



County of Orange Internal Audit Department
Status Report #3 for the Audit Oversight Committee
 Audit Plan Year - 07/1/06 through 06/30/07
 Status as of 03/31/2007

Audit Name	Audit Number	Start Date	End Date	Multi-Yr Projects		Current Audit Plan								Milestones & Comments	
				Total Budget	Actuals To Date	Budget	Revisions	Revised Budget	Actuals to Date (Per AOC Reports - Not Cumulative)				Est. to Comp. Hours		Over / (Under) Budget Hours
									#1	#2	#3	#4			
Financial Audits & Mandates (FAM)															
(1) Treasury Funds Audit (Qtr ending 6/30/06) (carryover from 05/06)	2570	06/07/06	08/29/06	275	208	225		225	202					(23)	Done. Financial statement issued 8/29/06.
(2) Treasury Funds Audit (Qtr ending 9/30/06)	2608	09/21/06	12/23/06			275		275	4	178				(93)	Done. Financial statement issued 11/22/06.
(3) Treasury Funds Audit (Qtr ending 12/31/06)	2609	09/21/06				1,200	(300)	900	3	113	486		298	0	Fieldwork in process.
(4) Treasury Funds Audit (Qtr ending 3/31/07)	2610	02/26/07				275		275			12		237	(26)	Fieldwork in process.
(5) Treasury Funds Audit (Qtr ending 6/30/07)	2611	N/A	N/A			50	(50)	0						0	A/C has resumed TFA mandated audit responsibilities.
(6) DA / Spousal Abuser Prosecution Grant - (6/30/06)	2612	08/31/06	12/27/06			160		160	1	133	0			(26)	Done. Financial statement issued 12/27/06 .
(7) DA / Workers Comp - Auto Insurance Fraud Grant - (6/30/06)	2613	07/31/06	11/28/06			250		250	208	145				103	Done. Financial statement issued 11/28/06. DA's undercover operations required additional audit work.
(8) DA Health & Disability Insurance Fraud Grant - (6/30/06)	2614	07/31/06	11/28/06			250		250	178	76				4	Done. Financial statement issued 11/16/06.
<u>Follow-Ups (Initial):</u>															
(9) - TFA 12/31/05 - Management Letter	2615	N/A	N/A			150	(150)	0						0	A/C has resumed TFA mandated audit responsibilities.
(10) - Probation Audit - 2 YE 6/30/05 (carryover from 05/06)	2572	08/23/06	11/27/06			100		100	20	104				24	Done. First Follow-up report issued 11/27/06. A/C resumed Probation mandated audit responsibilities.
(11) - Tax Redemption Audit - 3 YE 6/30/05 (carryover from 05/06)	2573	09/05/06				100		100	4	25	8		63	0	Fieldwork in process.
(12) Auditing & Accounting Standards Update	2618	07/01/06				115		115	42	30	23		20	0	On-going assignment.
<u>Follow-Ups (Second):</u>															
(13) - TFA 12/31/04 - Management Letter	2666	02/01/07					100	100			10		90	0	Fieldwork in process.
(14) Work Paper Close-Out & Final Report Issuance (05/06 Audits)	2619	07/01/06				40		40	15	18			7	0	On-going assignment.
Subtotal				275	208	3,190	(400)	2,790	677	822	539	0	715	(37)	
Information Technology Audits (IT)															
(1) CAPS / Integrated Procurement & Payables Proc. Pilot (From 05/06)	2519	N/A	N/A	175	4	50	(50)	0						0	Have not received request from A-C. Will remove from plan.
(2) CAATs / Monthly Analysis of Certain Disb. & Payroll Data	2620	07/01/06				600		600	88	204	106		150	(52)	On-going. Monthly reports issued.
(3) Assist on IT Component of 12/31/06 TFA		N/A	N/A			100	(100)	0						0	Any time will be charged to #2609 above in FAM.
(4) IT Audit - tbd	2622	N/A	N/A			600	(600)	0						0	Canceled. Unable to recruit an IT auditor or enter into a vendor contract (less than \$25,000).
(5) CAPS Upgrade Implementation Assistance	2670	03/29/07				0	100	100			3		97	0	Develop MOU, attend meetings, & research new system.
<u>Follow-Ups (Initial):</u>															
(5) - HCA Self Assessment Validation	2623	09/07/06				250		250	23	27	69		50	(81)	Fieldwork in process.
(6) - A-C Collections/IT Component of DCR	2624	04/05/07				10	240	250			1		249	0	Entrance letter to be issued on 4/5/07.
<u>Follow-Ups (Secondary):</u>															
(7) - A-C / Laser Check Application Audit	2625	02/15/07	02/26/07			10		10			13			3	Done. Close-out letter issued 2/26/07.
(8) - IWMD / LIST Implementation Review	2626					200		200			3		197	0	Entrance letter to be issued 4/19/07.
(9) - CAPS / Payroll Risk Assessment (Carryover from 05/06)	2525	06/09/06	10/17/06	180	143	80	50	130	135	8				13	Done. Report issued 10/17/06.
(10) Review of New System Implement. Notifications (AM # S-1)	2627	07/01/06				75		75			6		10	(59)	On-going. Response to PA/PG notification is in process.
(11) IT Research and Development	2628	07/01/06				25	50	75	5	11	19		20	(20)	On-going assignment.
Subtotal				355	147	2,000	(310)	1,690	251	250	220	0	773	(196)	

