CITY OF SURPRISE
Audit Committee Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Thursday, November 19, 2020 @ 3:30 PM
COUNCIL OVERFLOW ROOM

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. Current Events and Reports

E. Staff Reports

F. City Audit Committee Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

1.	Citywide	Consideration and action pertaining to the approval of the August 12, 2020 Audit Committee meeting minutes.	City Manager Office
2.	Internal	Consideration and action to elect a Chairperson and Vice-Chairperson for the Audit Committee.	None Connie Bowers City Manager Office
3.	Citywide	Discussion and action pertaining to the FY2019-2020 Annual Internal Audit Activity Report.	Connie Bowers City Manager Office
4.	Citywide	Consideration and action pertaining to the FY2020-2021 Annual Audit Plan.	Connie Bowers City Manager Office

G. Other Business and Future Agenda Items

H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED:Monday, November 16, 2020 @ 12:48 p.m.

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.

CITY OF SURPRISE
Audit Committee Meeting

Council Meeting Date: November 19, 2020
Submitting Department: City Manager Office
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No   Regular: Yes   Public Hearing: No   Report/Discussion: No

Agenda Wording:
Consideration and action pertaining to the approval of the August 12, 2020 Audit Committee meeting minutes.

Motion:
I move to approve the minutes of the August 12, 2020 City Audit Committee meeting.

Background:
NA

Objective Analysis:
NA

Policy Compliant:
NA

Financial Impact:
NA

Budget Impact:
NA
FTE Impact:
NA

ATTACHMENTS:
1. 2020-08-12 Summary Audit Committee Minutes-Draft

CITY OF SURPRISE
Audit Committee Meeting
16000 North Civic Center Plaza
Surprise, AZ 85374

Wednesday, August 12, 2020 – 3:30 p.m.

CALL TO ORDER

Chair Connie Bowers called the **Audit Committee Meeting** to order at 3:30 p.m. at Surprise City Hall, Council Chambers, 16000 North Civic Center Plaza Surprise, Arizona 85374, on Wednesday, August 12, 2020.

ROLL CALL

Connie Bowers, Chair, John Holland, Aaron Bacon, Seth Dyson HSCV Director, Vice Mayor Chris Judd, Councilmember Ken Remley, Andrea Davis, Finance Director

PLEDGE OF ALLEGIANCE

CURRENT EVENTS AND REPORTS

None.

STAFF REPORTS

None.

STAFF PRESENT

Carol Holley, Internal Auditor-Sr., Mike Gent, Deputy City Manager, Lloyd Abrams, Assistant Planning Director, Breanne Lorefice, Staff Liaison.

CALL TO THE PUBLIC

None.

REGULAR AGENDA ITEM

1. **Action item: Consideration and action pertaining to approval of January 29, 2020, Audit Committee meeting minutes:**
   Vice Mayor Judd moved to approve January 29, 2020, Audit Committee Meeting minutes, Committee Member Holland seconded. Motion carried 5-0.

2. **Action item: Consideration and action pertaining to the Building Safety Permit audit report:**

Carol Holley presented the Building Safety Permit audit report. There was a discussion around the recommendation that a new enterprise system is needed before the audit could be completed.

There was a discussion involving the cost of the new system if the system would be new or a newer version of the current LIS system, and what the timeline would be for the implementation of the new system and when the next audit would take place.

Committee Member Holland moved to approve the Building Safety audit report. Councilmember Ken Remley seconded the motion. Motion carried 5-0.

3. **Discussion and Action pertaining to the Land Information System Plan Review and Permit Records memo:**
Carol Holley presented on the Land Information System (LIS) Plan Review and Permit Records memo. Ms. Holley stated that based on the review of the Community Development Department, the audit team identified some information that needed to be accessed separately. When looking at the Community Development audit they pulled a large selection of transactions and noticed that some of those transactions were related to the Engineering Department. It was decided that the Engineering Department should assess those transactions because not all of them had payment information associated with them. The conclusion is that reconciliation and review procedures are in place for materially managing plan reviews and permit records. A change in accounting procedures and undocumented policies and procedures for updating payments has resulted in some inconsistency in updating payment information. It is recommended that Engineering assess the status of the LIS Engineering plan review and permit records updated with a permit "Issued Date" but without updated payment information. Engineering should research to determine the next course of action. Develop and document a policy and procedure for monitoring invoices generated, pending payment and permit pickup.

