



OFFICE OF INSPECTOR GENERAL JEFFERSON PARISH

DAVID N. MCCLINTOCK
INSPECTOR GENERAL



MEMORANDUM

Date: 08/28/2017

To:

Carroll W. Suggs, Chair
Kyle Marks, Vice-Chair
Maria Cisneros, Commissioner
Warren R. Bourgeois, III, Commissioner
Paul LaRosa, Commissioner

From: David N. McClintock, Inspector General *DNA*

Re: Annual Work Plan for Calendar Year 2018

The Jefferson Parish Office of Inspector General ("JPOIG") has prepared an Annual Work Plan in accordance with the mandate set forth in the Jefferson Parish Code of Ordinances § 2-155(17). The Annual Work plan includes:

1. Audit Process Chart 1
2. Risk Assessment Process Chart 2
3. Risk Assessment Criteria
4. 2018 Annual Audit Plan

The JPOIG Audit Unit is led by Susan I. Andrews, CPA, CFE, CISA who serves as the Deputy Inspector General Audits with a staff of three (3) auditors. The audit plan is based upon the full utilization of the current staffing level. The Audit Unit conducts independent and objective audits and is committed to providing timely, useful, and reliable information.

The Audit Unit identifies opportunities to improve government operations by conducting comprehensive independent audits and activities to assess efficiency, economy, and effectiveness, assesses compliance with applicable laws and regulations and prevents, detects, and deters fraud, waste, and abuse. In addition, the Audit Unit engages in (unplanned) investigative audits based upon information developed and supports efforts of the Investigative Unit as required.

Pursuant to the Annual Work Plan, resources are assigned in the areas of highest risk and vulnerability in order to assess the subject areas and where appropriate, provide recommendations to improve internal controls, operations and systems.

Audit Universe

The audit universe is comprised of 144 identified auditable departments and functions within the Jefferson Parish government. Our goal for calendar year 2018 audit plan includes six (6) new audit areas.

To identify high risk areas for audit coverage, we relied on discussions with Jefferson Parish management and staff, our knowledge, professional judgment, annual budgets, Comprehensive Annual Financial Reports (CAFRs), other information obtained from the Finance Department, and our subjective assessment of risk. The JPOIG notes that our current staffing levels do not permit audit coverage of all units on a reasonable schedule. Therefore, we utilize risk assessments that include input from the Parish Administration to prioritize areas and operations that will be scheduled for review.

As with any annual work plan, unplanned contingencies and newly identified cases may present as the audit plan year unfolds. As such, the audit plan risk assessment may be amended during the year to better identify audit areas that either add operational value or mitigate identified financial or operational risks. The scope of each planned audit will be assessed as part of the individual audit's planning process. The scope of each audit will be formulated using a standard number of estimated audit hours so that two audits can be completed each quarter as the 2018 year progresses. A copy of this document will be available on the JPOIG website www.jpoig.net after September 1st.

Quality Assurance

The JPOIG work completed under this audit plan is subject to best management practices that form the foundation of a quality assurance and improvement program. These include partnering with management, monitoring staff performance through the use of computer-assisted case management, developing staff professionally, and external quality assurance peer reviews based on the standards of the Association of Inspectors General and the Institute of Internal Auditors (IIA).

As part of the internal quality assurance and improvement efforts, the JPOIG reviews and implements professional standards and internal policies and procedures; participates in various training and development activities; consistently strives to improve audit techniques, tools, and technology; and practices appropriate supervision procedures. In addition, the Audit Unit also performs internal quality reviews for the completeness of work papers and each compliant audit's conformance to IIA Audit Standards and practices.

The JPOIG communicates and demonstrates our quality assurance and improvement efforts through the form, content, and frequency of communications with management. This is demonstrated through the communications and discussions that lead to this and future Annual Work Plans; formal audit and investigative reports; annual reports, and the results of periodic peer review.

Attachments:

Audit Process Chart 1

Risk Assessment Process Chart 2

Risk Assessment Criteria

2018 Audit Plan

cc:

Michael S. Yenni, Parish President

Keith Conley, Chief Operating Officer

Timothy Palmatier, Director, Finance Department

Chairman Chris Roberts, At-Large "A"

Councilwoman Cynthia Lee-Sheng, At-Large "B"