ITEM 7
AOC Meeting 5/17/07



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									#1	#2	#3	#4			
Internal Control Reviews (ICR)															
(1) CEO/Purchasing - Purchasing Card Admin. (carryover from 05/06)	2533	06/08/06	11/30/06	300	176	155		155	161	15				21	Done. Report issued 11/30/06.
(2) IWMD Contract Administration (carryover from 05/06)	2591	03/06/06	11/30/06	725	873	125	200	325	306	58				39	Done. Report issued 11/29/06.
(3) Assessor Revolving Funds (carryover from 05/06)	2596	04/27/06	08/30/06	300	218	50		50	73					23	Done. Report issued 8/21/06.
(4) District Attorney Revolving Funds (carryover from 05/06)	2597	04/27/06	08/15/06	275	235	25		25	26					1	Done. Report issued 8/09/06.
(5) Probation Revolving Funds (carryover from 05/06)	2598	05/02/06	10/31/06	300	289	50		50	65	12				27	Done. Report issued 10/03/06.
(6) JWA Cash Disbursements	2629	10/25/06				400		400		245	113		5	(37)	Draft report issued 3/1/07.
(7) Sheriff Contract Administration	2664	11/08/06				400	200	600		239	264		50	(47)	Fieldwork complete; draft report in process.
(8) Dept/Agency Payroll Reviews	2631	12/21/06				500		500		15	361		274	150	Fieldwork in process at HCA and A/C Central Payroll.
(9) RDMD/Contract Administration & Disbursements	2632	07/20/06				400	200	600	209	336	115		5	65	Draft report issued 3/6/07.
(10) Probation Dept - RSAT Grant Claiming	2633	07/11/06	10/31/06			275		275	271	4	1			1	Done. Report issued 10/03/06.
(11) Treasurer - Interest Apportionment Process	2634	08/17/06				300	(223)	77	26	51	3			3	Postponed until next FY 07-08 due to increased vacancies.
(12) SSA - Revolving Funds	2635	10/02/06				300		300		263	96		10	69	Draft report issued 3/20/07.
<u>Follow-Up Audits (Initial)</u>	2636					1,000	(300)	700	71	36	392		201	0	
(13) - PA/PG Cash Receipts, Disbursements, Trust Funds & Property	2636-A	07/20/06	11/30/06												Done. Report issued 11/08/06.
(14) - RDMD/O.C. Zoo Cash Receipts & Disbursements	2636-B	12/04/06	02/23/07												Done. Report issued 2/21/07.
(15) - SSA Accounts Receivable & Collections	2636-D	01/11/07													Fieldwork in process.
(16) - JWA Public Works Contract Administration	2636-C	12/20/06	03/10/07												Done. Report issued 3/8/07.
(17) - District Attorney Revolving Fund	2636-E	02/26/07	03/21/07												Done. Report issued 3/19/07.
(18) - Assessor Revolving Fund	2636-F	02/27/07	03/17/07												Done. Report issued 3/15/07.
(19) - Public Defender Revolving Fund	2636-G	03/12/07													Fieldwork in process.
(20) - Probation Revolving Fund	2636-H														
(21) - IWMD Contract Administration	2636-I														
(22) - CEO/Purchasing P-Card Administration	2636-K														
<u>Follow-Up Audits (Secondary)</u>	2637					380		380	25	85	3		80	(187)	
(23) - SSA Trust & Agency Funds (3rd Follow-Up)	2637-A	08/08/06	08/30/06												Done. Report issued 8/24/06.
(24) - RDMD Trust & Agency Fund Disbursements	2637-B	10/4/2006	11/30/06												Done. Report issued 11/27/06.
(25) - HCA Contract Administration & Cash Disbursements	2637-C	11/01/06	01/20/07												Done. Report issued 1/18/07.
(26) - PA/PG Cash Receipts, Disbursements, Trust Funds & Property	2637-D														
(27) Work Paper Close-Out & Final Report Issuance (05/06 Audits)	2638					20		20	5		2			(13)	For finalization of audits started in 05/06.
Subtotal				1,900	1,791	4,380	77	4,457	1,238	1,359	1,350	0	625	115	
Control Self Assessment (CSA)															
(1) HCA/Financial & Administrative Services						0	0	0						0	
(2) tbd						500	(500)	0						0	No requests for CSAs received.
(3) Promotion						50	(50)	0						0	" "
Subtotal				0	0	550	(550)	0	0	0	0	0	0	0	



