

Schedule of Internal Audit Examinations for 2016

| | Department Examination Description | Last Done Through | Preferred Cycle (yrs) | Scheduled For 2016 | Estimated Hours 2016 | Total Examination Hours |
|---|--|------------------------------|----------------------------------|-----------------------------------|-------------------------------------|--|
| <u>Completed Examinations - As Scheduled</u> | | | | | | |
| | <u>Board of Supervisors</u> | | | | | |
| 1101 | District 1 General Department Audit (Including MACs) | 4/16 | 4 | X | 100 | 101 |
| 1103 | District 3 General Department Audit (Including MACs) | 6/16 | 4 | X | 100 | 89 |
| 1105 | District 5 General Department Audit (Including MACs) | 5/16 | 4 | X | 100 | 90 |
| | <u>Auditor-Controller</u> | | | | | |
| 0105 | Revolving/Cash Diff. Fund & Shortage Report (fiscal year) | 6/16 | 1 (Law) | X | 60 | 15 |
| 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) | 2/16 | 1/4 (Law) | X | 100 | 83 |
| 0151 | Treasury Cash & Investments - 2nd qtr (6/30/16) | 4/16 | 1/4 (Law) | X | 100 | 84 |
| 0151 | Treasury Cash & Investments - July 1 | 7/1/16 | 1/4 (Law) | X | 100 | 52 |
| 0151 | Treasury Cash & Investments - 3rd qtr (9/30/16) (Auditor recommendation) | 8/16 | 1/4 (Law) | X | 100 | 48 |
| 0151 | Treasury Cash & Investments - 4th qtr (12/31/15) | 12/15 | 1/4 (Law) | X | 100 | 128 |
| 0151-A | Tax Collector Cash on Hand - 1st qtr (3/31/16) | 2/16 | 1/4 (TTC) | X | 20 | 15 |
| 0151-A | Tax Collector Cash on Hand - 2nd qtr (6/30/16) | 4/16 | 1/4 (TTC) | X | 20 | 13 |
| 0151-A | Tax Collector Cash on Hand - July 1 | 7/1/16 | 1/4 (TTC) | X | 20 | 16 |
| 0151-A | Tax Collector Cash on Hand - 3rd qtr (9/30/16) | 8/16 | 1/4 (TTC) | X | 20 | 16 |
| 0151-A | Tax Collector Cash on Hand - 4th qtr (12/31/16) | 12/16 | 1/4 (TTC) | X | 20 | 16 |
| 0172 | Treasury Oversight Committee (calendar year) | 12/15 | 1 (Law) | X | 180 | 260 |
| | <u>Purchasing</u> | | | | | |
| 1493 | Procurement Card Program - 1st qtr (3/31/16) | 3/16 | 1/4 (CAO) | X | 40 | 68 |
| 1493 | Procurement Card Program - 2nd qtr (6/30/16) | 6/16 | 1/4 (CAO) | X | 40 | 68 |
| 1493 | Procurement Card Program - 3rd qtr (9/30/16) | 9/16 | 1/4 (CAO) | X | 40 | 68 |
| 1493 | Procurement Card Program - 4th qtr (12/31/15) | 12/15 | 1/4 (CAO) | X | 40 | 68 |
| | <u>Sheriff-Coroner</u> | | | | | |
| 2551 | Escrow Fund (aka Sheriff's Civil) | 4/16 | 2 | X | 350 | 280 |
| 3003 | Custody Alternative Programs | 2/16 | 4 | X | 350 | 195 |
| 2555 | Sheriff Training Center | 5/16 | 2 | X | 230 | 322 |
| | <u>Probation</u> | | | | | |
| 3081 | General Departmental Audit | 12/15 | 2(Law) | X | 240 | 348 |
| | <u>Health Services</u> | | | | | |
| 3641 | Public Administrator | 1/16 | 2 | X | 130 | 311 |
| 4521 | Environmental Health-Hazardous Materials Div | 4/16 | 2 | X | 300 | 310 |
| 5401 | Year End Inventory Control (OR Supplies and Implants) | 6/16 | 3 | X | 180 | 93 |

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| | Department | Last Done | Preferred | Scheduled | Estimated | Total |
|------|--|------------------|--------------------|------------------|------------------|--------------------|
| | Examination Description | Through | Cycle (yrs) | For | Hours | Examination |
| | | | | 2016 | 2016 | Hours |
| | <u>Employment & Human Services</u> | | | | | |
| 5001 | Administration - Including Form 1099/W-9 Handling, Adm Personnel Req, proc cards, fixed assets, petty cash, expenditures/contracts | 6/16 | | X | 300 | 166 |
| | | | | | | |
| | <u>Community Services (EHSD)</u> | | | | | |
| 5882 | Weatherization Projects Inventory | 6/16 | 3 | X | 180 | 215 |
| | | | | | | |
| | <u>Public Works</u> | | | | | |
| 0634 | Voyager Cards | 3/16 | 3 | X | 160 | 166 |