

FY 2023

PRIMARY AUDIT PLAN

DEPARTMENT / PROJECT TITLE	PRELIMINARY SCOPE
<i>Aviation</i>	
Aviation Employee Parking	Verify that the Employee Parking Program is adequately managed and that authorized employees working at Sky Harbor Airport comply with program requirements.
Aviation Federal Grant Fund Expenditures	Verify that federal grant expenditures comply with federal requirements.
Aviation Job Order Contracts	Ensure that Job Order Contracts are procured in accordance with City policies and that they are effectively monitored.
Car Sharing Companies	Ensure Turo and other car sharing companies are in compliance with City Code 4-67 and 4-68.
Contract Audit - Elite Line Services	Evaluate Elite Line Services compliance with contract terms and adequacy of contract monitoring for Aviation.
Cybersecurity Risk Assessment	Assess Aviation's ability to identify, protect, detect, respond, and recover from cybersecurity threats.
Direct Charges - Law Department	Verify that direct charges made from the Law Department to the Aviation Fund comply with FAA requirements.
Part 139 Training Analysis FY23	Review training records for FBO fuel handlers, fire fighters, and Aviation staff to ensure files are up-to-date and accurate for the annual FAA inspection.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Rental Car Contract - Europcar Mobility Group

Evaluate compliance with contract terms and adequacy of contract monitoring.

Rental Car Contract - SixT Rent A Car

Evaluate compliance with contract terms and adequacy of contract monitoring.

Revenue Contract / Lease Monitoring Assessment

Review revenue and lease contract terms and current monitoring procedures. Determine if improvements can be made.

City Auditor

Audit Planning for FY24

Assist in creating the audit plan for the next fiscal year.

CAD Workorder Rates FY24

Develop the work order rates that the City Auditor will charge for the upcoming fiscal year.

Quality Control Review

Verify the City Auditor Department's compliance with Generally Accepted Government Auditing Standards (Yellow Book).

External Peer Review

Coordinate and facilitate the triennial, external peer review.

SAP Data Validation

Validate data and reports generated by the City's financial system (SAP) that the City Auditor Department frequently uses for audits.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

City Manager

Annual User Fee Review

Conduct a high-level analytical review of user fees for reasonableness and project recovery rates.

Environmental Facility Assessment
Compliance

Evaluate if environmental facilities assessments are appropriately conducted by the Office of Environmental Programs, and subsequent remediation takes place.

Family Assistance Resource Program
Evaluation

Evaluate the controls and effectiveness of the Family Assistance Resource Program.

Integrity Line Administration

Perform Integrity Line administrative tasks and provide reports and updates to the Integrity Line Committee.

Integrity Line Investigations

Perform investigations assigned to the City Auditor Department by the Integrity Line Committee; these investigations are smaller in nature and do not require their own project.

Citywide

CARES and ARPA Grant Management

Review compliance with CARES and ARPA grant expenditures and reimbursement processing.

Compliance with Davis Bacon Act Grant
Requirements

Determine which departments are subject to Davis Bacon Act grant requirements and evaluate compliance practices.

Continuous Review of Cash

Perform ongoing testing of Citywide cash accounts based on fluctuation analysis and other analytical methods.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Continuous Review of City Manager's Performance Measurement Dashboard Data

Review metrics and data provided by departments to the CMO dashboard to ensure assumptions and data are accurate.

Continuous Review of Cybersecurity Events

Identify and evaluate high-risk IT security events to determine that access and/or change was authorized.

Continuous Review of Expenditures

Perform ongoing testing of expenditure transactions Citywide based on fluctuation analysis and other analytical methods.

Continuous Review of Payroll

Perform ongoing testing of payroll transactions Citywide based on fluctuation analysis and other analytical methods.

Continuous Review of Revenue

Conduct continuous testing for controls over revenue collection.

Deferred Compensation Plan Management

Evaluate management of the deferred compensation program, including monitoring and performance of the deferred compensation contractor.

