

# INTERNAL AUDIT

## Description

Internal Audit assists the County Manager and the Board of Supervisors by providing objective analyses, recommendations, advice and comments concerning those areas reviewed to ensure an appropriate level of control at a reasonable cost. To be effective, Internal Audit must maintain independence, and therefore reports directly to the County Manager and the County's Audit Committee. The focus of Internal Audit is on General Government, as Education has a separate internal audit function.

Internal Audit evaluates the adequacy and effectiveness of County agencies' internal controls and examines the quality of performance of their operations for improvement of accountability within the General Government. Assessing quality of performance includes appraising the reliability and integrity of financial and operating information and the means to process data; evaluating the sufficiency of compliance with significant plans, policies, procedures, laws, and regulations; ascertaining the adequacy of controls for safeguarding General Government assets and, as appropriate, verifying asset existence; and examining efficient use of General Government resources and program accomplishments.

- Follow up on prior internal audits to determine that agreed-upon management action plans have been effectively implemented to address the risks identified during the audits.
- Assist with the County's annual external audit.
- Advise County management and the County's Audit Committee on potential improvements in operations and results through technical assistance.
- Perform requested special audits and follow up on issues raised through the fraud reporting mechanisms and recommend corrective action as required.
- Administer office activities for continuous professional education, training, and skills development, ensuring excellent quality and adherence to independent auditing with integrity.

## Objectives

- Perform an annual risk assessment, identify areas of risk for audit, and conduct internal audits to evaluate controls, recommend workable improvements, and note commendable practices that can be shared with other agencies.

## Budget Highlights

The auditing environment has become increasingly complex and challenging as the County and its agencies implement additional technology and as regulations and accounting requirements are continuously changing. To meet these challenges and provide quality audit results, Internal Audit uses

### Annual Fiscal Plan

<b>Description</b>	<b>FY17 Actual</b>	<b>FY18 Original</b>	<b>FY19 Proposed</b>	<b>Change 18 to 19</b>
Personnel	\$ 434,035	\$ 428,136	\$ 440,758	2.9%
Operation	12,511	14,579	14,579	0.0%
Capital	0	0	0	0.0%
<b>Total</b>	<b>\$ 446,546</b>	<b>\$ 442,715</b>	<b>\$ 455,337</b>	<b>2.9%</b>
 Personnel Complement	 4	 4	 4	 0

<b>Performance Measures</b>				
	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Change 18 to 19</b>
<b>Workload Measures</b>				
Audit Projects: Audits, Follow Ups, Consults	23	26	26	0
<b>Efficiency Measures</b>				
General Gov't budget/audit position (mil)	\$ 167	\$ 167	\$ 173	6
General Gov't employees/audit position	1,008	1,025	1,030	5

enhanced auditing software in all its audits to better examine activity in a cost-effective manner. The department pays annual software licensing costs to maintain current versions and support for these tools. In addition, the department requires all staff to maintain professional certifications and provides annual continuing education to stay current with requirements, business risks, and the latest audit techniques. The software licensing costs as well as the continuing education costs are the two largest components of the operating budget for Internal Audit.

As the majority of the department's budget (97 percent) consists of personnel costs, service levels will continue at current levels on audits, special projects, and follow-ups. Internal Audit conducts an annual survey and finalizes a risk-based planning assessment to select and perform routine audits of the effectiveness of controls in a number of areas. The goal of the audit planning process is to select auditable areas of risk in each of the major operating segments each year – Administration, Community Services, Community Development, Community

Operations, and Public Safety.

The fraud reporting webpage may generate additional special projects. Technical assistance will be provided to agencies as requested. The department also assists the County's external auditors with the required annual financial and compliance audits to help control those costs.

Some of the internal audits conducted by the department in FY2017-18 included Public Work's management of bonds, cash, and lines of credit used to guarantee satisfactory completion of projects related to roads and right-of ways; meals tax administration process; and libraries technology controls.

Internal Audit's budget for FY2018-19 of \$455,337 represents an increase of \$12,622 or 2.9 percent over the FY2017-18 approved budget. This increase is driven solely by the personnel component, because of salary increases and the rising rates of fringe benefits for the County. The operating component remains flat from the previous fiscal year.



**Department Operating Budget  
Henrico County, Virginia  
FY2018-19  
INTERNAL AUDITING**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	337,061	332,689	340,581	7,892	2.4%
50109 Vacancy Savings	0	-7,920	-8,134	-214	-2.7%
50110 FICA	25,223	25,107	26,054	947	3.8%
50111 Retirement VRS	42,228	43,283	45,263	1,980	4.6%
50112 Hospital/Medical Plans	25,271	30,552	32,532	1,980	6.5%
50113 Group Insurance - Life (VRS)	4,252	4,425	4,462	37	0.8%
50211 Maintenance Service Contracts	255	332	330	-2	-0.6%
50240 Printing and Binding	1	50	50	0	0.0%
50310 Automotive/Motor Pool	0	55	55	0	0.0%
50410 Postal Services	0	50	50	0	0.0%
50412 Telecommunications	1,507	1,550	1,550	0	0.0%
50430 Mileage	0	50	50	0	0.0%
50431 Education and Training	3,879	4,540	4,540	0	0.0%
50450 Dues And Association Memberships	2,660	2,650	2,730	80	3.0%
50500 Office Supplies	475	902	824	-78	-8.6%
50512 Books and Subscriptions	425	700	650	-50	-7.1%
50514 Other Operating Supplies	38	200	150	-50	-25.0%
50521 Computer Software	3,271	3,500	3,600	100	2.9%
<b>Total Department</b>	<b>446,546</b>	<b>442,715</b>	<b>455,337</b>	<b>12,622</b>	<b>2.9%</b>