There was a discussion to clarify the information in the report.

Committee Member Bacon moved to approve and distribute the Land Information System Plan Review Permit Records. Vice Mayor Judd seconded the motion. Motion carried 5-0.

4. **Action item: Discussion and action pertaining to the Ottawa License Agreement Report:**
Carol Holley presented on the Ottawa License Agreement Report. It was concluded that the contract was processed in compliance with City policies and procedures. No high-risk exceptions were noted. There were two recommendations: include a specific

payment due date and a late payment penalty clause as part of agreement terms, and submit copies of agreement documents to the City Clerk's Office for filing.

There were no questions.

Committee Member Bacon moved to approve and distribute the Ottawa License Agreement report. Councilmember Ken Remley seconded the motion. Motion carried 5-0.

5. **Action item: Discussion and action pertaining to the Workers' Compensation Audit:**
   Carol Holley presented on the Workers' Compensation Audit. It was concluded that the procedures performed indicate that defined controls exist around claim management and required documentation retention, regulatory compliance and city-wide payment processing to materially ensure the accuracy and completeness of the Workers Compensation process. There were two high-risk recommendations: The Risk Division should formalize and document procurement relationships with frequent providers and establish effective claim review procedures.

   A discussion was had about the enterprise system used for claims processing. There was further discussion about the process for how audit recommendations are followed up on by departments.

   Councilmember Ken Remley moved to accept the Worker's Compensation audit report. Vice Mayor Chris Judd seconded the motion. Motion carried 5-0.

6. **Action Item: Discussion and action pertaining to the Subrogation Error Memo:**
   Carol Holley presented on the Subrogation Error Memo. During the Worker's Compensation audit process, it was discovered that a claim for an auto accident was processed outside of the best processes of the City. It was recommended that the Risk Management Division should implement a secondary review of incoming subrogation payments to verify the transaction is processed appropriately including, but not limited to, all supporting documentation is saved with the claim in the Origami system, and consider implementing relevant recommendations from the forthcoming Worker's Compensations audit which are relevant to other claims processing including, but not limited to, establishing periodic supervisor reviews of ongoing and closed claims, and documenting enhanced policies and procedures.

   There was a discussion on how the claim was handled and what the ultimate outcome of the situation was.

   Committee Member Holland moved to approve and distribute the Subrogation Error memo. Vice Mayor Judd seconded the motion. Motion carried 5-0.

7. **Action Item: Discussion and action pertaining to the Bond Summary Continuous review report:**
   Carol Holley presented on the Bond Summary continuous review report. It was concluded that the bond funds for traffic mitigation were being spent in alignment with voter-approved purposes. No material observations or recommendations for improvement were noted.

   A discussion was had related to providing the audit committee with a report of what the bond projects actual cost was compared to what was estimated originally and whether there were bond funds that were unspent that needed to be applied back to the principle and the reduction of people's property taxes. There was also some discussion to clarify some numbers provided in the report.

   Committee Member Bacon moved to approve and distribute the Bond Summary Continuous Review Report. John Holland seconded the motion. Motion carried 5-0.

8. **Action Item: Discussion and action pertaining to the Fleet Management audit report:**
   Carol Holley presented on the Fleet Management audit report. It was concluded that procedures performed indicate that controls exist around asset acquisition and disposal, inventory receipt, and work order management. It was recommended that Fleet Management should develop and document asset management procedures to ensure the security of parts and tools during the departmental move to the new fleet facility in April 2020. Establish formal inventory records and procedures around parts on hand pending return to suppliers for credit or sale as surplus goods. Ensure sufficient systematic user access restriction and segregation of duties exist to safeguard City fleet assets.

   A discussion was had related to the facility move and how inventory was accounted for. Mike Gent, Deputy City Manager, spoke to this. Further discussion was had related to fleet inventory and how we account for assets citywide.

   Committee Member Holland moved to approve and distribute the Fleet Management audit report. Committee Member Bacon seconded the motion. Motion carried 5-0.