Discipline Records Management

Evaluate that departments have effectively implemented discipline record retention schedules.

External Federal Single Audit - BKD

Manage the external auditor contract to conduct the annual Federal Single Audit of grant funds.

External Financial Audits - BKD

Manage the external auditor contract to conduct annual financial audits.

Follow-Up on Medium Audit Recommendations

Follow up on audit recommendations that the City Auditor Department designated as Medium Priority to confirm that the implementation was effective.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Office of Sustainability -
Green/Renewable Energy

Review the City's green and renewable energy initiatives for City facilities.

PCI Compliance Support

Provide support as needed as the City transitions to a Qualified Security Assessor to conduct its annual PCI compliance assessment.

Purchasing Cards

Evaluate that the use of non-fuel credit cards complies with A.R. 3.10 - General Procurement Procedures and other City policies.

Web Application Penetration Testing

Assess the architecture, design, and configuration of web applications to identify cyber security risks that could lead to unauthorized access and/or data exposure.

Community & Economic Development

Contract Audit - RED Development

Evaluate compliance with contract terms and adequacy of contract monitoring.

Equal Opportunity

Disadvantaged Business Enterprise Program

Evaluate the efficiency and effectiveness of the City's Disadvantaged Business Enterprise Program, as overseen by the Equal Opportunity Department.

Finance

Monthly Financial Report Attestation

Conduct a monthly review of Finance's Monthly Financial Report. This is an attestation engagement with agreed-upon procedures.

Year-End Review of Monthly Financial Report (MFR)

Determine reasons for material changes in financial data presented in the MFR for expenditures / encumbrances; reconcile to the Annual Report.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Fire

Application Controls - Ambulance Billing Review the application for basic controls over data input, processing, and output controls, including interfaces and error handling. A general controls risk assessment is also conducted and high risk areas, such as access management, may also be tested.

Fire CAD Replacement System Implementation (Dispatch System) Catalog key system controls and ensure that those controls are: included in business requirements, designed for, tested, and present once the system goes live. This is a multi-year project, with separate audits for each fiscal year that will validate the status of key controls.

Fire Municipalities Contracts Evaluate controls to ensure revenue related to the Phoenix Fire Department Regional Dispatch Center is accurately reported and collected.

Housing

HOME Fund Distribution (Affordable Housing) Validate that HOME Fund distribution complies with applicable policies.

Human Resources

Employee Separation Process Evaluate the employee separation process to ensure that it removes access to City buildings, equipment, and data, in a timely manner.

Talent Acquisition Evaluate if the talent acquisition process efficiently and effectively accomplishes its goals and objectives.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Human Services

Emergency Rental Assistance Program

Determine if emergency assistance payments processed complied with program guidelines.

Law

Background Screening Process

Determine if the Law Department has an effective process to ensure background screenings are completed in accordance to City and Federal regulations.

Municipal Court

Accounting Standards Audit

Validate that the Municipal Court is in compliance with the Minimum Accounting Standards for Arizona Courts, as defined by the Arizona Code of Judicial Administration, 1-401.

Neighborhood Services

Grants Management

Review grants for compliance with grant terms and expenditures. It may include a review of the effective and efficient use of the City's financial system of record to manage grant activity.

Phoenix Convention Center

Contract Audit - Clearway Energy

Determine if revenue from this lease agreement is paid in accordance with contract terms.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Planning & Development

On-Call Contractors

Review contract monitoring processes and ensure that the City is not being overcharged.

SHAPE PHX System Implementation
(Inspection/Permitting System)

Catalog key system controls and ensure that those controls are included in business requirements, designed for, tested, and present once the system goes live. This will be a multi-year project, with separate audits for each fiscal year that will validate the status of the key controls. This is the third year of the project, and it will be moving into testing during FY22 - FY23.

Police

Firearm Inventory Management

Validate that controls are in place to ensure firearm inventory is accurate.