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									#1	#2	#3	#4			
Lease Revenue Reviews & Compliance Reviews															
<u>Lease Revenue Reviews:</u>															
(1) - JWA/Creative Croissants	2642	N/A	N/A			300	(300)	0						0	Canceled at request of JWA. JWA replaced this audit with Newport Beach Golf Course (#2649).
(2) - JWA/Hertz	2643	09/27/06				300	50	350	2	178	123		47	0	Fieldwork near completion.
(3) - JWA/Atlantic Aviation	2644	02/07/07				350	(50)	300			34		266	0	Fieldwork in process.
(4) - RDMD/Science Enrichment Services	2645	12/07/06				300		300	2	167	91		40	0	Draft report to be issued on 4/19/07.
(5) - DPHD/Ocean Institute (carryover from 05/06 Audit Plan)	2577	02/16/06		325	398	50		50	23	8	6		13	0	Report being drafted.
(6) - DPHD/Anchor Marine	2647	N/A	N/A			350	(350)	0						0	Canceled at request of DPHD.
(7) - DPHD/Dana Point Jet Ski	2648	N/A	N/A			350	(350)	0						0	Canceled at request of DPHD.
(8) - JWA/Newport Beach Golf Course	2649	02/07/07				350	50	400			167		233	0	Fieldwork in process.
<u>Follow-Up on Lease Revenue Reviews (Initial)</u>	2650					1,100	(300)	800	126	173	215		176	(110)	
(9) - JWA/Signature Flight Support		N/A	N/A												No follow-up required as original audit had no findings.
(10) - JWA/Avis Rent a Car	2650-D	11/15/06	12/18/06												Done. Final report issued 12/18/06.
(11) - JWA/Advantage Rent a Car	2650-F	12/29/06	01/31/07												Done. Final report issued 1/31/07.
(12) - RDMD/Anaheim Arena Parking															
(13) - RDMD/PCI Parking	2651					100	0	100			2		98	0	Entrance letter to be issued 4/19/07
(14) - RDMD/Swales Anchorage															
(15) - DPHD/Rancho Beach House (carryover from 05/06 Audit Plan)	2545-C	06/12/06													Draft report to be issued 4/9/07.
(16) - DPHD/Dana Point Marina Inn (carryover from 05/06 Audit Plan)	2545-G	06/12/06	11/02/06												Done. Final report issued 11/2/06.
(17) - RDMD/Newport Dunes	2650-C	09/28/06													Final report to be issued 4/9/07.
(18) - DPHD/Dana West Marina	2650-A	09/12/06													DPHD negotiating \$ findings. May not be resolved by 6/30.
(19) - DPHD/Dreamcatcher Yachts	2652	11/02/06				100		100		9	5		86	0	DPHD negotiating \$ findings. May not be resolved by 6/30.
(20) - DPHD/Ship to Shore Insurance	2653	11/02/06				100		100		9	7		84	0	DPHD negotiating \$ findings. May not be resolved by 6/30.
(21) - DPHD/Aventura Sailing	2650-B	07/24/06	09/26/06												Done. Final report issued.
(22) - DPHD/Noel Marine Canvas	2650-E	11/02/06													Awaiting completed follow-up form from lessee.
(23) - tbd															
(24) - tbd															
(25) - tbd															
<u>Follow-Up on Lease Revenue Reviews (Secondary)</u>	2654					200		200	58	44	10		50	(38)	
(26) - RDMD/Bayshore Marina	2654-A	08/18/06	08/25/06												Done. Final report issued 8/25/06.
(27) - RDMD/Canyon RV	2654-B	08/31/06	09/26/06												Done. Final report issued 9/26/06.
(28) - RDMD/Strawberry Farms Golf Club	2654-C	11/02/06	12/18/06												Done. Final report issued 12/18/06.
(29) - DPHD/Dana Point Marina Inn															
(30) - tbd															