9. **Action Item: Discussion and action pertaining to the Cash Handling-Surprise Stadium Box Office audit report.**
   Carol Holley presented on the Cash Handling-Surprise Stadium Box Office audit report. It was concluded that defined controls exist around recurring training of employees, dual custody of cash, recurring cash counts, physical security of the controlled area, and safe deposit and change management procedures to materially ensure the accuracy and completeness of the Box Office's cash.

   A discussion was had related to if the City has city-wide policies and procedures.

Committee Member Bacon moved to approve and distribute the Cash Handling-Surprise Stadium Box Office audit report. Vice Mayor Judd seconded the motion. Motion carried 5-0.

OTHER BUSINESS AND FUTURE AGENDA ITEMS

None.

EXECUTIVE SESSION

Vice Mayor Judd moved to recess into executive session. Committee Member Holland seconded the motion. Motion carried 5-0.

Chair Bowers, called the meeting back to order at 4:50 p.m.

A discussion was had on the date for the next Audit Committee Meeting. It was decided that the next Audit Committee Meeting will be held on November 19, 2020, at 3:30 p.m.

ADJOURNMENT

Councilmember Ken Remley moved to adjourn. Committee Member Bacon seconded the motion. Motion carried 5-0. The meeting was adjourned at 4:53 p.m.

ATTEST:

____
Connie Bowers, Chair

____
Breanne Lorefice, Staff Liaison

CERTIFICATION:

I, Sherry Ann Aguilar, City Clerk for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Audit Committee Meeting of **Wednesday, January 29, 2020.**

____
Sherry Ann Aguilar, City Clerk, MMC

CITY OF SURPRISE
Audit Committee Meeting

Council Meeting Date: November 19, 2020
Submitting Department: City Manager Office
Staff Recommendations: None

Contact Person: Connie Bowers
District: Internal

Consent: No | Regular: Yes | Public Hearing: No | Report/Discussion: No

Agenda Wording:
Consideration and action to elect a Chairperson and Vice-Chairperson for the Audit Committee.

Motion:
I move to elect as Chairperson and as Vice-Chairperson of the Audit Committee.

Background:
Per the Audit Committee Bylaws, the Audit Committee must annually elect a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson will serve through June 30, 2021.

Objective Analysis:
The role of the Chairperson, or Vice-Chairperson when the Chairperson is absent, is to preside over Audit Committee meetings. The Chairperson has the authority to sign correspondence as the official representative of the Audit Committee. During the absence of the Chairperson, the Vice-Chairperson shall act as the presiding officer over all Audit Committee meetings and activities.

Policy Compliant:
Sec. 2-304 (b) of the Surprise Municipal Code authorize the Audit Committee to adopt bylaws. Section III of the Audit Committee Bylaws require the members of the Audit Committee to annually select and vote to designate a Chairperson and Vice-Chairperson by majority vote. Due to the cancellation of the April 2020 meeting in light of COVID-19 selections will take place during the November 2020 meeting.

Financial Impact:
There is no financial impact associated with this item.

Budget Impact:
There is no budget impact associated with this item.

FTE Impact:
There is no FTE impact associated with this item.

ATTACHMENTS:

CITY OF SURPRISE
Audit Committee Meeting

SURPRISE
ARIZONA

Council Meeting Date: November 19, 2020
Submitting Department: City Manager Office
Staff Recommendations:

Contact Person: Connie Bowers
District: Citywide

Consent: No   Regular: Yes   Public Hearing: No   Report/Discussion: No

Agenda Wording:

Discussion and action pertaining to the FY2019-2020 Annual Internal Audit Activity Report.

Motion:

I move to approve and distribute the FY2019-2020 Annual Internal Audit Activity Report.

Background:

The FY2019-2020 Annual Internal Audit Activity Report (Report) serves to communicate the outcomes of the City of Surprise Internal Audit activity for FY2019-2020. The Report provides a summary of activities undertaken by the City of Surprise Internal Audit activity during the past fiscal year and outlines goals for FY2020-2021.

Objective Analysis:

The mission of the City Audit Committee is to provide advice to city council in respect to fulfilling its oversight responsibilities regarding the integrity of the city's annual comprehensive financial statements and to assist and advise the internal auditor and city council on matters relating to the city's compliance with legal and regulatory requirements, systems of internal controls, management of citywide risk environment and the performance of internal and external auditors. This discussion and possible action will lend itself to the oversight and advisory components of the mission statement.

