Minneapolis
City of Lakes

2016 Audit Plan

City of Minneapolis – Internal Audit Department
January 26, 2016

January 26, 2015

Honorable Members of the Audit Committee:

Enclosed is the Annual Audit Plan proposed by the Office of Internal Audit for the year 2016. There are 13 projects on the 2016 Audit Plan. The plan consists of five audits, three consultations, an investigation and four carry-over projects from 2015 that include both enterprise-wide projects that address systemic risk, and department- and process-specific projects that assist the City in maintaining and establishing sound risk management practices.

Sincerely,

Will Tetsell, City Auditor

Our Mission

To serve the City of Minneapolis and the public interest by providing the Mayor, City Council and other City leaders and management with objective services to help minimize risks, improve internal controls, maximize efficiency and effectiveness of operations, reduce costs and strengthen accountability.

Introduction

The City of Minneapolis' Internal Audit Department has established a risk-based approach to determine the priorities for the 2016 Audit Plan, as is encouraged by the Institute of Internal Auditors. The objective of the risk assessment and audit plan is to gain an understanding of the risk profile of the City and determine how to allocate the Internal Audit team's resources in a way to offer the greatest benefit to the City.

The Annual Audit Plan was developed by conducting an enterprise risk assessment. The risk assessment process involves meeting with City, Department and Divisional leaders to discuss risks, initiatives and roles in risk management. We are pleased to report that the City's leadership team was cooperative and forthcoming in discussing their areas of responsibility.

The Annual Audit Plan is a point-in-time approach to allocating scarce resources; consequently, the plan can and will change to address emerging risks, staff direction and urgent matters. These updates will be reconciled and reported on quarterly to the Audit Committee.

Risk Assessment Process

In conducting the Annual Risk Assessment, Internal Audit met with or solicited information from the Mayor, Council Members, Department heads and Divisional leaders to understand areas of risk within the city.

The risk assessment process will be a continual effort to attempt to remain informed of emerging risk, City initiatives and opportunities to work with the City to manage risk, provide independent assurance and consult on projects, implementations and initiatives. The Audit Department will work with the Audit Committee and City leaders to prioritize work accordingly.

Departmental Projects

Beyond the audits and consultations, the Internal Audit team spends time on findings follow-up, risk assessment, benchmarking and continually monitoring City activities through committee meetings, press releases and conversations with City Leaders, elected officials and employees.

Audit Plan

Project No.	Audit Plan Year	Project Name	Project Type	Objective	Hours
2016-01	2016	Accounts Payable	Audit	The objective of this audit is to evaluate the processes and controls within the Accounts Payable division to ensure adequacy of controls to make timely payments, prevent payment errors and prevent and detect fraudulent activity. Further, timely payment of invoices has been an Audit Finding from the State Auditor since 2009 for the City's failure to make payments within the required 35 days.	250
2016-02	2016	Civil Rights Contract Compliance	Audit	The objective of this audit is to review the processes and regulations in place for Civil Rights contracting requirements and review the execution consistency and accuracy of the respective processes.	250
2016-03	2016	IT Project Management	Consultation	The objective of this consultation is to determine if the Cities PMO processes have adequate project management processes and tools to guide system implementations.	200
2016-04	2016	License Plate Reader Pre-requirement Review	Consultation	The objective of this consultation is to determine if the License Plate Reader system and related processes meet the standards as included in the State Legislature.	150
2016-05	2016	Park and Recreation Worker Safety	Audit	The objective of this audit is to determine if the Park and Rec Board has practices and procedures in place to ensure adequate controls are in place to both prevent injuries and adequately address injuries that do happen.	300
2016-06	2016	Off-Street Parking Operator	Audit	The objective of this audit is to evaluate the service level agreements and City's and vendor's adherence to the contractual requirements.	1000
2016-07	2016	PeopleSoft Finance Access Review	Audit	The objective of this audit is to determine the adequacy of access controls around the PeopleSoft Financial module.	100
2016-08	2016	PeopleSoft Web Portal Security	Audit	The objective of this audit is to determine the adequacy of access and security controls and protocols around the PeopleSoft web portal.	50
2016-09	2016	Police Body Camera Pre-requirement Review	Consultation	The objective of this consultation is to determine if the Body Camera system and related processes meet the standards as included in pending State Legislature.	150
2016-10	2016	Transportation Management Organization	Audit	The objective of this Audit is to assess third-party risk, including, but not limited to grant compliance for Move Minneapolis, a grant sub-recipient overseen by the Downtown Minneapolis Transportation Management Organization Board.	200
2015-12	2015	CPED Loan Lifecycle	Audit	The objective of this project is to assess the people, process and technology risks involved in CPED loaning, managing, collecting, and monitoring funds.	1000
2015-03	2015	Enterprise Land Management System Implementation	Consultation	The objective of this consultation is to work with the cross-functional team to identify opportunities to improve the cashiering functionality within ELMS and identify control gaps, SOD issues, etc.	40
2015-04	2015	NCR Neighborhood Programming and Support	Program Audit	Amending the Mayor's 2015 Recommended Budget (as amended) to direct the Department of Internal Audit to work with NCR and other Coordinator departments to create a scope of work and then oversee an evaluation of NCR Programs using existing budgeted resources.	50
2015-11	2015	Police Records Management System Implementation	Consultation	The objective of this consultation is to work with the MPD to identify risks with the configuration and implementation of a new records management system.	200