

**City Auditor’s Office
FY 2024 Audit Schedule
PLANNED AUDITS**

FY2024

Carryover Audits:

1. Personal Property Tax Assessment and Collections.....400 hours

Objectives:

- Evaluate if the personal property assessments are conducted timely, accurately, and effectively in accordance with relevant laws and established procedures.
- Evaluate if the current collection process is adequate to ensure funds due to the City are collected and posted timely and accurately.

2. Street Light Maintenance400 hours

Objective:

- To evaluate the expenditures, efficiency, effectiveness, and maintenance of streetlights.

3. American Rescue Plan.....300 hours

Objective:

- Evaluate the American Rescue Plan programs for compliance to funding requirements and programs’ effectiveness and efficiency.

Annual Audits:

4. Annual Follow up 500 hours

5. External Audit Assistance300 hours

Audits per Risk Assessment & Council/Management Requests:

6. Affordable Housing Trust Fund..... 900 hours

Objective:

- To evaluate the program expenditures and supporting documentation for compliance with program objectives and overall program efficiency and effectiveness.

7. APA Comparative Cost Analysis (non-audit service)..... 400 hours

Objective:

- Provide a high-level analysis of like-kind local governments in Virginia to provide comparative cost structure information for a range of service areas.

8. Budget Department and Funding..... 700 hours

Objective:

- To evaluate the Non-Department budget process for compliance and monitoring for return on investments of funding allocated.

9. Continuous Auditing700 hours

Objective:

- To compile and produce a report of the following activities and test for exceptions. (other reports may also be developed)
 - Leave in excess of limits – Floating Holiday, Holiday, FMLA
 - Employee/Vendor matching
 - Overtime Earners greater than 1,040 hours per calendar year
 - Analysis of highest paid vendors
 - Separated Employees paid more than 2 weeks after the separation date
 - Separated Employees with Active Directory System Access
 - Duplicate Payments
 - Active Vendors without payment activity in the prior 18 months.

10. Cybersecurity & Network Vulnerability Assessment.....200 hours

Objective:

- Hire a consultant to assess and test the City's Cybersecurity practices and network vulnerability.

11. DPU – Natural Gas Utility.....800 hours

Objective:

- Benchmark the gas leakage percentage against similar gas systems.
- Evaluate the return-on-investment model for gas system expansion and calculations for new service connections to determine if it adds economic value for the City and impacts existing ratepayers.

12. Warehousing & Inventory Management.....800 hours

Objective:

- Evaluate the warehouse inventory management controls and efficiency regarding duplication/ordering for the main warehouses operated by the City.

13. DPW - Fleet Fuel Usage.....800 hours

Objective:

- Evaluate the internal controls, monitoring, and efficiency of fuel usage for the City's fleet.

14. Finance Bank Reconciliations..... 600 hours

Objective:

- Evaluate the internal controls over the Concentration account bank reconciliations process.

15. Purchasing Cards.....500 hours

Objectives:

- Test expenditures for compliance with policy and internal controls within this program.

16. Richmond Retirement System400 hours

Objectives:

- Evaluate the timeliness and accuracy of year-end 1099 processing.

17. Risk Management900 hours

Objectives:

- Evaluate the policies, procedures, contracts, etc. that exist to guide liability and subrogation claims processing.
- Examine how these transactions are identified, reviewed, and investigated to determine liability.
- Examine the collection procedures used, the effectiveness of these procedures, and the accounting of the collected funds in the General Ledger.
- Where it is determined that the City is liable, review the payment process for compliance with City policy and best practices.

18. Security Contract - City Wide.....800 hours

Objectives:

- Evaluate compliance with deliverables and the terms and conditions of the contract.

19. Special Projects/Consulting Services..... 300 hours