

Audit Plan
Fiscal Year 2021-2022

Long Range Plan
Fiscal Years 2022-2023 and 2023-2024

Office of Inspector General

Florida Department of State

July 1, 2021



Candie M. Fuller
Interim 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 

Subject: Audit Plan for Fiscal Year 2021-2022 and Long Range Plan for Fiscal Years 2022-2023 and 2023-2024


Date: June 25, 2021

Attached is the Department's Annual Audit Plan for Fiscal Year 2021-2022 and Long Range Plan for Fiscal Years 2022-2023 and 2023-2024. 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 2021-2022 and Long Range Plan for Fiscal Years 2022-2023 and 2023-2024.



Laurel M. Lee
Secretary of State



Date

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**Office of Inspector General
Florida Department of State
Audit Plan
*Fiscal Year 2021-2022***

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 2021-2022 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
- Cybersecurity
- 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 2021-2022. 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 2021-2022

PROJECT TITLE	Number of Hours
Division of Administrative Services and Human Resources	
Review of Department's Safety and Loss Prevention Program based on Section 284.50, Florida Statutes	400
Division of Administrative Services	
Risk-Based Compliance Audit of Contracts Executed for the Preceding three Fiscal Years	400
Total Hours	800

Cybersecurity Audit Plan	
Audit of Department Cybersecurity governance pursuant to the Florida Cybersecurity Standards as outlined in Chapter 60GG-2.001(3), F.A.C. and in compliance with Section 282.318(4), F.S.	400
Enterprise Audit of agency Cybersecurity controls for Security Continuous Monitoring Pursuant to the Florida Cybersecurity Standards as outlined in and Chapter 60GG-2.004(2), F.A.C. and the NIST Framework for Improving Critical Infrastructure Cybersecurity	400
Total Hours	800

Special Assignments	
PROJECT TITLE	Number of Hours
Review of Single Audit Reports	800
Investigations	1,720
Administration	600
Finalize Prior Fiscal Year Audits and Corrective Action Follow up	240
Office of Inspector General Annual Audit Planning and Annual Reporting	100
Long Range Program Plan and Performance Measures	100
Total Special Assignment Estimates	3,560

Total Planned Staff Hours	
Audit Projects	800
Cybersecurity Audit (includes Enterprise Chief Inspector General Audit)	800
Special Assignments	3,560
Total Planned Audit Hours	<u>5,160</u>

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>

Long Range Audit Plan
Department of State
Office of Inspector General
Fiscal Years 2022-2023 and 2023-2024

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 2022-2023 and 2023-2024. 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 2022-2023

Long Range Planned Projects	
PROJECT TITLE	Hours Estimate
Division of Administration	
Audit of Department Purchase Card (P-Card) Use	340
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 Cultural Affairs and Division of Historical Resources	
Audit of African American Cultural and Historical Grants	400
Total Hours	1,140

Cybersecurity Audit Plan	
Audit of Department Cybersecurity	400

Enterprise Chief Inspector General Audits	
Enterprise Activities	400

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	1,140
Cybersecurity Audit	400
Enterprise Chief Inspector General Audits	400
Special Assignments	3,220
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>

AUDIT PLAN FOR FISCAL YEAR 2023-2024

Long Range Planned Projects	
PROJECT TITLE	Hours Estimate
Division of Administration	
Review of Department Property Controls and Inventory Processes	400
Office of Information and Technology	
Review of Select Information Technology Contract Staff Augmentation Purchase Order	400
Division of Library and Information Services	
Audit of Select State Aid to Libraries Grant Agreements	340
Total Hours	1,140

Cybersecurity Audit Plan	
Audit of Department Cybersecurity	400

Enterprise Chief Inspector General Audits	
Enterprise Activities	400

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	1,140
Cybersecurity Audit	500
Enterprise Chief Inspector General Audits	500
Special Assignments	3220
Total Planned Audit Hours	<u>5,160</u>

ESTIMATED AVAILABLE STAFF HOURS Fiscal Year 2023-2024

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