

**Audit Plan**  
**Fiscal Year 2017-2018**

**Long Range Plan**  
**Fiscal Years 2018-2019 and 2019-2020**

**Office of Inspector General**

**Florida Department of State**

**July 1, 2017**



**Candie M. Fuller**  
**Inspector General**



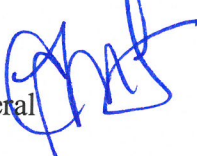
## FLORIDA DEPARTMENT of STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

### Memorandum

TO: Ken Detzner, Secretary of State

FROM: Candie M. Fuller, Inspector General 

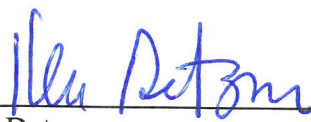
SUBJECT: Audit Plan for Fiscal Year 2017-2018 and Long Range Plan for Fiscal Years 2018-2019 and 2019-2020


DATE: June 16, 2017

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Attached is the Department's Annual Audit Plan for fiscal year 2017-2018 and Long Range Plan for fiscal years 2018-2019 and 2019-2020. The Audit Plan is designed to assist management's efforts to monitor and improve programs, processes and internal controls. The development of the Audit Plan was based on a review of statutory requirements, discussions with senior and key management, and a risk assessment to ensure the most efficient use of audit resources.

Please acknowledge below, acceptance of the Annual Audit Plan for fiscal year 2017-2018 and Long Range Plan for fiscal years 2018-2019 and 2019-2020.

  
\_\_\_\_\_  
Ken Detzner  
Secretary of State

  
\_\_\_\_\_  
Date

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**Office of Inspector General  
Florida Department of State  
Audit Plan  
*Fiscal Year 2017-2018***

**INTRODUCTION**

In accordance with Section 20.055(6)(i), Florida Statutes, the Office of Inspector General Annual Audit Plan and Long-Range Audit Plan has been developed based on assessment of risk to Department of State (Department) programs and processes. Department goals, objectives and priorities, prior audits, budgets, program funding, organizational changes, and input from Department staff were considered when developing the Audit Plan.

**BACKGROUND**

The Office of Inspector General was established within the Department to provide a central point for coordination of, and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055(2), Florida Statutes (F.S.), designates responsibilities of the Inspector General, which include the following:

- Advising in the development of performance measures, standards, and procedures for the evaluation of Department programs, and assess the reliability and validity provided by the Department on performance measures and standards.
- Providing direction for supervising and coordinating audits, investigations, and management reviews relating to the programs and operations of the Department
- Reviewing actions taken by the Department to improve program performance
- Conducting, supervising, and coordinating activities that promote economy and efficiency and prevent or detect fraud and abuse in Department programs and operations
- Reviewing and evaluating internal controls to ensure fiscal accountability, efficiency, and integrity of the Department's programs

Audits released by the Office of Inspector General are conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors.

## AUDIT PLAN DEVELOPMENT METHODOLOGY

The Office of Inspector General Audit Plan has been developed for Fiscal Year 2017-2018 using a risk assessment. The risk assessment evaluated a number of factors to equitably identify programs and functions in the Department, and the associated risks of operating those programs and functions. Factors considered in the evaluation of programs and functions include:

- Value of the financial resources applicable to the program or function
- Dollar amount of program expenditures
- Statutes, rules, internal controls, procedures, and monitoring tools applicable to the program or function; concerns of management; impact on the public safety, health, and welfare
- Complexity and/or volume of activity in the program or function
- Input from Department management and staff
- Previous audits performed

Programs and functions were scored based upon these factors, then reviewed further to determine the most efficient schedule of auditing the selected programs and functions given available resources.

The following pages contain the Audit Plan for Fiscal Year 2017-2018. Included is a summary of the assigned hours by project and the available resources within the Office of Inspector General staff. The hours assigned for each project are estimates and may be revised when objectives and necessary fieldwork are determined.

## Audit Plan for Fiscal Year 2017-2018

PROJECT TITLE	Number of Hours
<b>Division of Administrative Services</b>	
Review of Department Information Technology Equipment Purchases and Property Inventory	200
<b>Office of Information and Technology</b>	
Review of Information Technology Contract Staff Augmentation Services	250
<b>Division of Elections</b>	
Review of Help America Vote Act (HAVA) Grants	250
<b>Division of Historical Resources</b>	
Review of Historical Artifact Collection Oversight Process for Loans and Inventory Management	200
Review of Citizen Support Organization Agreement with the Friends of Florida History, Inc.	240
<b>Division of Cultural Affairs</b>	
Review of Select Cultural Organization Grants	800
<b>Division of Library and Information Services</b>	
Review of Select Vendor Agreements	250
<b>Total Hours</b>	<b>2,190</b>

<b>Enterprise Chief Inspector General Audits</b>	
PROJECT TITLE	Number of Hours
To be determined	<b>90</b>

<b>Special Assignments</b>	
PROJECT TITLE	Number of Hours
Review of Single Audit Reports	500
Investigations	300
Administration	300
Office of Inspector General Annual Audit Planning and Annual Reporting	50
Long Range Program Plan and Performance Measures	50
<b>Total Special Assignment Estimates</b>	<b>1,200</b>

<b>Total Planned Staff Hours</b>	
Audit Projects	2,280
Special Assignments	1,200
<b>Total Planned Audit Hours</b>	<b><u>3,480</u></b>

**AVAILABLE STAFF HOURS Fiscal Year 2017-2018**

<b>Position Title</b>	
Inspector General	1,740
Management Review Specialist	1,740
<b>TOTAL HOURS</b>	<b><u>3,480</u></b>

**Long Range Audit Plan**  
**Department of State**  
**Office of Inspector General**  
*Fiscal Years 2018-2019 and 2019-2020*

**INTRODUCTION**

The Office of Inspector General Long Range Audit Plan evaluates the efficiency and effectiveness of Department processes, and provides consultation services to units of the Department regarding program measurement. A risk assessment and requests by Department staff are all considered when developing the Long Range Audit Plan.

