



## FLORIDA DEPARTMENT *of* STATE

**RON DESANTIS**  
Governor

Office of Inspector General

**LAUREL M. LEE**  
Secretary of State

### MEMORANDUM

To: Laurel Lee, Secretary of State

From: Angie Welch, Inspector General *ADW*

Subject: Office of Inspector General Annual Audit Plan

Date: June 13, 2019

---

I am pleased to submit for your review and approval the Office of Inspector General Annual Audit Plan for Fiscal Year 2019-20 and Long-Term Audit Plans for Fiscal Years 2020-21 through 2021-22.

The audit plans were developed based on the annual risk assessment conducted by the Office of Inspector General pursuant to Section 20.055, F.S. Areas of high risk, management concerns and department priorities were considered in the development of the plan. The audit plan is designed to assist management in the efforts to monitor and improve programs, processes and internal controls.

The plan is intended to be a guide to direct the efforts of OIG activities; however, it may be modified during the year to address management concerns, changing conditions or emerging risks affecting department operations.

I am requesting your review and approval of our proposed annual and long-term audit plans. Please indicate your concurrence of the plans by signing page three of the audit plan. Once approved, a copy of the plans will be sent to the Chief Inspector General and the Auditor General.

I look forward to working with you in the upcoming year and thank you for your continued support and cooperation.

ADW

Attachment



# FLORIDA DEPARTMENT *of* STATE

**Office of Inspector General**

**Audit Plan  
Fiscal Year 2019-20**

**Long Range Plan  
Fiscal Years 2020-21 and 2021-22**

**July 1, 2019**

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399  
[oig@dos.myflorida.com](mailto:oig@dos.myflorida.com)





## INTRODUCTION

Section 20.055, Florida Statutes, requires the Inspector General to develop annual and long-term audit plans based on the findings of periodic risk assessments. Our annual risk assessment is used to identify and manage risks - events or actions that may adversely affect the Department and the achievement of organizational objectives. Prior audits, budgets, organizational changes, existence of internal controls, reputational risks, and staff input were among some of the risk factors considered when developing the plan. The plan will show the individual audits to be conducted during the year and related resources to be devoted to the respective audits; however, the projects and hours can be adjusted to meet managements needs as other priorities are identified.

## AUDIT PLAN DEVELOPMENT METHODOLOGY

As stated above, the audit plan for Fiscal Year 2019-20 was developed using a risk assessment. The risk assessment considered a number of risk categories to equally identify functions within the department as well as the associated risks of operating those functions.

Our risk assessment methodology included:

- Defining the audit universe which consisted of 41 units within the Department.
- Providing management of the units with 11 general risk categories to perform a self-assessment based on the risk categories and assigning values of (1) Low, (2) Medium, and (3) High risk.
- Interviewing management to discuss the self-assessment results and identifying any additional risks which might prevent the unit from achieving its business objective(s).
- Totaling results by the numbers assigned by management.
- Ranking the results based on total overall risk.
- Identifying highest risk areas within the Department.

The following pages contain the audit plan for Fiscal Year 2019-20 based on the results of the highest risk areas and Department priorities. Estimated staff resources required to complete each project for Fiscal Year 2019-20 have been included in the plan.

Staff within the Office of Inspector General (OIG) consist of the Inspector General, Lead Auditor/Investigator, and Internal Auditor. Total hours available for OIG activities which includes audits, investigations, single audit reviews, as well as other required statutory projects were considered in determining resources required for audit activities.

The plan is a guide for the OIG to meet the goals and objectives of the office and to maximize the contribution to the Department's mission. The hours assigned for each project are estimates and may be revised when objectives and necessary fieldwork are determined.



**AUDIT PLAN FOR FISCAL YEAR 2019-20**

<b>Distribution of Hours</b>	
<b>Available Staff Hours: 52 weeks x 40 hours per week x 3 positions (3 Full Time Equivalent (FTE)).</b>	<b>6,240</b>
<b>Audits, Program Evaluations, Management Assistance Services Hours</b>	
<b>Department Wide</b>	
Review of Select Department Policies and Procedures	300
Review of Hiring Practices	400
<b>Division of Administrative Services – Information Technology</b>	
Audit of IT Access Controls	700
Review of Information Technology Contract Staff Augmentation Services	320
<b>Division of Elections</b>	
Review of Help America Vote Act (HAVA) Grants for Federal Election Administration Activities	240
Audit of Compliance with Memorandum of Understanding between Department of State and Highway Safety and Motor Vehicles for use of the DAVID system	400
<b>Enterprise Chief Inspector General Audits</b>	
To be determined	80
Subtotal	2,440
<b>General Administration, Statutory and Other Required Activities</b>	
Single Audit and Grant Management Review Activities	700
External Audit Coordination and Follow-ups	100
Internal Audit Follow-up	80
Investigation Activities (Complaint Intake, Investigations, Accreditation)	700
Internal Audit Activities (Review of Policies and Procedures, Quality Assurance Improvement Program, Record Retention, Corrective Action Tracking)	400
Annual Audit Plan and Risk Assessment	160
Annual Report Preparation	80
Long Range Program Plan and Performance Measures	200
Management Requests and Special Projects	160
Indirect Hours (Administrative activities including training, leave, state holidays)	1,220
Subtotal	3,800
<b>Total Hours</b>	<b>6,240</b>



**LONG-TERM AUDIT PLAN FOR FISCAL YEARS 2020-21 THROUGH 2021-22**

For Fiscal Years 2020-21 and 2021-22, we plan to allocate direct hours each year to the following audit activities:

- Campaign Finance Processes (Division of Elections)
- Agency Climate Survey (Department Wide)
- Review of Select Grants within Historical Preservation (Division of Historical Preservation)
- Bureau of Archives and Records Management (Division of Library and Information Services)
- Security (Department Wide)
- IT Change Management (Division of Administrative Services Office of Information Technology)
- Implementation of Amendment 4 Changes (Division of Elections)
- Review of Select Division of Corporations Processes (Division of Corporations)
- Review of Select Grants within Cultural Affairs (Division of Cultural Affairs)
- Review of Select Department Contracts (Department Wide)

The long-term audit plans are subject to change based on the results of the periodic risk assessment conducted in accordance with Section 20.055, F.S. The scope of these projects will be determined during the planning phase of these engagements.

Respectfully Submitted by: Angie Wild

Date: 6-13-19

Audit Plan Approved by: Lauren Bue

Date: 6-13-19

To promote accountability, integrity, and efficiency in state government, the Office of Inspector General completes audits and reviews of agency programs, activities, and functions. This engagement was conducted under the authority of section 20.055, F.S.

Please address inquiries regarding this report to the Inspector General by telephone at (850) 245-6469. Copies of final reports may be obtained by telephone at (850) 245-6469, in person, or by mail at Department of State, Office of Inspector General, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, FL 32399