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									#1	#2	#3	#4						
Compliance and Other Audits																		
(31) CEO - HIPAA Security Review Compliance Review	2655					300	(300)	0							0	Postponed until next FY 07-08 due to increased vacancies.		
(32) Administration of Lease Revenue Reviews	2656	07/01/06				100		100		7	32	25		25	(11)	On-going.		
(33) Work Paper Close-Out & final Report Issuance (05/06 Audit Plan)	2657	07/01/06				100		100		111	18	3			32	Final reports issued for: Swales Anchorage, PCI Parking, Advantage Rent a Car, Avis Rent a Car, & Anaheim Arena Parking. Final reports issued for initial follow-up audits: Strawberry Farms Golf, Bayshore Marina, & Canyon RV Prk.		
(34) County Strategic Focus Project	2617	08/01/06				0	2,050	2,050		523	609	628		289	(1)	Assistance provided for conducting Stakeholder interviews, preparing related reports for preparation of Workshop Summits, development of a strategic focus workshop model, and administering surveys.		
(35) Validation of Investigative Review of ROV	2663	09/05/06	09/20/06			0	100	100		30	1				(69)	Done. Final report issued 9/11/06		
(36) Reserve for Additional Audit Requests						1,110	(930)	180						0	(180)			
(37) HCA Review of Duplicate Payments	2665					0	150	150				54		75	(21)	Fieldwork in process.		
						325	398			5,560	(180)	5,380	882	1,248	1,370	0	1,482	(398)
Performance Measure Validation Reviews																		
(1) Social Services Agency (carryover from 05/06 Audit plan)	25100	04/27/06	10/05/06	300	172	100		100		60	5				(35)	Done. Final report issued 10/3/06.		
(2) RDMD (carryover from 05/06 Audit Plan)	25101	05/02/06	02/28/07	800	833	200	400	600		560	60	11			31	Done. Final report issued 2/7/07.		
(3) Health Care Agency	2658	10/03/06	03/30/07			200	100	300			298	45			43	Done. Final report issued 3/7/07.		
(4) Clerk of the Board	2659					200	(200)	0							0	Postponed until next FY 07-08 due to increased vacancies.		
(5) County Executive Office	2660					200	(200)	0							0	Postponed until next FY 07-08 due to increased vacancies.		
(6) Housing & Community Services	2661	12/11/06				200		200			80	121		20	21	Fieldwork completed, draft report issued 2/20/07.		
(7) Human Resources Department	2662					200	(200)	0							0	Assignment postponed, hours transferred to #25101.		
(8) Work Paper Close-Out and Final Report 05/06 Audits	2616	07/01/06				0	50	50		38	39			5	32	On-going assignment.		
(9) F/UP Perf Meas Validation - Auditor-Controller	2668	03/19/07				0	100	100				1		99	0	Fieldwork in process.		
(10) F/UP Perf Meas Validation - JWA	2669	03/19/07				0	40	40				1		39	0	Fieldwork in process.		
	Subtotal			1,100	1,005	1,300	90	1,390	658	482	179	0	163		92			
Control Related & Other Assignments																		
(1) Annual Risk Assessment Audit Plan	2601	07/01/06				325	200	525		5	1	364		155	0	On-going assignment.		
(2) Cash Losses	2602	07/01/06				100		100		2	4	4		5	(85)	A-C resumed responsibility for cash loss reviews.		
(3) Fraud Hotline	2603	07/01/06				120		120		14	30	21		54	(1)	On-going assignment.		
(4) External Audit Reporting	2604	07/01/06				300		300		79	79	75		67	0	On-going assignment.		
(5) Technical Assistance to Other Depts/Agencies	2605	07/01/06				200		200		26	11	4		50	(109)	On-going assignment.		
(6) HIPAA Administration	2606	07/01/06				100		100		3	7	15		15	(60)	On-going assignment.		
(7) Reports for Board, AOC, EA Meetings	2607	07/01/06				375		375		52	50	45		50	(178)	On-going assignment.		
	Subtotal			0	0	1,520	200	1,720	181	182	528	0	396		(433)			
	Total Budget			3,955	3,549	18,500	(1,073)	17,427	3,887	4,343	4,186	0	4,154		(857)	Revisions due to unanticipated increased vacancies.		



