

Audit Plan
Fiscal Year 2020-2021

Long Range Plan
Fiscal Years 2021-2022 and 2022-2023

Office of Inspector General

Florida Department of State

July 1, 2020



Candie M. Fuller
Inspector General



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

Memorandum

To: Laurel M. Lee, Secretary of State


From: Candie M. Fuller, Interim Inspector General **Candie M. Fuller**
Digitally signed by Candie M. Fuller
Date: 2020.06.22
19:59:49 -04'00'

Subject: Audit Plan for Fiscal Year 2020-2021 and Long Range Plan for Fiscal Years 2021-2022 and 2022-2023


Date: June 22, 2020

Attached is the Department's Annual Audit Plan for Fiscal Year 2020-2021 and Long Range Plan for Fiscal Years 2021-2022 and 2022-2023. 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 2020-2021 and Long Range Plan for Fiscal Years 2021-2022 and 2022-2023.



Laurel M. Lee
Secretary of State



Date

Table of Contents

Introduction	1
Background	1
Audit Plan Development Methodology	2
Audit Plan for Fiscal Year 2020-2021	3
Available Audit Staff Hours	3
Long Range Audit Plan Fiscal Year 2021-2022	4
Long Range Audit Plan Fiscal Year 2022-2023	6

**Office of Inspector General
Florida Department of State
Audit Plan
*Fiscal Year 2020-2021***

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 2020-2021 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 2020-2021. 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 2020-2021

PROJECT TITLE		Number of Hours
Division of Administrative Services		
Review of Department Controls Over Cash Receipt Processes		340
Office of Information and Technology		
Review of Select Information Technology Contract Staff Augmentation Purchase Order		300
Division of Historical Resources		
Audit of Grant Agreement 20.h.sc.100.033 with The Chiselers Inc. for the Saving the Silhouette Project		300
Total Hours		940

Enterprise Chief Inspector General Audits	
Enterprise Activities	1,000

Special Assignments		
PROJECT TITLE	Number of Hours	
Review of Single Audit Reports	800	
Investigations	1,720	
Administration	600	
Office of Inspector General Annual Audit Planning and Annual Reporting	50	
Long Range Program Plan and Performance Measures	50	
Total Special Assignment Estimates		3,220

Total Planned Staff Hours		
Audit Projects	940	
Enterprise Chief Inspector General Audits	1,000	
Special Assignments	3,220	
Total Planned Audit Hours		5,160

AVAILABLE STAFF HOURS Fiscal Year 2020-2021

Position Title	
Inspector General	1,720
Management Review Specialist (2 Positions)	3,440
TOTAL HOURS	5,160

Long Range Audit Plan
Department of State
Office of Inspector General
Fiscal Years 2021-2022 and 2022-2023

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 2021-2022 and 2022-2023. 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 2021-2022

Long Range Planned Projects	
PROJECT TITLE	Hours Estimate
Division of Administration	
Audit of Department Purchase Card (P-Card) Use	300
Division of Corporations	
Audit of Contract DAS-IT-19-01 for Sunbiz Commercial Off-the Shelf (COTS) Business Registry with PCC Technology, Inc.	400
Division of Elections	
Review of Voter Registration Services	340
Division of Historical Resources	
Audit of Select Agreements within the Historic Preservation Grants Program	300
Division of Cultural Affairs	
Audit of Select Cultural Organization Grants	300
Division of Library and Information Services	
Audit of Select State Aid to Libraries Grant Agreements	300
Total Hours	1,940

Special Assignments	
PROJECT TITLE	Hours Estimate
Review of Single Audit Reports	800
Investigations	1,720
Administration	600
Office of Inspector General Annual Audit Planning and Annual Reporting	50
Long Range Program Plan and Performance Measures	50
Total Special Assignment Estimates	3,220

Total Planned Staff Hours	
Audit Projects	1,940
Special Assignments	3,220
Total Planned Audit Hours	<u>5,160</u>

ESTIMATED AVAILABLE STAFF HOURS Fiscal Year 2021-2022

Position Title	
Inspector General	1,720
Management Review Specialist (2 Positions)	3,440
TOTAL HOURS	<u>5,160</u>

AUDIT PLAN FOR FISCAL YEAR 2022-2023

Long Range Planned Projects	
PROJECT TITLE	Hours Estimate
Division of Administration	
Review of Department Property Controls and Inventory Processes	300
Office of Information and Technology	
Review of Information Technology Security	300
Division of Corporations	
Audit of Select Vendor Agreements	300
Division of Elections	
Review of Select Help America Vote Act Grants	300
Division of Historical Resources	
Audit of Select Agreements within the Historic Preservation Grants Program	300
Division of Cultural Affairs	
Audit of Select Cultural Organization Grants	360
Division of Library and Information Services	
Audit of Select State Aid to Libraries Grant Agreements	300
Total Hours	1,940

Special Assignments	
PROJECT TITLE	Hours Estimate
Review of Single Audit Reports	800
Investigations	1,720
Administration	600
Office of Inspector General Annual Audit Planning and Annual Reporting	50
Long Range Program Plan and Performance Measures	50
Total Special Assignment Estimates	3,220

Total Planned Staff Hours	
Audit Projects	3,220
Special Assignments	1,940
Total Planned Audit Hours	<u>5,160</u>

ESTIMATED AVAILABLE STAFF HOURS Fiscal Year 2022-2023

Position Title	
Inspector General	1,720
Management Review Specialist (2 Positions)	3,440
TOTAL HOURS	<u>5,160</u>