Inventory Review of High Risk Evidence

Verify that controls are in place to ensure high-risk evidence is stored securely and that inventory is verified according to policy.

Mobile Phone Procurement &
Management

Evaluate that mobile phones purchased for sworn staff follow City procurement policy and are appropriately inventoried and managed.

Patrol Supervisor Work Evaluation

Evaluate the roles and responsibilities of Patrol Supervisors for Police Management.

RMS Replacement System
Implementation

Review the Record Management System (RMS) replacement system implementation to identify and evaluate key system controls.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Parks & Recreation

Equity in Parks & Recreation
Programming

Determine whether the Parks Department (1) effectively identifies recreation programming equity needs in each community; (2) meets identified programming needs equitably via resource allocations; and (3) provides residents with equitable access to recreation programs.

Public Transit

Public Transit - Triennial Review
Follow-Up

Review the findings from the 2022 Federal Transit Triennial Review for Public Transit to identify areas of risk for potential audit follow-up.

Small Business Financial Assistance Pilot
Program

Evaluate the effectiveness of the Small Business Financial Assistance Program Pilot which began in March 2021.

Public Works

Background Screening Process

Determine if the Public Works Department effectively completes maximum background screenings as required by City and Federal regulations. Verify controls are in place to ensure badges are issued in accordance with City Regulations.

Contract Audit - Mr. Bults
(Solid Waste Disposal)

Determine if the vendor is in compliance with contract terms. Evaluate procedures related to the new scale system that was installed to ensure billings are accurate.

Contract Monitoring

Determine if contract monitoring procedures are adequate to ensure vendors are in compliance with contract terms. Include vendors such as pest control and towing to test controls that ensure all payments for services are received.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Security and Access Control System Implementation

Catalog key system controls and ensure that those controls are: included in business requirements, designed for, tested, and present once the system goes live. This will be a multi-year project, with separate audits for each fiscal year that will validate the status of key controls.

Retirement Systems

Police Pension Board Election Certification - June 2022

Certification of the June 2022 Police Pension Board election results.

Retirement Functions - Investment Transaction Approvals and Reconciliations

Determine that the City of Phoenix Employees' Retirement System (COPERS) has adequate internal controls around investment transaction approvals and reconciliations.

Retirement Functions - Public Safety

Determine that the City of Phoenix Employees' Retirement System (COPERS) has adequate internal controls around services provided to Public Safety members.

Street Transportation

Contract Audit - Landscape Maintenance

Determine compliance with contract terms and adequacy of contract monitoring.

Storm Water Inspections

Evaluate the process for inspecting storm drains. Determine if procedures are in place to inspect drains, remediate issues, and monitor for future issues.

Traffic Signal & Signage Maintenance

Verify if street signals and signs are being maintained efficiently and in compliance with Federal Highway Administration (FHWA) standards.

DEPARTMENT / PROJECT TITLE**PRELIMINARY SCOPE**

Water Services

Facility Security

Validate that security protocols are being followed in high-risk areas of Water facilities.

Contract Audit - Veolia Water North America

Evaluate contract monitoring and compliance with the Lake Pleasant Water Treatment Plant operator, Veolia Water North America Operating Services, LLC.

Sewer Emergency Repairs

Verify controls are in place to ensure compliance with contract requirements.

Sewer Main Cleaning Program

Evaluate the maintenance of the City's sewer wastewater lines to determine if preventative maintenance and cleaning of lines are occurring and if the frequency is consistent with recommended schedules.

Water Billing Process

Review the water bill adjustment process, fees, bill corrections, application of COVID relief funds, and other processing.

Water Meter Accuracy

Determine if the Water Department e-Meters are reporting accurate water usage.

Water Production Heavy Equipment Maintenance

Determine if the Water and Waste Water plants have an effective process to ensure preventative maintenance on critical infrastructure is scheduled and completed, as required.