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									#1	#2	#3	#4		

Additional Coverage Provided By Consultants

To Be Determined

Total Contract Audit Resources

															0
															0
				0	0	0	0	0	0	0	0	0	0	0	0

Orange County
 Board of Supervisor's
 Internal Audit Department
 Explanation of Reduction in Audit Plan Hours
 FY 2006-07 Audit Plan
 As of May 11, 2007

Effective July 1, 2006, the Internal Audit Department's FY 06-07 Audit Plan allocated a total of 18,500 audit hours to complete the Audit Plan. As of December 31, 2006, our vacancy factor was higher than budgeted and therefore we need to reduce the Audit Plan hours. We were able to accomplish this in two ways:

- A net budget underage from a variety of factors including audit efficiencies, audits canceled by the requesting department that won't be replaced, and available reserve hours.
- The Audit Plan total budget was reduced by 1,073 hours by postponing the following audits and carrying them over to the FY 07-08 Audit Plan:

Audit Name	Hours Removed	Reason
Treasurer's Interest Apportionment*	223	Postponed due to increased vacancies.
RDMD/PCI Parking*	100	Postponed due to increased vacancies.
HIPAA Security Rule Compliance Review	300	Postponed due to increased vacancies. Rescheduled in FY 07-08.
Performance Measure Validation Review - COB	200	Postponed due to increased vacancies. Rescheduled in FY 07-08.
Performance Measure Validation Review - CEO	200	Postponed due to increased vacancies. Rescheduled in FY 07-08.
Assist with IP3 Project – IWMD and A/C	50	Canceled at the request of A-C. Did not receive request for assistance from the A-C for 07-08 so not rescheduled.
Total	1,073	

Update:

* After 12/31/06, we were able to reallocate resources and it appears that we will be able to start these two audits prior to June 30, 2007.