Policy Compliant:

Sec. 2-304 (c) (6-8) of the Surprise Municipal Code directs the Audit Committee to: In coordination with the internal auditor, review significant audit findings and monitor responses thereto; provide independent review and oversight of the internal and external auditor including any audits either performs; and evaluate internal and external audits for performance and compliance with accepted professional standards.

Financial Impact:

This item relates to work performed as part of the FY2019-2020 Annual Audit Plan approved by the Audit Committee with the objective of identifying opportunities to minimize operational and financial risk to City assets.

Budget Impact:

There is no budget impact associated with this items.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. FY2019-2020 Annual IA Activity Report

SURPRISE
ARIZONA

Annual Internal Audit Activity Report

FY2019-2020

August 27, 2020

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Background

The Annual Internal Audit Activity Report (Report) serves to communicate the outcomes of the City of Surprise (Surprise) Internal Audit (IA) activity for FY2019-2020 and reference goals for FY2020-2021.

In August 2020, Surprise IA benchmarked several metrics against other local municipal IA programs (Avondale, Glendale, Maricopa County, Mesa, Peoria, Phoenix, Scottsdale, and Tempe). Not all metrics were reported or shared for all municipalities, and some variation may exist in the specifications of how a city calculates a particular metric; as such, the benchmarking numbers in this Report should be considered estimates. When measured by the number of full-time auditors, and with the 2020 addition of the Avondale IA program, Surprise is the largest local municipal IA program in the West Valley.

During FY2019-2020, the Surprise IA program increased the number of audit and informational reports distributed by 50%. Staff updated procedures and implemented the 2018 updates to governmental auditing standards. Surprise IA initiated a monthly networking opportunity for West Valley municipal auditors to share auditing ideas and concepts. Compared with the available metric on direct audit hours efficiency rates, Surprise IA maintained a 4-5% direct audit hours efficiency rate within the range of other local valley-wide IA programs.

Surprise Internal Audit

<u>Vision</u>

The development of people, systems, and processes that delivers innovative and effective auditing services to the City of Surprise.

<u>Mission</u>

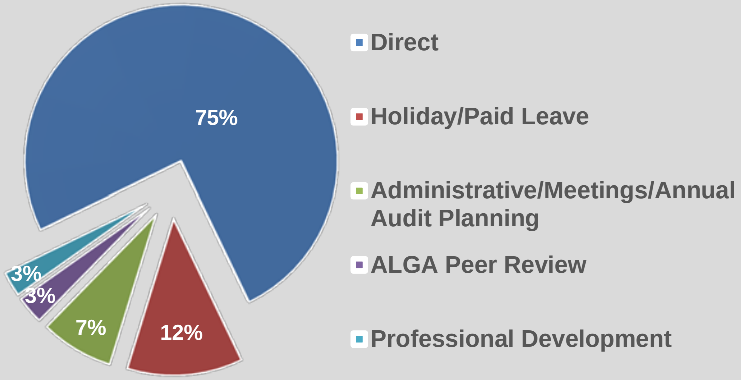
To provide independent, objective, accurate, and timely auditing services that are designed to improve operations, cultivate transparency, and accountability.

For more information or to contact Internal Audit:
https://www.surpriseaz.gov/2561/Internal-Auditor

Productivity

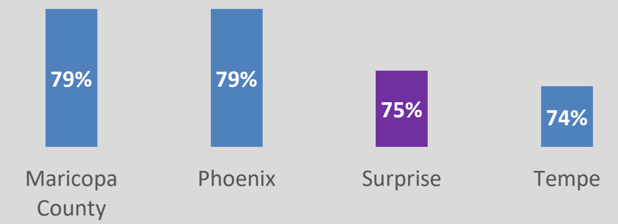
Available Audit Hours

During FY2019-2020 **75%** of Available Audit Hours Were **Directly** Related to Conducting Audits:



Internal Audit Efficiency

Surprise IA's % of direct audit hours decreased from the prior fiscal year from 79% to 75% as staff worked to implement new auditing standards and experienced an increase in paid leave hours taken by staff in FY2019-2020.



