

Internal Audit Action Plan

Introduction

- I. Previous Internal Audit documentation
- II. Previous Internal Audit Plan not realistic.
- III. QAR from Council of Internal Auditing
- IV. FY 2023 Risk Assessment and Audit Plan Status

I. Previous Internal Audit Documentation

- A. Previous internal audit documentation consisted of the following items.
 1. Draft Reports
 2. One or Two Excel Files
- B. Items needed.
 1. Audit Programs (Planning, Fieldwork, and Reporting) – *Currently working on audit programs*
 2. Workpaper templates for consistency across audits and conformance with standards. – *Currently working on workpaper templates for audits.*

II. Previous Internal Audit Plan (AUD 01)

- A. Previous internal audit plan not tied to available hours
 1. Number of hours totaled 1,970 for the previous year plan. More than could be accomplished if other administrative/required tasks were considered.
- B. More reliable internal audit plan
 1. Tied to availability based on calculation of hours necessary for required tasks. (Realistically only 1-3 audits per year based on availability – plan is fluid and can be adjusted if it is determined more/less availability exists)

III. QAR from Council of Internal Auditing

- A. QAR (Quality Assurance Reviews) are required every 5 years to determine conformance with Internal Audit Standards.
 1. Last QAR performed in April 2017. Received rating of *Generally Conforms*. Barbara Baldwin explained that the review was due in April 2022 and will likely result in a *Does not Conform*

rating. This will pinpoint additional improvements to make going forward – however this can take time away from audits.

2. QAR request was submitted to OSBM, and this will require internal audit resources during the process of the review. (only one audit is available for review over the past two years)

IV. FY 2023 Risk Assessment and Audit Plan

A. 2023 Risk Assessment is being contracted out.

1. The Contractor will provide a risk assessment with the areas of highest risk in the organization. (Projected completion by end of July or early August)
2. Audit Plan will be focused on high-risk areas that are identified in the risk assessment above. (As noted above, will be limited as to the number of areas that can be audited due to availability.) To be completed by mid-August - Timeline can change based on contractor timeline. Audit Committee approved Audit Plan due to OSBM by September 30.

Basic Availability		Hours Consumed	% of total	Hours Left
Starting Hours		2,080		
Paid Time Off				
Personal Breaks (15 minutes, 2xdaily per HR Rules)		130		
Sick		96		
Vacation		112		
Community service		24		
holidays		96	4.6%	
		458	22%	1622
Professional Requirements				
CPE		60	3%	1562
Meetings				
IA Commission Quarterly		4		
IA Commission Directors meeting		12		
Senior Staff meetings (weekly) or other management meetings		60	3%	
		76	4%	1486
Workable Hours		1,486	71%	
Daily Admin - Email, HR, Time Keeping		120	6%	1366
Administrative Assignments				
NCVIP		24		
QAIP: SAMM		40		
QAIP : Research, Process Improvement, Innovation (2hr a week)		104		
Quarterly Reports (New OSA requirement)		32		
QAR		80		
Annual Risk Assessment (RFQ - working with contracted company)		120		
Annual Plan / Annual Report for Management		40	3%	
		440	21%	926
Engagements				
EAGLE		260		
Participating on QAIP of OSBM				
Actual Engagements		666		
Audit 1		170		
Audit 2		170		
Audit 3		180		
Investigations		76		
Consulting Services		70		
		926	45%	0
% of total time on projects (Admin Assignments and Engagements)		1,366	66%	

Hours can change based on the audit scope or need.