Councilman Ricky J. Templet

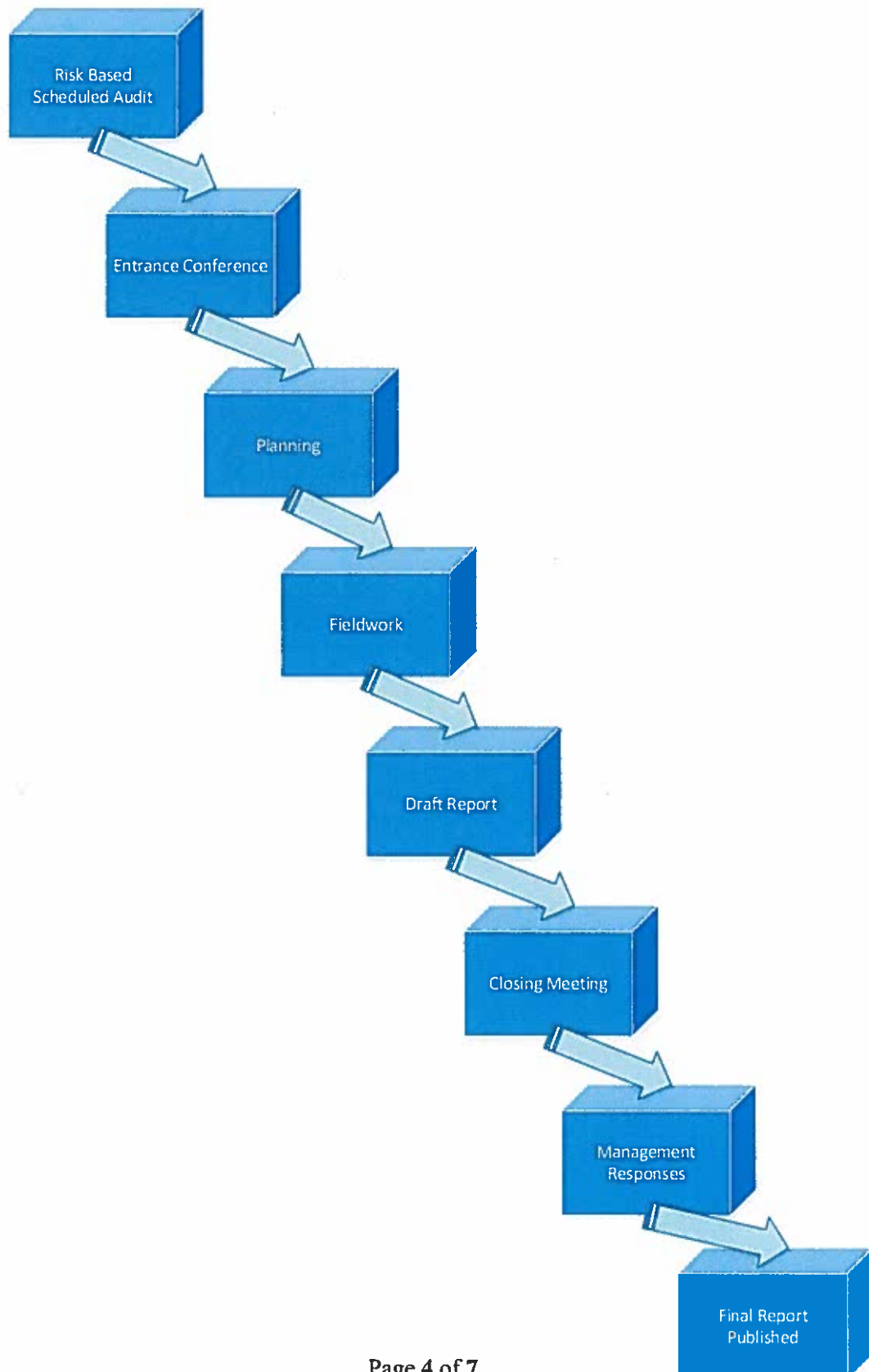
Councilman Paul D. Johnston

Councilman Mark D. Spears, Jr.