Source: Self-reported by Valley-wide Internal Audit Departments

Direct Audit Hours

During FY2019-2020, Surprise IA used 3,077.50 direct audit hours out of 4,100 available hours to generated eight audits, two informational reports, and two quarterly recommendation status reports. Examples of observations rated as high-risk by Surprise IA included:

- Risk Division formalizing and documenting procurement relationships with frequent providers
- Risk Division establishing effective claim review procedures
- Fleet Management developing and documenting asset management procedures to ensure the security of parts and tools during the departmental move to a new fleet facility in April 2020
- Staff ensuring vendor assessment needs are accepted and signed off by applicable process owners before the Land Information System replacement agreement is approved and executed

Indirect Audit Hours

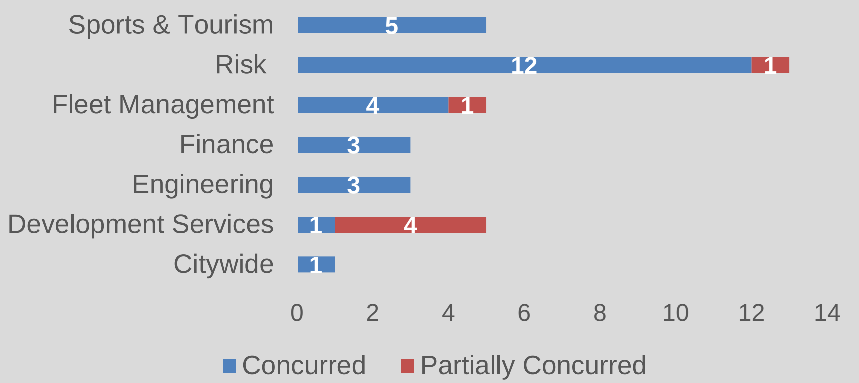
Surprise IA participated in the following committees and panels in FY2019-2020:

- Association of Local Government Auditors (ALGA) Regional Annual Conference Planning Committee
- Team member on ALGA Peer Review for San Gabriel Valley Council of Government, CA
- IDEA User Group - Initiated, hosted, and participated as a presenter in group training
- Community Outreach Committee member for the Institute of Internal Auditors (IIA) Phoenix Chapter
- Surprise Employee Dependent Scholarship Panelist
- Women Leading Government Committee member
- West Valley Auditors – initiated monthly networking meetings
- City of Surprise Point in Time Homeless Count volunteer

Benchmarking and Audit Trends

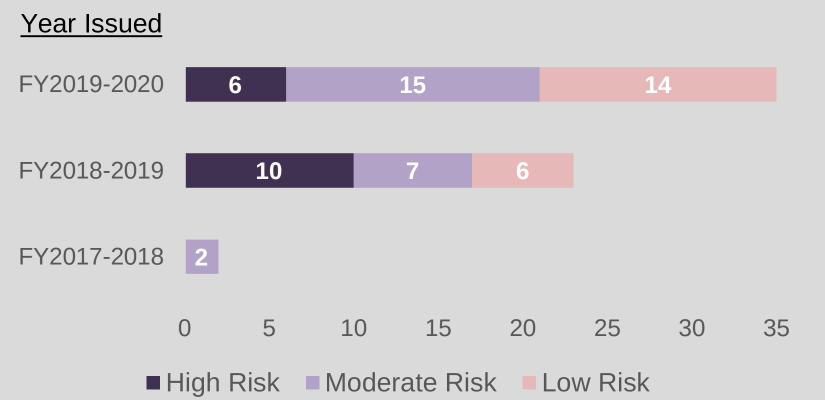
Surprise Audit Recommendations Issued in FY2019-2020

City departments concurred with **83%** of audit recommendations and partially concurred with **17%** of audit recommendations:



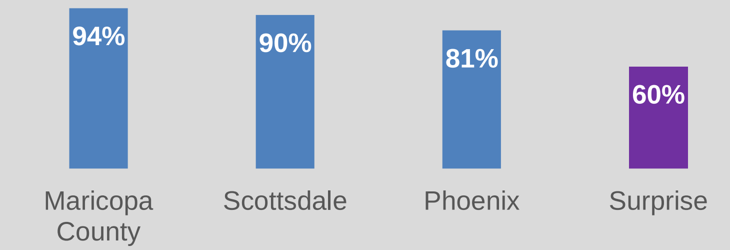
Summary of Surprise Audit Recommendations Monitored During FY2019-2020

Surprise IA monitored 60 pending audit recommendations throughout FY2019-2020.