The purpose of this document is to establish a Long Range Audit Plan based on the audit planning process in accordance with Section 20.055(6)(i), F.S.

**BACKGROUND**

The Office of Inspector General was established within the Department to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055(2), F.S., designates responsibilities of the Inspector General, which include the following:

- Providing direction for supervising and coordinating audits, investigations, and management reviews relating to the programs and operations of the Department
- Reviewing and evaluating internal controls to ensure fiscal accountability, efficiency, and integrity of the Department's programs
- Advising in the development of performance measures, standards, and procedures for the evaluation of Department programs
- Reviewing actions taken by the Department to improve program performance
- Preventing fraud and abuse in the Department's programs and operations

Audits released by the Office of Inspector General are conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors, Inc.

The following pages contain the Long Range Audit Plan schedules for Fiscal Years 2018-2019 and 2019-2020. Included is a summary of the assigned hours by project and the available staff resources. The hours assigned for each project are estimates and may be revised when objectives and necessary fieldwork are determined.



## AUDIT PLAN FOR FISCAL YEAR 2018-2019

<b>Long Range Planned Projects</b>	
<b>PROJECT TITLE</b>	<b>Hours Estimate</b>
<b>Department wide</b>	
Review of Delegations of Authority	200
<b>Division of Administration</b>	
Review of Department Purchase Card (P-Card) Use	200
Review of Revolving Fund Controls	250
<b>Office of Information and Technology</b>	
Review of Select Information Technology Processes	200
<b>Division of Corporations</b>	
Review of Cash Receiving Processes	200
<b>Division of Elections</b>	
Review of Voter Registration Services	100
<b>Division of Historical Resources</b>	
Review of Select Agreements within the Historic Preservation Grants Program	150
<b>Division of Cultural Affairs</b>	
Review of Select Cultural Organization Grants	430
Review of Select Citizen Support Organization Agreement	250
<b>Division of Library and Information Services</b>	
Review of Select Vendor Agreements	250
<b>Total Hours</b>	<b>2,230</b>

<b>Special Assignments</b>	
<b>PROJECT TITLE</b>	<b>Hours Estimate</b>
Review of Single Audit Reports	500
Investigations	300
Administration	300
Office of Inspector General Annual Audit Planning and Annual Reporting	75
Long Range Program Plan and Performance Measures	75
<b>Total Special Assignment Estimates</b>	<b>1,250</b>

<b>Total Planned Staff Hours</b>	
Audit Projects	2,230
Special Assignments	1,250
<b>Total Planned Audit Hours</b>	<b><u>3,480</u></b>

**ESTIMATED AVAILABLE STAFF HOURS Fiscal Year 2018-2019**

<b>Position Title</b>	
Inspector General	1,740
Management Review Specialist	1,740
<b>TOTAL HOURS</b>	<b><u>3,480</u></b>

## AUDIT PLAN FOR FISCAL YEAR 2019-2020

<b>Long Range Planned Projects</b>	
<b>PROJECT TITLE</b>	<b>Hours Estimate</b>
<b>Division of Administration</b>	
Review of Department Property Controls and Inventory Processes	230
Review of Department Cell Phone Use and Controls	200
<b>Office of Information and Technology</b>	
Review of Information Technology Security	200
<b>Division of Corporations</b>	
Review of Select Vendor Agreements	200
<b>Division of Elections</b>	
Review of Campaign Finance Filing Processes	250
<b>Division of Historical Resources</b>	
Review of Select Agreements within the Historic Preservation Grants Program	250
<b>Division of Cultural Affairs</b>	
Review of Select Cultural Organization Grants	400
Review of Select Citizen Support Organization Agreement	250
<b>Division of Library and Information Services</b>	
Review of Select Vendor Agreements	250
<b>Total Hours</b>	<b>2,230</b>

<b>Special Assignments</b>	
<b>PROJECT TITLE</b>	<b>Hours Estimate</b>
Review of Single Audit Reports	500
Investigations	300
Administration	300
Office of Inspector General Annual Audit Planning and Annual Reporting	75
Long Range Program Plan and Performance Measures	75
<b>Total Special Assignment Estimates</b>	<b>1,250</b>

<b>Total Planned Staff Hours</b>	
Audit Projects	2,230
Special Assignments	1,250
<b>Total Planned Audit Hours</b>	<b><u>3,480</u></b>

**ESTIMATED AVAILABLE STAFF HOURS Fiscal Year 2019-2020**

<b>Position Title</b>	
Inspector General	1,740
Management Review Specialist	1,740
<b>TOTAL HOURS</b>	<b><u>3,480</u></b>