

**Schedule of Internal Audits Completed
Calendar Year 2013**

	Department	Last Done	Prefd.	Scheduled	Audit	Total
	Project Description	Through	Audit	For	Hours	Project
			Cycle (yrs)	2013	2013	Hours
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/13	1 (Law)	X	60	40
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	-
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	2/13	1/4 (Law)	X	85	76.5
0151	Treasury Cash & Investments - 2nd qtr	5/13	1/4 (Law)	X	85	76.5
0151	Treasury Cash & Investments - July 1	7/1/13	1/4 (Law)	X	85	62
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	9/12	1/4 (Law)	X	85	71
0151	Treasury Cash & Investments - 4th qtr	12/12	1/4 (Law)	X	85	70.5
0152	State of California trust (8011)	4/13	4	X	80	105.5
0172	Treasury Oversight Committee (calendar year)	12/12	1 (Law)	X	160	212
	<u>Purchasing</u>					
1493	Procurement Card Program - 3rd qtr (2012)	9/12	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 4th qtr	12/12	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 1st qtr	3/13	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 2nd qtr	6/13	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 3rd qtr (2013)	9/13	1/4 (CAO)	X	40	64
	<u>Clerk-Recorder</u>					
	GC27361(d)(4) project re: SSN truncation - Required to be performed by 12/31/2013	2013	4	X	120	94
	<u>Sheriff-Coroner</u>					
2553	Seized & Forfeited Property	12/12	5	X	150	275
	<u>Agriculture</u>					
3351	General Departmental Audit	3/13	4	X	150	135
	<u>Health Services</u>					
5403	Materials Management	3/13		X	200	146.5
	<u>County Libraries</u>					
6201	General Departmental Audit	12/12	4	X	300	230.5
	<u>Public Works</u>					
1492	Capital Leases	6/13	3	X	230	203
0632	Vehicle Inventory	6/13	3	X	175	164
	<u>Contra Costa Fire Protection District</u>					
9501	Other Supplies Inventory	6/13		X	80	119

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				2013	2013	Hours
	<u>Additional Projects as discussed with Elizabeth</u>					
0014	Examination of Mitigation Funds, MACs/TACs, and Other Funds with Board Discretion			X	360	770
	<u>Mitigation Funds (also brought up by Supervisor Gioia @ Finance Committee Mtg 2/7/11)</u>					
	Crockett Co-Generation	3/13				
	Rodeo Unocal	3/13				
	Livable Communities Trust	12/12				
	County Regional Enhancement Contribution	12/12				
	Transient Occupancy Tax/Contra Costa Futures	12/12				
	Navy Transportation	2/13				
	Tosco/Solano Transportation	2/13				
	<u>MACs/TACs</u>					
	BOS District #3:					
	Byron MAC	3/13				
	Diablo MAC	3/13				
	Knightsen TAC	3/13				
	Bethel Island MAC	3/13				
	BOS District #5:					
	Bay Point MAC	12/12				
	Pacheco MAC	12/12				
	Rodeo MAC	12/12				
	<u>General Purpose with Board Discretion</u>					
	Child Care Affordability Fund	12/12				
	Dougherty Valley Transit Fees	12/12				
	Industrial Job Training & Education Fee	12/12				