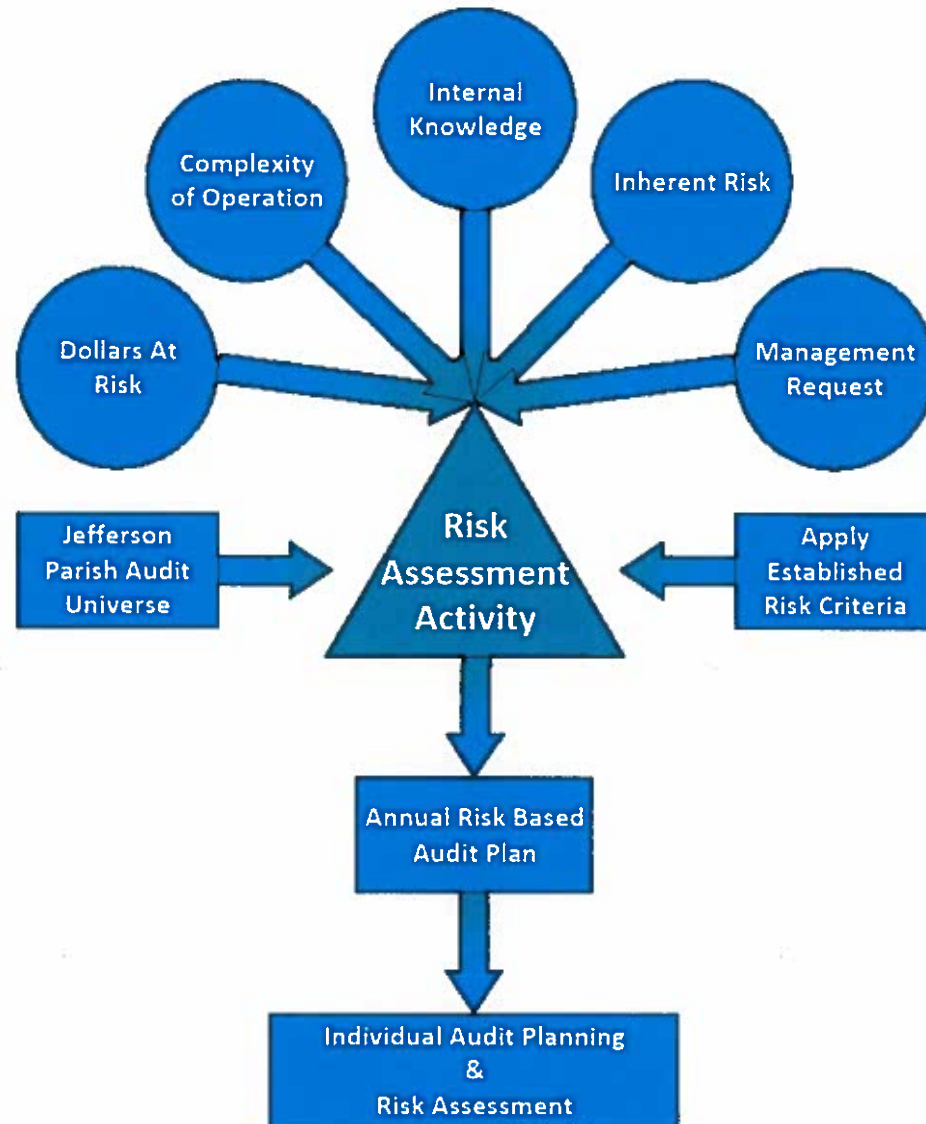
Councilman Jack Rizzuto

Councilwoman Jennifer Van Vrancken

AUDIT PROCESS CHART 1



RISK ASSESSMENT PROCESS CHART 2



Risk Assessment Criteria:

Definitions

Risk Category: Dollars-At-Risk

Financial Risk: The risk of fraud, waste or abuse involving financial transactions occurring within a department, agency or function.

Corruption Risk: The risk of corruption by public officials with influence or management authority over the activities over the department, agency or function.

Cash Theft Susceptibility: The risk that cash could be diverted from government coffers due to the nature of the activities occurring within the department, agency or function.

Budget Overages: A high degree of budget overages may indicate that fraud, waste or abuse is occurring within the department, agency or function.

Risk Category: Complexity of Operations

Degree of Regulation: A high degree of federal, state or local regulations govern the activity occurring within the department, agency or function.

Inherent Operational Risk: There is a high degree of risk that failure of operations will result in fines, penalties or fees to occur.

Process Stability: The risk that processes may be immature or are not well documented due to recent changes in the operating environment of the department, agency or function.

Risk Category: Internal Knowledge

Recent Audit History: The result of past audits by any assurance provider, external, internal, or regulatory auditor has been unsatisfactory.

IG Internal Intelligence: Information obtained by the JPOIG indicates a heightened potential for fraud waste or abuse within the department, agency or function.

Risk Category: Inherent Risk

Degree of Political Change: There is a high degree of political change that has occurred within the past 12 months impacting the department, agency or function.

Degree of Technological Change: There is a high degree of technological change such as the recent implementation of a new information system, or program that has occurred within the past 12 months.

Degree of Management Ineffectiveness: There are indicators or there is public perception of mismanagement of operations, personnel, or public assets occurring within the department, agency or function.



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2018 Audit Plan

The 2018 Annual Audit Plan is the result of the Annual Audit Risk Assessment process. The annual audit plan is designed to be independent and lift able from the Annual Risk Assessment result.

A risk assessment is a systematic process for assessing and integrating professional judgments about the probability of the existence of adverse conditions and/or events. Based on the risk assessment, the Deputy Inspector General Audits will commence an audit of the areas presented below after securing approval from the Inspector General. Department-specific risk assessments will be completed as part of the audit planning phase, performed at the inception of each audit. The Annual Audit Plan is presented by calendar quarter; however, because conditions change, audit priorities determined through the annual risk assessment process may be reviewed and updated throughout the year.

PROPOSED AUDITS BY CALENDAR QUARTER

FUNCTION	FUND	DEPARTMENT	QUARTER
N/A	N/A	Shared Services	1
Internal Service Funds	Internal Service	Central Garage	2
Financial Administration	General	Personnel	3
Council Dist Imp/Asst Fund	Special Revenue	Off Track Betting	4
Council Dist Imp/Asst Fund	Special Revenue	Video Poker Fund	4
N/A	N/A	Professional Services	3
Financial Administration	General	Accounting/Payroll	2
Council District Improvement	Special Revenue	BP Settlement Fund	1

Completed By:

Susan I. Andrews, CPA, CFE, CISA
Deputy Inspector General Audits

Approved By:

David N. McClintock, CIG
Inspector General