Audit Recommendations Implementation Rates Valley-wide

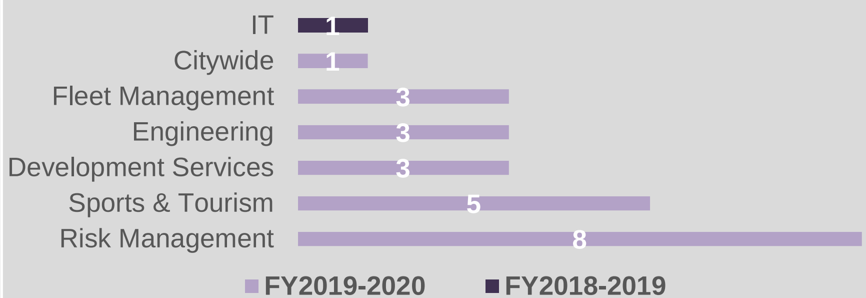
Surprise IA recommendations related to two audit reports completed near the end of FY2019-2020 are scheduled by staff for completion by December 31, 2020. Audit recommendations completed by December 31, 2020 will increase the Surprise implementation rate to 78%.



Source: Self-reported by Valley Internal Audit Departments

Summary of Surprise Audit Recommendations Pending Completion on June 30, 2020

In FY2019-2020, Surprise IA saw a 60% (36 out of 60) increase in the timeliness of staff's implementation of audit recommendations. Forty-two percentage (25 out of 60) of audit recommendations monitored in FY2019-2020 were between one to two years old. At the end of FY2019-2020, only one partially implemented audit recommendation from a previous year remained outstanding and pending completion.



Staff Development and IA Planning

City Residents Per Internal Auditor as of 2019

Municipality	Auditors Per Municipality	2019 Population	Residents Per Auditor
Tempe	5	195,805	39,161
Scottsdale	6.5	258,069	39,703
Phoenix	25.4	1,680,992	66,181
Surprise	**2**	**141,664**	**70,832**
Avondale	1	87,931	87,931
Mesa	5	518,012	103,602
Peoria	1	175,961	175,961
Maricopa County	19	4,400,000	231,579
Glendale	1	252,381	252,381

Source: *IA Analysis of published City Full Time Equivalent (FTE) Data and Maricopa Association of Governments Population Estimates*

Continuing Professional Education (CPEs)

Generally Accepted Government Auditing Standards (GAGAS) 4.16 require auditors to maintain their professional competence through at least 80 hours of CPEs every two years. During FY2019-2020, Surprise IA staff meet GAGAS professional competency requirements by participating and receiving at least 40 CPEs per staff member for FY2019-2020. An example of training topics taken by staff included:

- Information Technology (IT) Change Management and IT Auditing
- Data Analytics and Data Ethics
- Fraud Training
- Report Writing

In FY2019-2020, each Surprise IA staff member maintained a professional certification and an advanced degree.

Leveraging Technology

In FY2019-2020, Surprise IA looked for an opportunity to reduce the manual processes for managing IA audit recommendations by leveraging City-owned technology. IA worked with IT staff to use SharePoint as an electronic form and management tool for tracking and monitoring the status of management action plans related to audit recommendations and requests for audit documents. SharePoint is now used to:

- Automatically send departments reminder email notifications related to due dates for management action plan responses
- Request and track receipt of information requested for audit projects

On the Horizon

Annually, Surprise IA review accomplishments, training, and networking activities as a starting point to consider future opportunities for growth and the potential for adding additional value to the Surprise IA Program. During FY2020-2021, Surprise IA will:

- Prepare for Surprise IA's second ALGA Peer Review in compliance with GAGAS
- Expand the use of IDEA software and data analytics to review trends in City transactions
- Continue to develop the professional growth and certification of staff as an opportunity to increase value-added to the City by conducting the Surprise Municipal Court Triennial Review
- Update the Surprise IA citywide risk assessment as a tool to identify potential risk and for audit planning

CITY OF SURPRISE
Audit Committee Meeting

SURPRISE
ARIZONA

Council Meeting Date: November 19, 2020
Submitting Department: City Manager Office
Staff Recommendations:

Contact Person: Connie Bowers
District: Citywide

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the FY2020-2021 Annual Audit Plan.

