



2017 Audit Plan

City of Minneapolis – Internal Audit Department
January 10, 2017



Internal Audit Department

350 South 5th Street, Suite 302
Minneapolis, MN 55415-1316

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Honorable Members of the Audit Committee:

Enclosed is the Annual Audit Plan proposed by the Office of Internal Audit for the year 2017. There are 8 projects on the 2017 Audit Plan. The plan consists of five audits and three consultations 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,

A handwritten signature in black ink that reads "Will Tetsell". The signature is written in a cursive, flowing style.

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 2017 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 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

Audit Plan Year	Project Name	Project Type	Objective
2017	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 agreements.
2017	Risk Management Worker's Compensation Claim Management	Audit	The objective of this audit is to evaluate the processes and practices of the Risk Management team as they relate to the intake, processing, and monitoring of claims.
2017	Third-Party Audit	Audit	The objective of this audit is to evaluate expenses and contractual obligations and requirements between the City and a selected third party.
2017	Police Evidence Room Audit	Audit	The objective of this audit is to evaluate the degree to which the Minneapolis Police Department is adhering to policies and standards in their operation of the evidence room.
2017	Payroll	Audit	The objective of this audit is to review key financial and operational payroll processes and data and to determine if the recommendations from the 2013 Payroll audit have been implemented and to look for payroll.
2017	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.
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.
2017	IT Third-Party Audits	Audit	The objective of this audit is to evaluate the level of service that the City is receiving from key technology vendors.