

**Schedule of Internal Audit Examinations
Calendar Year 2016**

	Department Project Description	Last Done Through	Prefd. Audit Cycle (yrs)	Scheduled For 2016	Estimated Hours 2016
	<u>Board of Supervisors</u>				
1101	District 1 General Department Audit (Including MACs)	1/07	4	X	100
1103	District 3 General Department Audit (Including MACs)	4/06	4	X	100
1105	District 5 General Department Audit (Including MACs)	1/07	4	X	100
	<u>Auditor-Controller</u>				
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/15	1 (Law)	X	60
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 (3/31/16)	03/15	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 2nd qtr (6/30/16)	06/15	1/4 (Law)	X	100
0151	Treasury Cash & Investments - July 1	7/1/15	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 3rd qtr (9/30/16) (Auditor recommendation)	09/15	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 4th qtr (12/31/15)	12/14	1/4 (Law)	X	100
0151-A	Tax Collector Cash on Hand - 1st qtr (3/31/16)	NEW	1/4 (TTC)	X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr (6/30/16)	NEW	1/4 (TTC)	X	20
0151-A	Tax Collector Cash on Hand - July 1	7/1/15	1/4 (TTC)	X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr (9/30/16)	9/15	1/4 (TTC)	X	20
0151-A	Tax Collector Cash on Hand - 4th qtr (12/31/16)	12/15	1/4 (TTC)	X	20
0172	Treasury Oversight Committee (calendar year)	12/14	1 (Law)	X	180
	<u>Purchasing</u>				
1493	Procurement Card Program - 1st qtr (3/31/16)	3/15	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr (6/30/16)	6/15	1/4 (CAO)	X	40
1493	Procurement Card Program - 3rd qtr (9/30/16)	9/15	1/4 (CAO)	X	40
1493	Procurement Card Program - 4th qtr (12/31/15)	12/14	1/4 (CAO)	X	40
	<u>Sheriff-Coroner</u>				
2551	Escrow Fund (aka Sheriff's Civil)	12/10	2	X	350
3003	Custody Alternative Programs	12/04	4	X	350
2555	Sheriff Training Center	12/07	2	X	230
	<u>Probation</u>				
3081	General Departmental Audit	12/13	2(Law)	X	240

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	Project Description				
	<u>Health Services</u>				
3641	Public Administrator	3/10	2	X	130
4521	Environmental Health-Hazardous Materials Div	3/10	2	X	300
5401	Year End Inventory Control (OR Supplies and Implants)	NEW	3	X	180
	<u>Employment & Human Services</u>				
5001	Administration - Including Form 1099/W-9 Handling, Adm Personnel Req, proc cards, fixed assets, petty cash, expenditures/contracts	NEW		X	300
	<u>Community Services (EHSD)</u>				
5882	Weatherization Projects Inventory	6/07	3	X	180
	<u>Public Works</u>				
0634	Voyager Cards	NEW	3	X	160
	GASB Implementation (40 X 2)				80
	Single Audit assistance/wrap up				80
					3,940