Motion:

I move to approve the FY2020-2021 Annual Audit Plan.

Background:

This item has been placed on the agenda to identify and obtain approval from the Audit Committee for how direct and indirect Internal Audit hours are allocated for FY2020-2021.

Objective Analysis:

The mission of the City Audit Committee is to provide advice to city council in respect to fulfilling its oversight responsibilities regarding the integrity of the city's annual comprehensive financial statements and to assist and advise the internal auditor and city council on matters relating to the city's compliance with legal and regulatory requirements, systems of internal controls, management of citywide risk environment and the performance of internal and external auditors. This discussion and possible action will lend itself to the oversight and advisory components of the mission statement.

Policy Compliant:

Sec. 2-304 (c) (6-8) of the Surprise Municipal Code directs the Audit Committee to: In coordination with the internal auditor, review significant audit findings and monitor responses thereto; provide independent review and oversight of the internal and external auditor including any audits either performs; and evaluate internal and external audits for performance and compliance with accepted professional standards.

Financial Impact:

This item relates to work that will be performed as part of the FY2020-2021 Annual Audit Plan pending approved by the Audit Committee with the objective of identifying opportunities to minimize operational and financial risk to City assets.

Budget Impact:

There is no budget impact associated with this item.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. FY2020-2021 Audit Plan-

. Activities	Department	Objective	Estimated Audit Hours
FY2021 Audits			
Contract Management/Sundance Volunteer Controls	Sports & Tourism	1. Review and determine whether the Department is in: • Compliance with contract terms and conditions • Compliance with appropriate policies, laws, and regulations 2. Assess the: • Adequacy of controls in place for authorizing and monitoring expenditures • Adequacy of cash handling procedures • Effectiveness of the supervision of the volunteer team and its relationship with City staff 3. Adequacy of information technology systems	230
Internal Control Assessment	Citywide	To conduct an assessment on key City departments to identify potential high-risk activities that might impact City assets.	400
Water Asset Management	Water	• Review and assess the implementation process and system access in place for new software • Determine whether or not the City's Information Technology Change Management controls and best practices were followed.	400
Ambulance Contracts	Fire Medical	Determine compliance with ambulance contract terms and conditions.	400
Utility Billing Part II - Billings	Finance	Evaluate controls in place for collecting, recording and reconciling utility billing statements	800
Continuous Monitoring	Citywide	Potential Desk Audits/Management Requests/Quarterly Recommendation Status Report: • Session Planning – Various Departments • Terminated Employees – Exit Review • Detainee/Prisoner County Billing • Revenue Contracts • P-Card Review • GO Bond Summarization • Accounts Payable Transactions • Payroll Salary Variances • Court • Legal AZ Workers Act (E-Verify)	300
Total Direct Hours			**2,530**
Direct Hours%			**74%**
Administrative			
Risk Assessment	Citywide	Updated citywide 2015 citywide risk assessment	400
Audit Committee/City Council	NA	Preparation and attendance for periodic meetings	40
Annual Audit Reports	NA	Annual Audit Plan Annual Audit Activity Report	20
Meetings/Misc./ALGA Peer Review/New Hire Training & Orientation	NA	Misc. Meetings/Administrative Tasks/Unplanned management requests for service / Participate in an external Peer Review as a team member	62
Professional Development			

GAGAS 3.76 Requires auditors to obtain 80 CPEs every two years & **new hire training**	NA	To meet Government Auditing Continuing Professional Education standards	220
Benefit Hours			
Holidays/Closure	NA	City Holidays (7/1/2020 to 4/31/2021)	128
Paid Leave (PTO)	NA	PTO (7/1/2020 to 4/31/2021)	40
Total Indirect			**910**
Indirect Hours %			**26%**
Total Audit Hours			**3440**