

Schedule of Internal Audit Examinations
Calendar Year 2017

	Department	Historical	Last Done	Prefd.	Scheduled	Audit
	Project Description	Estimated	Through	Audit	For	Hours
		Hours		Cycle (yrs)	2017	2017
	<u>County Administrator</u>					
0031	General Department Audit	150	12/05	4	X	160
	<u>Assessor</u>					
0016	General Department Audit	150	1/07	4	X	180
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/16	1 (Law)	X	60
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	50	02/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	04/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	7/1/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	08/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	12/15	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	02/16		X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	04/16		X	20
0151-A	Tax Collector Cash on Hand - July 1	20	7/1/16		X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	08/16		X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/16		X	20
0157	Secured Tax Collection	200	3/09	2	X	220
0158	Unsecured Payment Trust	80	2/08	4	X	80
0159	Unsecured Tax Collection	200	2/08	2	X	220
0172	Treasury Oversight Committee (calendar year)	140	12/15	1 (Law)	X	140
	<u>Office of Revenue Collections</u>					
	Balances not tested in 2015 examination of ORC remaining Accounts Receivable		special		X	100
	<u>Human Resources</u>					
0351	General Departmental Audit	150	4/06	5	X	170
	<u>Clerk-Recorder</u>					
	GC27361(d)(4) project re: SSN truncation - Required to be performed by 12/2013 and 12/2017 (between 6/1/17 and 12/31/17)		2013	4	X	120
	<u>District Attorney</u>					
2421	General Departmental Audit	175	3/11	3	X	190
	<u>Sheriff-Coroner</u>					
2554	(Requested Audit) Cal-Id	60	6/10	Special Req	X	80

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		Hours		Cycle (yrs)	2017	2017
	<u>Animal Services</u>					
3661	General Departmental Audit	300	4/10	2	X	320
	<u>Health Services</u>					
4671	Alcohol and Other Drugs	175	2/10	2	X	185
4671	Mental Health	175	2/10	2	X	185
5406	Patients Trust & Valuables	50	3/09	4	X	65
	<u>Employment & Human Services</u>					
5001	Children and Family Services (CFS) (0502)		with Dept audit- 1/09		X	120
5001	Aging and Adult Services (0503)		with Dept audit- 1/09		X	120
	<u>Public Works</u>					
	<u>Purchasing:</u>					
0202	Sale of surplus equipment	120	12/04	4	X	120
1493	Procurement Card Program - 4th qtr	40	12/15	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	40	3/16	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	40	6/16	1/4 (CAO)	X	40
1493	Procurement Card Program - 3rd qtr	40	9/16	1/4 (CAO)	X	40
	<u>Contra Costa Fire Protection District</u>					
	Fleet Parts and Fuel Inventories	100	6/10	3	X	100
	<u>Mitigation Funds</u>					
	North Richmond Mitigation Fund		2/11		X	240
	Special projects					190
	GASB Implementation (40 X 2)					80
	Single Audit assistance/wrap up					80