

**Schedule of Internal Audit Projects
Calendar Year 2014**

	Department	Historical		Prefd.	Scheduled	Audit
	Project Description	Estimated	Last Done	Audit	For	Hours
		Hours	Through	Cycle (yrs)	2014	2014
	<u>Board of Supervisors</u>					
1102	District 2 General Department Audit (Including MACs)	60	1/07	4	X	10
	<u>Risk Management</u>					
0043	General Department Audit	250	5/05	2	X	300
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/13	1 (Law)	X	60
0116	Medical & Dental Premium Payments	200	3/05	2	X	240
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	100	2/13	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 2nd qtr	100	5/13	1/4 (Law)	X	100
0151	Treasury Cash & Investments - July 1	100	7/1/13	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	100	9/12	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 4th qtr	100	12/12	1/4 (Law)	X	100
0153	Tax Collector's Special Trust (8314)	50	8/04	4	X	60
0154	Supplemental Tax Collection	150	12/08	2	X	180
0155	Duplicate payment trust (8315)	65	4/04	4	X	75
0172	Treasury Oversight Committee (calendar year)	120	12/12	1 (Law)	X	175
	<u>Purchasing</u>					
1491	Purchasing	175	NEW	4	X	175
1493	Procurement Card Program - 3rd qtr	30	9/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 4th qtr	30	12/12	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	30	3/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	30	6/13	1/4 (CAO)	X	40
	<u>Department of Information Technology</u>					
0147	General Department Audit	100	9/07	3	X	100
	<u>Sheriff-Coroner</u>					
3005	Inmates' cash	400	12/05	2	X	500
	<u>Probation</u>					
3081	General Departmental Audit	200	12/11	2(Law)	X	220
	<u>Health Services</u>					
4501	Public Health	250	2/08	2	X	275
5408	CCHP Vendor Payments	150	7/04	3	X	160
	<u>Employment & Human Services</u>					
	Trust Funds	100	Special		X	100

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	<u>Public Works</u>					
0791	Craft inventories and Custodial Supplies Inventory (combined)	100	6/09	3	X	150
1481	Print and Mail (Central Services) Inventory	120	6/09	3	X	120
	<u>Contra Costa Fire Protection District</u>					
9502	General Department Audit	300	1/06	2	X	310