTC	PUBLIC DEFENDER SYSTEM	Records collection of Public Defender judgments.	MODERATE	IT General Controls on FY 13-14 Audit Plan
108	TTC	State Intercept	In-house application initially developed by Auditor/Controller development	MODERATE	IT General Controls on FY 13-14 Audit Plan
		PERSONNEL/BENEFITS SYS			
1	HRS	1992 Defined Benefits	1992 DB plan enrollment and contributions tracking	MODERATE	Info in the database is audited annually by Mercer (external consultant).
2	HRS	Neogov - Online Recruitment System	Online recruitment / job application system.	MODERATE	Internet access required (GovernmentJobs.com)
3	HRS	Personnel Data Warehouse	Provides information on HR transactions and summaries. Allows Users to	MODERATE	
4	OCCR	SMS (Staffing Management System)	Manage new/existing employee data, such as job assign, transfer, and	MODERATE	
		TREASURY MGMT SYSTEMS			
1	TTC	FAS (Fund Accounting System)	Fund accounting reconciliation.	MODERATE	Ltd review of IT controls - mandated audit performed by A-C's Internal Audit Unit (2011). IT General Controls on FY13-14 Audit Plan.
		VOTING/RELATED SYSTEMS			
1	ROV	Poll Worker Pass Website	Provides info (polling sites, training, etc.) to poll workers. Prepares mailing	MODERATE	

11	Higher Risk Systems	
229	Moderate Risk Systems	
678	Lower Risk Systems *	* Lower risk systems not listed on the report
918	**Total Systems**	